

## **Instructions for Zoning Verification Letters (ZVL):**

Zoning Verification Letters are available on our online permit portal. (link below)

<https://cityworks.beaumonttexas.gov/OnlineApplications/template/login.aspx>

To request a ZVL, you must log into our permit portal. (If you do not already have an account, you will need to click “sign up” and follow the prompts to create an account.)

After logging in, you will hit “Create Application” at the top, Choose Planning & Zoning, and then select the Zoning Verification application.

Following all the prompts to get the request submitted.

When staff has received and reviewed your request, you will receive an email to pay the \$25.00 fee. When the fee has been paid, staff will upload the requested Zoning Verification letter, and subsequent map.

**\*\* NOTE:** All ZVL’s are addressed in letter format, to the name on the applicant position. If you want your companies name on the addressing, please be sure to include it when entering your information.

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