

## Contractor Registration: Utility Permits

Got to: <https://eportal.galvestontx.gov/CitizenAccess/Welcome.aspx> select 'Public Works' and follow the steps below.

Contact [engineering@galvestontx.gov](mailto:engineering@galvestontx.gov) for questions you may have regarding registration.

If you do not have a CONTRACTOR NUMBER (PWU20##-####), email [engineering@galvestontx.gov](mailto:engineering@galvestontx.gov) and a contractor number will be created for you. Include your first and last name, phone number, email, and company address.

The screenshot shows the City of Galveston Permit Center website. At the top, there is a navigation bar with 'Home', 'Search', and 'New' buttons. Below this is a search bar and a 'Register for an Account' button. The main content area features a 'Please Login' section with a 'Register Now' button highlighted in yellow. To the right of the login section is a 'Login' form with fields for 'User Name or E-mail' and 'Password', and a 'Login' button. A 'Notice' banner at the top of the main content area states: 'This feature requires registration and/or login, please login to continue.'

Click on "Register Now"

The screenshot shows the 'Account Registration' page on the City of Galveston Permit Center website. The page has a navigation bar with 'Home', 'Building', 'Enforcement', 'Public Works', and 'Planning' buttons. Below the navigation bar is an 'Advanced Search' bar. The main content area is titled 'Account Registration' and contains the following text: 'You will be asked to provide the following information to open an account:'. Below this is a list of requirements: 'Choose a user name and password', 'Personal and Contact Information', and 'License Numbers if you are registering as a licensed professional (required)'. The text 'Please review and accept the terms below to proceed.' is followed by a red warning: 'Any false information provided during this registration process may render your permits void.' Below this is a 'General Disclaimer' section with a scroll bar. The disclaimer text reads: 'The City of Galveston provides this website as a service to the public. Information presented on this website, is collected, maintained and provided for the convenience of the user. While the City of Galveston attempts to maintain all website information accurately and timely, the information available on this website is provided'. Below the disclaimer is a checkbox labeled 'I have read and accepted the above terms.' which is checked. At the bottom of the page is a 'Continue Registration' button highlighted in yellow.

Read the disclaimer and check the box for "I have read and accepted the above terms" if you accept and would like to move forward.

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Select 'utility' as the license type. Enter your contractor number under and select 'find license.'

Home Building Enforcement Public Works Planning

Advanced Search

Account Registration Step 1:  
Enter License Information

By adding a professional license you may gain access to additional features in the Citizen Portal. Select a license type and enter a license number to look up your license. **Your license must be valid and active to add it to your citizen account. If your license does not display, please contact a permit clerk 409.797.3620 to update your information.**

**For Owners that do not have a Contractor License:**  
Set the License Type to 'Owner/Builder' and use 'CONT2003-6' for the City Contractor Number

In certain circumstances, such as license-right by proxy through an employer even after identifying your license(s), a City employee must perform additional validation. In these cases, your access to certain features of the Citizen Portal may be limited pending approval.


\* indicates a required field.

License Information

License Type: Utility  
City Contractor Number: PWU2020-####

Find License

Find your correct information if there is a list of multiple accounts with similar names. Click on "connect" under the action column.

 **CITY OF GALVESTON**  
Permit Center

Home Search New Schedule Return to Galveston

Register for an Account Login

Home Building Enforcement Public Works Planning

Advanced Search

Adding a License:

License Information

To associate the license with your account, please click 'Connect' under the Action column

Showing 1-1 of 1

Contractor Registration Number	Type	Name	Action
PWU2020-####	Utility	####	Connect

Search Again »

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Verify that your information is correct, click on 'continue registration'

The screenshot shows the 'Confirm License' page. At the top, there is a navigation menu with 'Home', 'Building', 'Enforcement', 'Public Works', and 'Planning'. Below the menu is a search bar with the text 'Search...'. The main heading is 'Advanced Search'. The page title is 'Confirm License'. Below the title, there is a paragraph: 'Your search returned the following licensed professionals. If the information is incorrect, click the "Remove" button and if necessary search again below. If all information is correct choose either "Continue Registration" or "Add to My Licenses" to proceed.' Below this is the section 'License Look-up Results'. There is a table with one row showing license details: 'TX Utility', 'TX - PWU2020', 'Issued: 08/20/2020', 'Expires:', and 'Insured Max:'. To the right of the table is a 'Remove' button. Below the table, there is a 'Continue Registration >' button with the text '(I am done adding licenses.)' and an 'Add to My Licenses >' button with the text '(I have more licenses.)'.

The screenshot shows the 'Account Registration Step 2: Enter/Confirm Your Account Information' page. At the top, there is a navigation menu with 'Home', 'Building', 'Enforcement', 'Public Works', and 'Planning'. Below the menu is a search bar with the text 'Advanced Search'. The main heading is 'Account Registration Step 2: Enter/Confirm Your Account Information'. Below the heading is the section 'Login Information'. There are five input fields: 'User Name', 'E-mail Address', 'Password', 'Type Password Again', and 'Enter Security Question'. Below these is the section 'Contact Information'. There is a text input field for 'Enter Security Question' and an 'Answer' field. Below the 'Contact Information' section, there is a text input field for 'Choose how to fill in your contact information.' and two buttons: 'Select from...' and 'Add New'. At the bottom, there is a 'Continue Registration >' button.

**Create a user name:** Create a password and security question for your account. You can add a general company email if multiple individuals will submit permits under one account. If each individual prefers his or her own account, I can create one for each. **For contact information:** click on 'select from' and chose 'applicant'. Verify the information that I entered into the system and click continue. You can also add new information by clicking on 'add new', select 'applicant' under type, and enter new information. Click on 'continue registration' when you are finished with this page.