



City Of Galveston

ACA

## Creating A Mechanical Permit Application

### Abstract

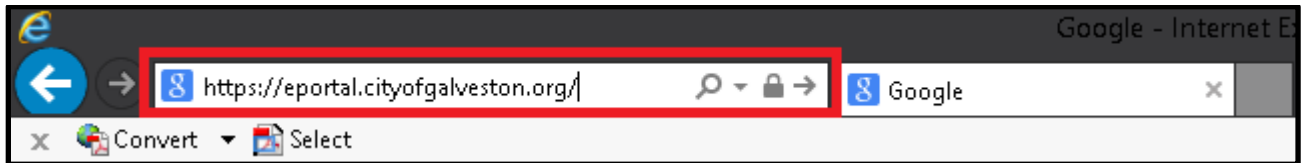
This document will cover the procedure for creating an application for a Mechanical Permit in ACA (<https://eportal.cityofgalveston.org>)

## Summary:

Creating a Mechanical Permit Application through our EPortal website is a fairly simple process that can be completed with just a few clicks. This document aims to teach you, the user, how to successfully navigate your way through submitting your application.

## Procedure:

To begin the procedure, open Internet Explorer and navigate to <https://eportal.cityofgalveston.org/>:

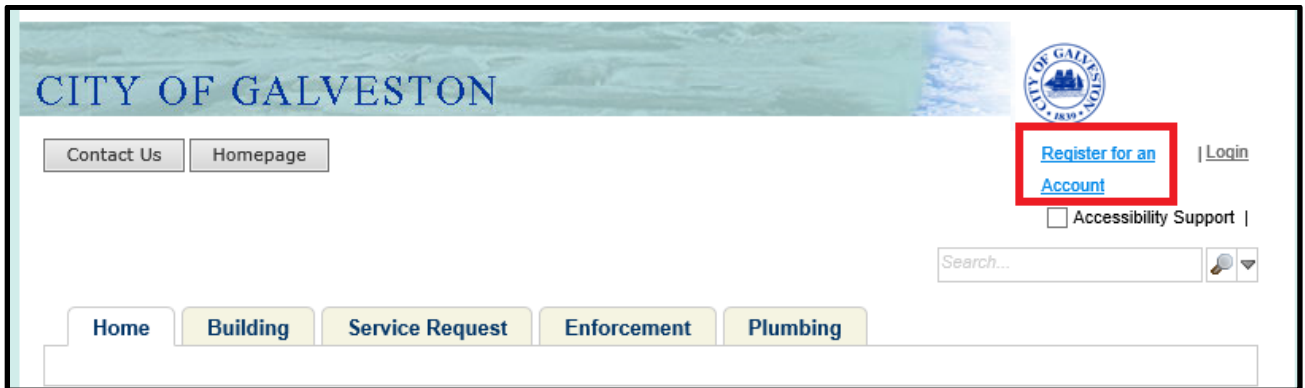


We will start with registering a new user. If you already have an account on our EPortal website, you can skip this step and proceed to Page 7

### Registering as a New User –

If you are new to using our E-Permitting system, you will need to register a new account using the steps outlined below:

- 1) Click the Register For An Account link at the top-right corner of the website:



- 2) Review the Disclaimer and check the box below it. Afterwards, click Continue Registration to proceed:

Please review and accept the terms below to proceed.

**General Disclaimer**

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 on an "as is" basis and without warranties or conditions of any

I have read and accepted the above terms.

[Continue Registration »](#)

- 3) Select Mechanical for the License Type and enter your city Contractor Number in the second box. Click Find License when you are done:

**License Information**

\* License Type:  ▼

\* City Contractor Number  x

[Find License](#)

- 4) On the next screen, click the Contractor Number to associate it to your account:

### License Information

**1 results found matching lookup criteria**  
Search a license number to continue.  
Showing 1-1 of 1

Contractor Registration Number	Type	Name
CONT2011-9998	Mechanical	ACA Test

[Search Again »](#)

- 5) Click OK in the confirmation box that pops up:

Message from webpage

Do you want to associate this license to your account?

