

**THIS MUST BE DONE USING ONLY INTERNET EXPLORER**

**Steps for Registration of our Online Permitting System. If you do not set up your account correctly, it will not work so please be sure to follow these steps.**

1. Go to City of Cedar Hill website, Select City Services- at the top, Select Building Inspections- along the left side
2. The link – Online Platform – is at the middle of the page in blue. Click on the link. It will take you to another page. Select Log In or Register. You must register if its your 1<sup>st</sup> time to use the portal. For future uses you will just Log In.
3. The email that you use MUST be the email address that was listed on the registration form that we received. It WILL NOT work with any other email address. Once you enter the email, you will receive an email to that email address to complete the registration process.
4. Choose the password that you want to use. NOTE: Anyone who is going to use the system MUST use that same email and password. Individual users WILL NOT create their own account. There can only be 1 per company.
5. The name of the person registering must be the business owner if they are General Contractors and if they are Electrical, Plumbing, Mechanical or Irrigation the name of the person registering MUST be the Master (License Holder) listed on the registration. It is important that any staff who will be using the online portal have the information and are aware that they must only use that 1 email, password and name. They are not to create their own log in information for the online portal.
6. Answer the questions asked to complete the registration.
7. The online system will allow immediate issuance and payment of trade permits, but construction permits will still require the review process. You can attach the necessary documents at the time that you submit including the permit application. Make sure trades are listed on that application.
8. Once the permit is ready, we will contact you and you can pay online or come into the office to pay. If you prefer to pay online, please let us know that when we contact you so that we can issue you an invoice to pay. There will not be an option to pay it online unless that invoice is issued to your account. Please remember that some permits must be paid in office because they have stamped plans that are required to be onsite. This system is for permitting. It is not for registrations and validations. All registrations and validations must be emailed to [citypermits@cedarhilltx.com](mailto:citypermits@cedarhilltx.com). If you need any assistance, please call 972-291-5100 ext. 1090.