1. Open a compatible web browser and navigate to
   https://cityworks.beaumonttexas.gov/OnlineApplications/
   a. Microsoft Edge
   b. Google Chrome
   c. Mozilla Firefox

2. Log in with your credentials that you created during the registration process.
   a. If you have forgotten your password, select the link for Forgot Password? Under the login button.

3. Create your application by selecting the Create Application button.
4. Select the category of the permit requested.

5. Select the type of application you are applying for.
   a. You will get a pop-up message stating any items required for the application.
      i. Please make sure your pop-up blocker allows pop-ups from this page if you have one.
      ii. If you do not submit all items on the pop-up notice your application will be denied until the documents are received.
   b. Use the search button if you do not see what you are looking for.
6. Begin filling out the application
   a. **Section 1: Main**
      i. Enter the description of the work being done.
      ii. Enter the address of the location of work.
         1. You will get a pop-up box with address suggestions as you type. Please select the correct address.
         2. The address will appear on the map to the right.
            a. If the address is not in the suggestions. Search for an address nearby and move the blue dot to the correct location.
      iii. Select the **Next** button to move on to the next section.
b. **Section 2: Contractor**
   
i. Click on **Select Contractor(s)**
   
   ii. Search or scroll through and select the contractor doing the work. For most applications this will be the person responsible for all work and will more than likely be you.
   
   1. If you are a homeowner doing your own work, you may skip this section by clicking the **Next** button at the bottom right of the panel.
   
   iii. You will see the information for the contractor(s) that you selected. Please verify this is correct.
   
   iv. Select **Next**.
c. **Section 3: DataGroup**
   
i. Please provide the required information in these fields.
   
   1. For example: If you are installing (2) dishwashers you will need to put a 2 in the dishwasher field.
   
   2. You will need to enter a 0 in the any field not being used.

   ii. Once completed select **Next**.
d. Section 4: People
   i. Please enter the contact information for the Owner, Applicant, and Superintendent (if applicable).
   ii. If this person is you, you can select the Use My Information button to fill in the contact information automatically.
   iii. Select Next to continue.
e. **Section 5: Rel Docs**
   i. Please upload any related documents that may be needed. To do this click the **Add** button.
   ii. If you need to see what is required, click the **See Required** button.
   iii. Select **Next**.
f. **Section 6: Payment**

i. Select the **Total Fees** button to see all fees applied.
   1. There will not be a total in the fees section until the application is reviewed. To see the current total of your fees, select the **Total Fees** button.
   2. Fees may change if there are changes to the application during review. Final fee totals will be provided during the payment process.

ii. Select **Submit**.
   1. The Permitting office will review the application and you will be notified through the portal to pay your fees.
   2. Select **Accept** to accept the terms and conditions.
      a. These are the same terms and conditions that were listed on the paper forms previously filled out.
7. You will now be able to see your full application.
   a. From here you can do the following:

8. From the portal you will be able to see all your Submitted and Incomplete applications.
9. Once approved by Building Codes, you will be able to go in and pay your fees and print your receipt and permit.
10. You will also be able to see information on anything missing from your application that Building Permits returns to you.