[OK](#) [Cancel](#)

- 6) Click Continue Registration on the next screen to proceed:

### Confirm License

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.**

#### License Look-up Results

License	TX Owner/Builder	Remove
OFirst OLast OWNER/BUILDER OAddress Galveston TX 77570 Tel: 555-5555 Fax:	TX - CONT2003-6 Issued: 01/01/2003 Expires: Insured Max:	<a href="#">Remove</a>

Once you locate the correct license, click the "Add to My Licenses" button.

Once you have added all licenses to your list, click the "Continue Registration" button. You will have another chance to review all your licenses at the end of the registration process.


[Continue Registration »](#) (I am done adding licenses.)

[Add to My Licenses »](#) (I have more licenses.)


- 7) On the next screen, you will need to enter in your account details as follows-
- a. User Name – This will be the name you login with. Must be unique.
  - b. E-Mail – This is the e-mail address any notices will be sent to. Must be unique.
  - c. Password – Must be 8-20 characters long.
  - d. Type Password Again – To prevent typo errors, please type the password again.
  - e. Select A Security Question – Will be asked if you need to reset your password.
  - f. Answer – Answer to the previously selected Security Question.

### Account Registration Step 2: Enter Account Information



#### Login Information



\* User Name: 

\* E-mail Address:

\* Password: 

\* Type Password Again:

\* Select a Security Question:   
 

\* Answer:   
 

- 8) The bottom portion of the screen is for your contact information. The following fields are required -
- a. First – Your first name
  - b. Last – Your last name
  - c. Name of Business – If you are an Owner, just enter ‘Owner’. Otherwise, enter the name of your business
  - d. Address Line 1 – Your mailing address
  - e. City – Mailing address city
  - f. State – Mailing address state
  - g. Zip – Mailing address zip code. Must be in Zip+4 format. If you do not know the additional 4 digits, use ‘9999’
  - h. Cell Phone – Cell phone number you can be contacted at. If you do not have a cell phone, enter another number you can be contacted at.
  - i. Preferred Method of Contact – Select one

### Contact Information

Auto-fill with TX Owner/Builder CONT2003-6 ▼

\* First:  Middle:  \* Last:

\* Name of Business:

\* Address Line 1:

\* City:

\* State:  ▼

\* Zip:

Office Phone:  \* Cell Phone:  Mobile Phone:


Fax:  \* Preferred Method of Contact:  ▼

---

[Continue Registration »](#)

After you are finished filling out the information, click Continue Registration to proceed.

9) At this point you are completed with the registration process.

 **Your account has been created successfully. You will receive additional instructions by e-mail.**

**Your account has been successfully created.**  
**Congratulations. You have successfully created an account with the Agency.** An e-mail has been sent to you with instructions for verifying your information. If you have registered as a licensed professional, additional activation by the Agency may be required. If activation is necessary, another e-mail will be sent notifying you when activation is complete.

**Account Information**

User Name: testuser5

John Doe	Home Phone:
Owner	Work Phone: 555-555-5555
823 25th	Mobile Phone:
alexanderdav@cityofgalveston.org	Fax:
Preferred Method of Contact: E-mail	

## Scanning Documents -

To begin, you will first need to make sure that you have all of the required documents available for uploading. **If you already have your documents on a thumbdrive, you can skip the following steps. However, if you only have physical copies of the documents, please follow the steps below to scan them.** Refer to the following table to determine which documents are required for your permit:

