

Step 2) Click "Permits & Licensing" then select "Apply"

Partner: San Marcos, TX

What Can We Help You Do Today?



Apply Online

Jurisdiction and Request Type *

Some jurisdictions do not accept online applications.
If your jurisdiction or jurisdiction's department is not listed please contact that jurisdiction directly for their application procedure.

Country: * State: *

Jurisdiction: *

Project Type: *

[Next](#)

Step 3) Select "**Texas**" and "**San Marcos**" as your State and Jurisdiction
Select "**Permit**" as your project type



Apply Online

Jurisdiction and Request Type *

Online Permitting Application *

Get Started on a New Application

Add a permit to an existing project

Step 4) Select "Get Started on a new application"

OR
Step 4) Select "Add permit to existing project" if you are a licensed trade working under a General Contractor with an existing permit.

***When adding to an existing permit skip to page 16 to continue**

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Apply Online

Jurisdiction and Request Type *
Online Permitting Application *
Select an Application Type

Select an Application Type: *
- Select an Option - ⚠ Please select an option

[Back](#) [Next](#)

Step 5) To select an application type click drop down arrow for general options and select the appropriate type

*For this example I have chosen Residential Building

Click "**Next**"



Apply Online

Jurisdiction and Request Type *
Online Permitting Application *
Select an Application Type
Physical Address or Location*

Please provide the physical address or location of your project.
or [modify an existing permit](#)

My Project has been addressed by the Jurisdiction.

Address or Location: * City: * Zipcode: *

[Next](#)

Step 6) Enter property address and click "Next"
*if your property has not yet been addressed please enter closest intersection or 100 block

Select Available Fees
Files Upload

Contact Information

First Name Last Name Suffix Business Name

Mailing Address
Address City State Zipcode

Email Notify

Cell Phone () Notify

Home Phone () Notify

Work Phone () Notify

Step 7) Enter property owner information completely



Select an Application Type

Physical Address or Location*

Owner's Contact Information

Applicant's Contact Information

Contact Information

Search the Jurisdiction's Contacts Database

First Name Last Name Suffix Business Name

Mailing Address
Address City State Zipcode

Email Notify

Cell Phone () Notify

Home Phone () Notify

Work Phone () Notify

Step 8) Enter Applicant's information completely

[Back](#) [Next](#)

Contractor's Contact Information

Select Available Fees

Application Questionnaire



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[VIEW AWARDS](#)

Select an Application Type

Physical Address or Location*

Owner's Contact Information

Applicant's Contact Information

Contractor's Contact Information

Contact Information

Search the Jurisdiction's Contacts Database

Duplicate Applicant's Contact Information

First Name Last Name Suffix Business Name License Number

Mailing Address
Address City State Zipcode

Email Notify

Cell Phone () Notify

Home Phone () Notify

Work Phone () Notify

Step 9) Enter Contractor's information completely
***If not yet determined enter TBD**

[Back](#)

[Next](#)



Select an Application Type

Physical Address or Location*

Owner's Contact Information

Applicant's Contact Information

Contractor's Contact Information

Select Available Fees

Residential Building

Category: * - Select Category -

Type: * - Select Type -

Calculation: * - Select Calculation -

Add

I do not know which fee to use.

Back Next

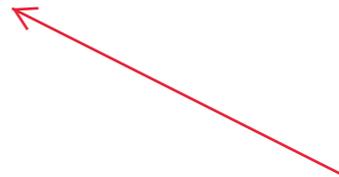
Application Questionnaire

Files Upload

Review

Step 10) Select appropriate options from drop down menus

*for this example I have chosen residential fees, see next page





Contractor's Contact Information

Select Available Fees

Residential Building

Category: *
Plan Review Fees and Other

Type: *
New Single Family Residential ..

Calculation: *
New Residential Plan Review T...

Square Footage: *
1,000.00

Add

I do not know which fee to use.

Back Next

Application Questionnaire

Files Upload

Review

Step 11) Enter required information as it populates

*For this example I selected under Category "Plan Review Fees and Other" then under Type "New single family residential" then under Calculation "New residential plan review" it will then ask for square footage to be entered, then you will click "Add"

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Contractor's Contact Information

Select Available Fees

Residential Building

Category: * Type: *
- Select Category - - Select Type -

Calculation: *
- Select Calculation -

Add

Category	Type	Calculation	Cal. Value	Est. Permit Fee	
Plan Review Fees and Other	New Single Family Residential Plan Review Fee	New Residential Plan Review TBD	1000	\$245.00	Remove

I do not know which fee to use.

[Back](#) [Next](#)

Step 12) Once you select "Add" your fees will appear below, proceed by clicking "Next"

*If the fee looks incorrect or you are unsure you may check the "I don't now which fee to use" box to proceed. Please note that the permit will not go into review until payment is received.