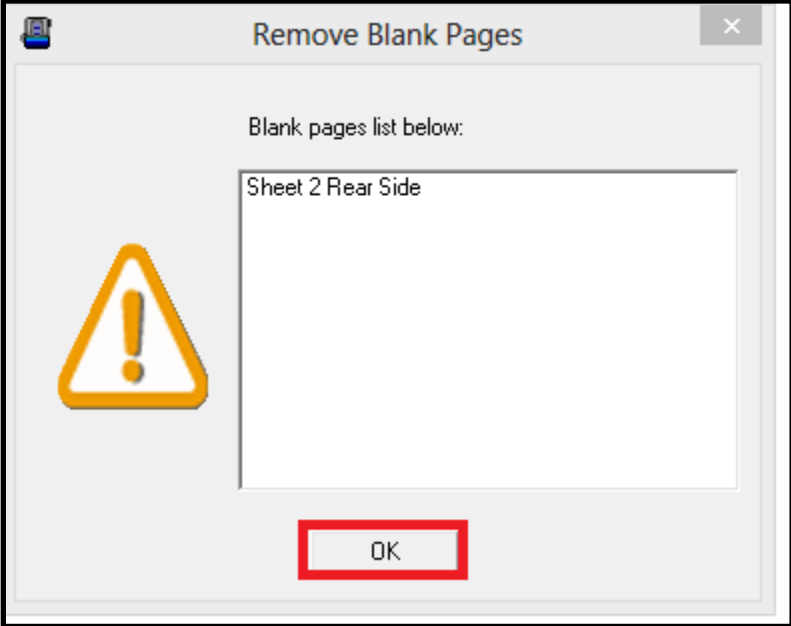
<b><u>Heat Load Calculations</u></b>	New installations or complete replacements of air handlers and condensers
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- 1) To start scanning, first place the Plans into the scanner and press the Scan button:





2) After the scan is complete, you may see the following window appear on the screen. Click OK before proceeding to the next document:



## Creating a Permit Application -

- 1) **After creating an account and logging in**, you can start the process of creating an Mechanical Permit application by either clicking the Building tab or by clicking “Create an application” under the Building section of the website:

The screenshot shows a website interface with a navigation bar at the top containing tabs for Home, Building, Service Request, Enforcement, and Plumbing. The Building tab is highlighted with a red box. Below the navigation bar, the main content area displays a welcome message, a search bar, and several sections of links. The sidebar at the bottom left contains two columns of links: General Information and Building. The Building link in the sidebar is also highlighted with a red box.

Home Building Service Request Enforcement Plumbing

**Welcome ACA Test**  
You are now logged in.

**What would you like to do today?**  
**Training documents:**  
[Mechanical Permits](#)  
[Electrical Permits](#)  
[Plumbing Permits](#)

**Mechanical Installation Requirements:**  
[HVAC Codes - 2009.pdf](#)

**How To Search For Addresses:**  
[Cheat Sheet](#)

**General Contractors:**  
[General Contractor Information](#)

To get started, select one of the services listed below:

<b>General Information</b> <a href="#">Lookup Property Information</a> <a href="#">Search for a Licensee</a>	<b>Building</b> <a href="#">Create an Application</a> <a href="#">Search Applications</a> <a href="#">Schedule an Inspection</a>
--	---

- 2) You will first be brought to a Disclaimer page. After reading the disclaimer, please check the box below and click Continue Application to proceed:

[Home](#) | [Building](#) | [Service Request](#) | [Enforcement](#) | [Plumbing](#)

[Create an Application](#) | [Search Applications](#) | [Schedule an Inspection](#)

### Online Application

Welcome to City's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

**Please "Allow Pop-ups from This Site" before proceeding.** You must accept the General Disclaimer below before beginning your application.

#### Contact Us

If you find incorrect information or seek permissions that fall outside of the guidelines above, you can contact the Department of Planning and Community Development at (409) 797-3660 or [planningcounter@cityofgalveston.org](mailto:planningcounter@cityofgalveston.org). The City of Galveston always appreciates a note telling us of new links, information, how we are doing etc. Thank you for utilizing the City of Galveston E permitting website.

I have read and accepted the above terms.

[Continue Application »](#)

- 3) The next screen will ask which license you wish to use for this application. You MUST have a registered mechanical license with the city before you can apply for a Mechanical Permit:

### Select a License

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

*\*If you associated one or more licenses to your registered account and it does not appear in the dropdown, please contact a permit clerk 409 707 3633 to update your information. Thank you.*

--Select--  
Electrical CONT2011-9999  
Irrigation CONT2004-17  
**Mechanical CONT2011-9998**  
Owner/Builder CONT2003-6  
None Applicable

123 Somewhere  
Galveston, TX 77551

Home Phone:555-555-5555  
Mobile Phone:  
Fax:  
Mechanical  
CONT2011-9998

[Continue Application »](#)

- 4) On the next screen, you will be asked what type of permit you wish to create. Select the one labelled “Mechanical Permit” and click Continue Application:

**Select a Record Type**

Choose one of the following available record types. For assistance or to apply for a record

Contractor Renewal

Electrical Permit

Mechanical Permit

Residential Building Permit

**Continue Application »**

- 5) The next screen will confirm your selection for the Contractor number. Nothing to be done on this page. Just click Continue Application:

Step 1 : LICENSED PROFESSIONAL > LICENSED PROFESSIONAL \* indicates a required field.

**Licensed Professional**

To add a new Licensed Professional, click the Add Licensed Professional link.

To find a Licensed Professional, enter the search criteria and click the Search button.

**If any of the information below is inaccurate, please contact the city so that we may update your records.**

\* License Type:  \* Contractor Registration Number:

\* First:  Middle:  \* Last:

Name of Business:

State License #:

\* Address Line 1:

\* City:

\* State:

\* Zip:  Home Phone:

Home Phone:  Mobile Phone:  Fax:

**Continue Application »** Save and resume later:

- 6) On the next screen you will be asked for contact information. If you wish, you can check 'Auto-Fill with' to have the website use the information you registered with to automatically fill in the requested fields. Otherwise, enter the information requested (fields marked with a red \* are required). Once finished, click Continue Application to proceed:

**Step 1 : LICENSED PROFESSIONAL > Page 2** \* indicates a required field.

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**Agent for Applicant**

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

Auto-fill with ACA Test

**\* First:**  **Middle:**  **\* Last:**

**Name of Business:**

**Country:**

**\* Address Line 1:**

**\* City:**

**\* State:**

**\* Zip:**

**Home Phone:**  **Work Phone:**  **Mobile Phone:**

**Fax:**

**E-mail:**

Save and resume later:

7) The next section will ask information about the address the work will be performed at. You do not have to fill out all of the information. Instead, this page acts like a search form. You will need to enter some basic criteria, and then select from a list of addresses that meet that criteria:

a) Enter search criteria -

**Step 2 : APO > APO** \* indicates a required field.

---

**Address**

This program **DOES NOT** use street names such as Church, Postoffice, Market, Mechanic, etc. These streets are listed by their original name such as Ave C, Ave D, Ave E, Ave F, etc.

\* **Street No.:**     \* **Street Name:**  x    **Street Type:**  v    **Unit No.:**

**City:**     **State:**  v    **Zip:**

b) If there is only one address that meets that criteria, it will automatically select it and fill out the rest of the fields. If not, you will need to select the appropriate one from a list –

**Step 2 : APO > APO** \* indicates a required field.

---

**Address**

This program **DOES NOT** use street names such as Church, Postoffice, Market, Mechanic, etc. These streets are listed by their original name such as Ave C, Ave D, Ave E, Ave F, etc.

\* **Street No.:**     \* **Street Name:**     **Street Type:**  v    **Unit No.:**

**City:**     **State:**  v    **Zip:**

---

**3 search results returned matching your address**  
 Click any of the results below to view more details.  
 Showing 1-3 of 3

Address	City	State	Zip	Parcel	Owner
<a href="#">823 823 25th Street, City Hall, Galveston TX 77550</a>	Galveston	TX	77550	3505-0265-0000-000	CITY OF GALVESTON
<a href="#">823 823 26th Street, Park Lot, Galveston TX 77550</a>	Galveston	TX	77550	3505-0266-0005-000	CITY OF GALVESTON TRUSTEE
<a href="#">823 823 27th Street, Galveston TX 77550</a>	Galveston	TX	77550		

c) After selecting the address, the information for Parcel and Owner will automatically fill out from our records. If any of this information is incorrect, or you cannot find the address you are looking for, please contact our Building department for assistance. Click Continue Application to proceed.