Application Questionnaire

Files Upload

Review





Contractor's Contact Information

Select Available Fees

Application Questionnaire

General Application Information

Project Description *
Please provide a brief description of your building project.
Maximum length: 1000 characters.

Project/Business Name
Please provide the name of the project/business that will occupy the structure.

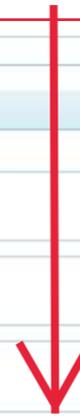
Tax ID Number

Construction Cost *
Please provide the cost of this job.

Applicant Acknowledgement *
By initiating you affirm the following: 1.) No work or installation will commence prior to the issuance of this permit. 2.) All work will be performed in accordance with the scope of this permit, the City knowledge. I agree. 3.) All information provided is true and accurate to the best of my knowledge.

Step 13) Enter all required information in questionnaire. Required information will have a red asterisk* symbol, if you do not know the required information you may put N/A. For applicant acknowledgment enter your initials.

Scroll down page completely and hit "Next"



Residential Construction

Subdivision
If applicable, please provide the name of the subdivision in which this project will take place.

Subdivision Lot Number
Please provide the subdivision lot number.

Square Footage of Lot *
Please provide the lot square footage of this property.



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If you are attaching any files to this application, click "Upload Files", select the file(s), and please wait for the file(s) to finish uploading before proceeding to the next step. If you are expected to include files with your application, a notice will appear below these instructions to inform you of what to upload.

Upload the following files with your application. When possible, please upload PDF files. Consolidate documents/pages into as few PDF documents as possible.

- Res Check (Energy Calculations)

Upload Files

- Residential Plan Set

Includes the Following: Utility and Site Plan; Floor Plan of Building and dimensions, Wall, Ceiling and Roof Framing Details; Foundation Plan with Details (Engineers Seal and Firm No. Required); Electrical, Plumbing and Mechanical Plans (Engineers Seal and Firm No. Required); Driveway and Sidewalk Details; Landscaping Plan with notations of types of Tree and Shrubs to be used; Elevation Sheets showing Facades-4 Exterior Elevations; Where required, Floodplain Elevations and Notations (A separate Floodplain Permit will be required); Construction Classification; Proposed use of Building or Area; Erosion Control and Sedimentation Plan; Tree Protection Plan

Upload Files

- Files

Upload Files

Back

Next

Review

Step 14) Upload required documentation and drawings here.

Click "**Next**" to proceed

*You may also visit our website to see a paper copy version of each application if you have any questions about what may be required.

www.sanmarcostx.gov/835/Applications



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VIEW AWARDS

Contractor's Contact Information

Select Available Fees

Application Questionnaire

Files Upload

Review

To save your current progress and complete your application another time, please press save before exiting.

The Jurisdiction requires the following permit fees to be paid before the application will be reviewed:

Category	Type	Calculation	Amount
Plan Review Fees and Other	New Single Family Residential Plan Review Fee	Square Footage 1000	\$245.00
Technology Fees	MyPermitNow.org Technology Fee	Flat Rate 13	\$13.00
		Total	\$258.00

Step 15) Review fee selections and click "Save"

***If you leave this page without saving you will have to start over.**

Back

Save

APPLICATION CREATED AND SAVED CONFIRMATION

Your Application has been saved and has been assigned application number APP-22935
Once you have submitted your application to the permit office, you will not be able to edit your application again unless the jurisdiction returns it to you requesting changes.
You can check the status and review your application by clicking the review application button below or by reviewing the "My Applications" section of your account dashboard.
You will also receive an e-mail once the jurisdiction processes your application.

The Jurisdiction requires the following permit fees to be paid before the application will be reviewed:

Category	Type	Calculation	Amount
Plan Review Fees and Other	New Single Family Residential Plan Review Fee	Square Footage 1000	\$245.00
Technology Fees	MyPermitNow.org Technology Fee	Flat Rate 13	\$13.00
Total			\$258.00

PAY NOW

CLOSE REVIEW APPLICATION

Step 16) Select "Pay Now" to proceed and submit OR select "Review Application" if you want to review selections again.

***Your application is not submitted until you pay and click "Submit"**

The Permit Center will contact you if more information is needed. Please feel free to call The Permit Center at 512-805-2630 if you have questions!

Add to Existing Permit Continued:

Apply Online

Jurisdiction and Request Type *

Online Permitting Application *

Select an Application Type

Select an Application Type: *

- Select an Option - Please select an option

Back Next

Step 5) Select option from drop down menu (this is where you select what trade you are), then click "**Next**"



Apply Online

Jurisdiction and Request Type *

Online Permitting Application *

Select an Application Type

Search Project *

In order to add a permit to an existing Building Permit you must begin by locating the existing Building Permit using the search form below. Use only ONE of the search fields below to access the existing Building Permit. Once you have found the existing Building Permit, click the "Details" button to confirm you have found the correct permit and then click "Select" to proceed. Otherwise [apply for a new application](#).