8) The next screen will be the last screen you are required to enter information on. This screen will ask you for all of the details concerning the permit, such as a Description of Work and Work Type. You will also be required to upload any relevant documents on this page. Again, any fields marked with a red \* are required.

a) The first section is for a detailed description of the work being done. This section is optional:

**Detail Information**

Detailed Description:

[spell check](#)

b) The next section, Job Information, covers the following information:

- a. **Hurricane Ike Related:** Answer Yes to this if your work is part of reconstruction from Hurricane Ike
- b. **Occupancy Type:** Commercial or Residential
- c. **Work Type:** New or Retrofit
- d. **Complete System:** If you are performing a new installation or complete replacement of the air handler and condenser, select Yes.

**ASI**

**APPLICATION INFORMATION**

\* Hurricane Ike Related:  Yes  No

\* Occupancy Type: Residential

\* Work Type: Retrofit

\* Complete System:  Yes  No

- c) The next section is information regarding what items you are installing. Follow the instructions below to **add each type of item** (repeat as needed):
- Click Add A Row:

**ASI Table**

**MECHANICAL INSTALLATIONS**

Showing 0-0 of 0

Installation Type	Size	Quantity
No records found.		

**Add a Row** ▼ **Edit Selected** **Delete Selected**

- Select the installation type, enter a size (in tons, if applicable) and quantity, and specify whether it is a new installation or a replacement. Click Submit when you are done:

**MECHANICAL INSTALLATIONS**

\* Installation Type: Chiller or Air Handler ▼ \* Size: 2 \* Quantity: 1

\* New/Replace: New ▼

**Submit** Cancel

- Click Submit:

**ELECTRICAL INSTALLATIONS**

\* Installation Type: Ceiling Fan ▼ \* Quantity: 1

**Submit** Cancel

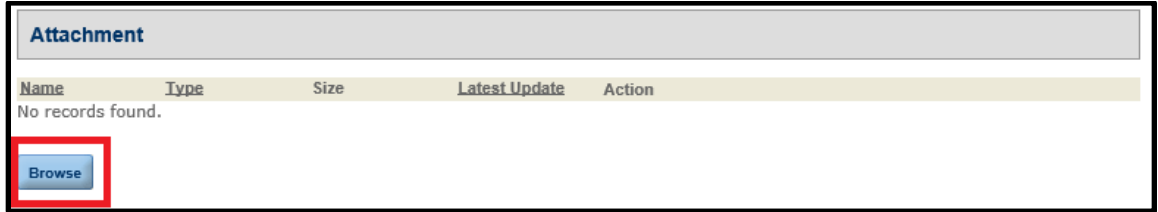
- Repeat process for each Installation Type you are installing.

- d) The last section is used to attach required documents. The documents required for an Electrical Permit are:
- Heat Load Calculations** (if installing or replacing a complete system)

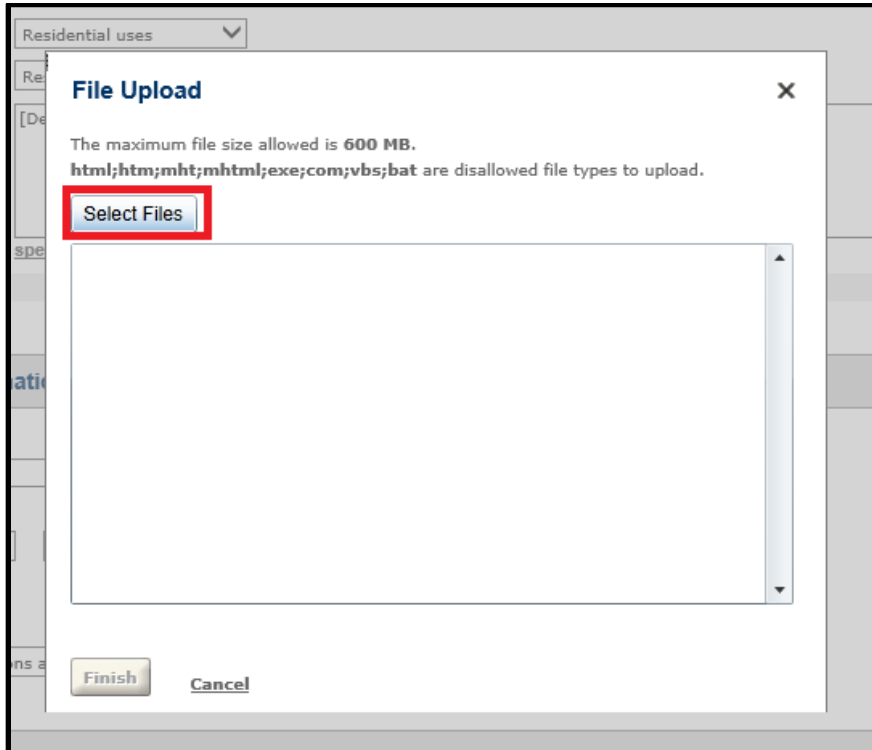


To start uploading documents, be sure to have either scanned them using the procedures outlined earlier in the document, or have them available on a USB thumbdrive. After that, follow the steps listed below:

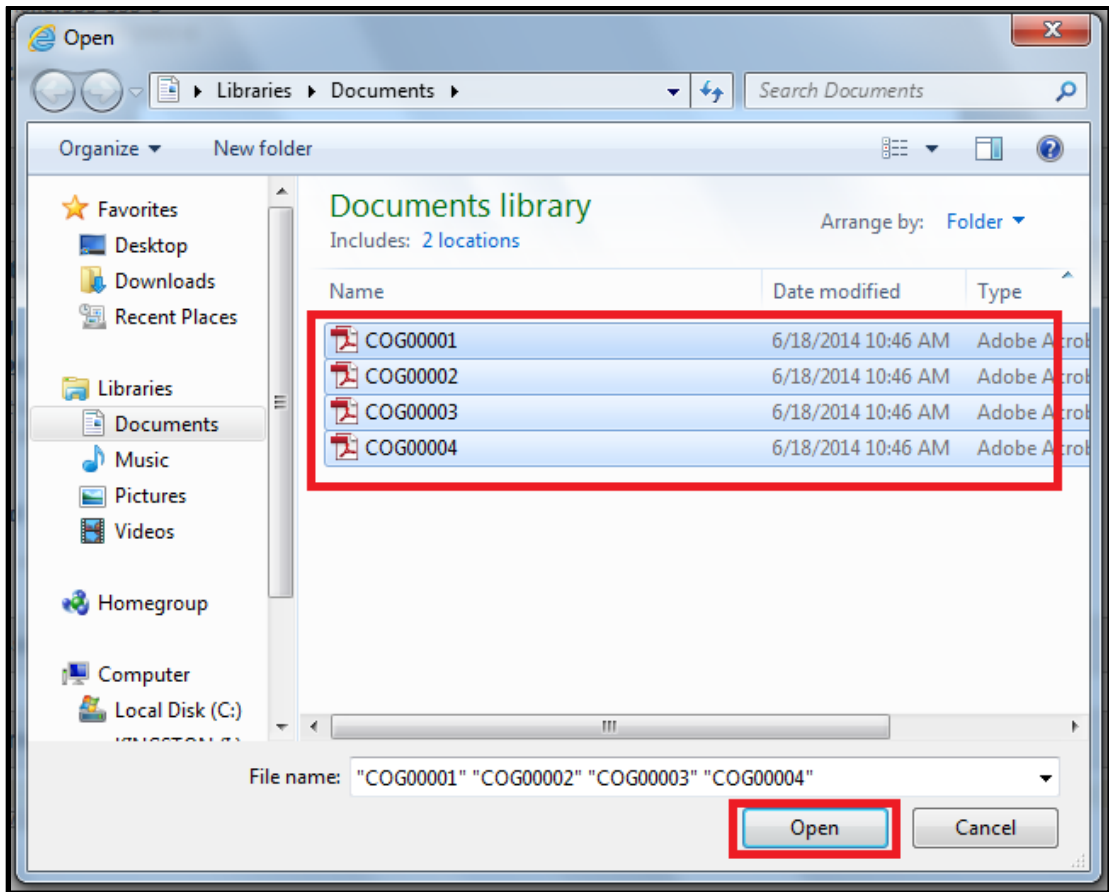
- a. Click the Browse button



- b. Click the Select Files button



- c. Select the document(s) you wish to upload. If there are more than one, you can select multiple files by holding CTRL on the keyboard while clicking the files. When you are done, click Open to begin the upload:



d. Once all of the files show Finished, click the Finish button to proceed:

**File Upload** ✕

The maximum file size allowed is **600 MB**.  
**html;htm;mht;mhtml;exe;com;vbs;bat** are disallowed file types to upload.

COG00001.pdf	53.55 KB	Finished	✓
COG00002.pdf	53.55 KB	Finished	✓
COG00003.pdf	53.55 KB	Finished	✓
COG00004.pdf	53.55 KB	Finished	✓

File(s): 4      214.2 KB       100%

Cancel

- e. Finally, you will be asked what type of document it is, as well as a description. As you enter these, click Save to save the changes. Once you are finished with all of them, click Continue Application to proceed:

**\* Type:**  
Load Calculation

**File:**  
2.jpg

**\* Description:**  
(any additional information goes here)

[spell check](#)

[spell check](#)

Save and resume later:

- 9) Once all of the information is entered, you will be taken to a Review screen where you can review all of the information you entered and edit it if needed:

### Residential Building Permit

1
2 APO
3 ASI
4 Review
5 Pay Fees
6 Record Issuance

**Step 4 : Review**

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**

Residential Building Permit

**Licensed Professional** Edit

OFirst OLast Home Phone:5555555  
 OWNER/BUILDER Owner/Builder -CONT2003-6  
 OAddress Galveston, 77570

**Agent for Applicant** Edit

ACA Test Home Phone:555-555-5555  
 ACA TEST Work Phone:555-555-5555  
 123 Over There alexanderdav@cityofgalveston.org  
 Galveston, TX, 77551-9999

If all of the information is correct, click Continue Application to proceed.

- 10) The next page is a review of the fees. After looking these over, click Continue Application to proceed to the payment screen:

**Step 5 : Pay Fees**

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

**Please note: There is a \$20 minimum for an Electrical Permit and \$25 set fee for Contractor Renewal.**

**Application Fees**

Fees	Qty.	Amount
Ceiling Fans	1	\$3.00
Minimum Fee	1	\$17.00

---

**TOTAL FEES**

Note: This does not include additional inspection fees which may be assessed later.

\$20.00

Continue Application »

- 11) The Payment screen is where you will enter your credit card information in order to make a payment. For the Billing Information, if the information you used to register for EPortal is the same as your credit card billing information, you can check the box next to Billing Information in order to auto-fill the information. Once all of the information is entered, click Submit Payment to submit your payment.

### Payment Options

Amount to be charged: \$20.00

Pay with Credit Card

---

#### Credit Card Information:

\* Card Type:  \* Card Number:  \* Security Code:  [?](#)

\* Name on Card:  \* Exp. Date:

#### Credit Card Holder Information:

Billing Information:

\* Street Address:

\* City:  \* State:  \* Zip:

\* Phone:

E-mail:

**Submit Payment »**

12) The last page is Record Issuance. You can print your permit now by clicking 'Print/View Record'. **Write down the Record Number on this page for your records.**

**Electrical Permit**

1 2 APO 3 ASI 4 Review 5 Pay Fees 6 Record Issuance

**Step 6: Record Issuance**

Your application has been successfully submitted. Please print your record and retain a copy for your records.

Thank you for using our online services.  
**Your Record Number is ELE2011-00292.** ← **Your Permit Number**

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

[Print/View Record](#) ← **Click to print your permit**

A licensed professional is now authorized to proceed with work at the designated location.

Your record type requires a follow-up inspection once work is completed. You may schedule the inspection now or return to schedule the inspection upon completion of the work. Choose "View Record Details" to Schedule Inspections, check status, or make other updates.

[View Record Details »](#) ← **You may review your permit by clicking the View Record Details button**  
(You must post the record in the work area.)

13) Logout of ACA and close the browser:

Internet Explorer

Account Management | Collections (0) | Logged in as: ACA Test |

**Logout**

Search...

mbing

chedule an Inspection

## Finding and Printing A Permit That Was Previously Completed

Follow the steps below to locate and print a permit you have previously completed:

- 1) After logging into to our EPortal website, click Search Applications under Building:

**To get started, select one of the services listed below:**

<b>General Information</b> <a href="#">Lookup Property Information</a> <a href="#">Search for a Licensee</a>	<b>Building</b> <a href="#">Create an Application</a> <a href="#">Search Applications</a> <a href="#">Schedule an Inspection</a>
<b>Service Request</b> <a href="#">Create an Application</a> <a href="#">Search Applications</a>	<b>Enforcement</b> <a href="#">Create an Application</a> <a href="#">Search Applications</a>
<b>Plumbing</b>	



- 2) Scroll down the webpage a bit until you see the General Search area, and enter the permit number you were assigned in the Record Number box. Hit Enter or click Search to continue:

General Search
Gen

**Record Number:**

**Record Type:**

**Project Name:**

**Start Date:**  
**End Date:**

---

**License Type:** 
**Registered Contractor Number:**

**First:**  **Last:**  **Name of Business:**

**State License #:**

---

**Street No.:**  **Direction:**

**Street Name:**  **Street Type:**

**Unit Type:**  **Unit No.:**  **Parcel No.:**

**City:**  **State:**  **Zip:**

▶ [Search Additional Criteria](#)

- 3) Below the Search button, you will see the results of your search. Click the Record Number of your permit to open the Record Details:

1 Record results matching your search results

Click any of the results below to view more details.

Showing 1-1 of 1 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Expiration Date	Status
<input type="checkbox"/>	04/19/2011	ELE2011-00345	Building/Trade Permits/Electrical Permit/NA			Complete

- 4) On the Record Details page, you will see a Print/View Record button. Click that button to open your permit in a new window:

**Record ELE2011-00345:**  
**Electrical Permit**

---

**Work Location**

5623 Menard Ave  
Galveston TX 77551

---

**Record Details**

**Detail Description:**  
General Wiring

**Owner:**  
TOMAS AGUILAR  
5623 MENARD AVENUE  
GALVESTON TX 77551-5060

Trade permit/Electrical Permit\_

**Print/View Record**

---

▼ **Inspections**








- 5) Once the new window has loaded, you can hit the Printer icon on the screen to print the permit:

**Legal Description:** ABST 628 PAGE91 LOT 13 BLK 3 STANDARD DREDGING RESUB

<b>Owner</b> Name: <u>Tomas Aguilar</u> Phone:	<b>Contractor</b> <u>E &amp; M Electric</u> State Lic.: EC21540 Local Lic. : CONT2002-200
--	---

**Project Description:**  
General Wiring

I hereby certify that I have read and examined this application and know the same to be true and correct. provisions of laws and ordinances governing this type of work will be complied with whether specified here in or not. The grant of a permit does

    1 / 1   

Print file (Ctrl+P)