Project Number Address Business Name First Name Last Name

Select Available Fees

Files Upload

Step 6) Enter project number **OR** Property address of existing permit Then click "**Search**"

*You only need to complete the Project or address field



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Apply Online

Jurisdiction and Request Type *
Online Permitting Application *
Select an Application Type
Search Project *

In order to add a permit to an existing Building Permit you must begin by locating the existing Building Permit using the search form below. Use only ONE of the search fields below to access the existing Building Permit. Once you have found the existing Building Permit, click the "Details" button to confirm you have found the correct permit and then click "Select" to proceed. Otherwise [apply for a new application](#).

Project Number Address Business Name First Name Last Name
26601
Search

Step 7) Project should populate below, if project is correct click "Details"

Project Number	Address	
2018-26601	324 RIVERWALK DR BLDG 4 SAN MARCOS TX 78666	Details

Select Available Fees
Files Upload



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Apply Online

Jurisdiction and Request Type *
Online Permitting Application *
Select an Application Type

Search Project

In order to add a permit to an existing Building Permit you must begin by locating the existing Building Permit. Use only ONE of the search fields below to access the existing Building Permit. Once you have found the existing Building Permit, click the "Details" button to confirm you have found the correct permit. Otherwise [apply for a new application](#)

Project Number: 26601
Address: []
Business Name: []
First Name: []

Project Number	Address
2018-26601	324 RIVERWALK DR BLDG 4 SAN MARCOS TX 78666

Project #2018-26601

2018-26601
Jurisdiction: San Marcos
Type: Building (Mechanical) Child Permit, Electrical Child Permit OLD, MyPermitNow.org Technology Fee old, Plumbing Child Permit old
Create Date: 2018-10-11T12:06:11.29

Business Test Construction	Applicant Test
Physical Address 324 RIVERWALK DR BLDG 4 78666 SAN MARCOS, TX	Mailing Address 1234 Test Drive San Marcos, Tx 78666
Lot Number Square Footage	SubDivision
Description Gateway Business Park Buildings (4 of 4)	

Step 8) Confirm details and click "Select"



1 - 1 of 1 items

Select Available Fees:
Files Upload:



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Apply Online

Jurisdiction and Request Type *

Online Permitting Application *

Select an Application Type

Search Project *

Electrician's Contact Information

First Name Last Name Suffix Business Name

Mailing Address

Address City State Zipcode

Email Notify

Cell Phone () Notify

Home Phone () Notify

Work Phone () Notify

Select Available Fees

Application Questionnaire

Files Upload

Review

Step 9) Enter contact information, then click "Next"





Apply Online

Jurisdiction and Request Type *
Online Permitting Application *
Select an Application Type
Search Project *
Electrician's Contact Information
Select Available Fees

Electrical Child Permit

Category: *
Electrical Permits

Type: *
Building (Electrical) Child Permit

Calculation: *
Electrical New Construction Tra.

Add

I do not know which fee to use.

Back Next

Application Questionnaire
Files Upload
Review

Step 10) Select appropriate fees for your work from the drop down menus, then click "Add" (value box will appear enter "1" unless this is for a duplex, multi unit townhome or multi-family)

*for this example I selected electrical child permit



Apply Online

Jurisdiction and Request Type *
Online Permitting Application *
Select an Application Type
Search Project *
Electrician's Contact Information
Select Available Fees

Electrical Child Permit
Category: * - Select Category -
Type: * - Select Type -
Calculation: * - Select Calculation -
Add

Category	Type	Calculation	Cal. ValueEst.	Permit Fee
Electrical Permits	Building (Electrical) Child Permit	Electrical New Construction Trade TBD	\$43.00	Remove

I do not know which fee to use.
Back Next

Step 11) Fee will appear below, permit fee will be \$43.00 per "value" unless multi-family.
Click "Next"
***if you are unsure you may select the "I do not know which fee to use" box and we will request payment**

Application Questionnaire
Files Upload
Review



Step 12) Complete questionnaire, for applicant acknowledgment enter your initials, then click "Next"

Electrician's Contact Information

Select Available Fees

Application Questionnaire

Electrical Child Permit

Applicant Acknowledgement *

By initialing you affirm the following: 1.) No work or installation will commence prior to the issuance of this permit. 2.) All work will be performed in accordance with the scope of this permit, the City-adopted building codes, ordinances and any other laws regulating construction/operation and zoning in this jurisdiction. 3.) All information provided is true and accurate to the best of my knowledge.

Electrical Permit Description

4000 char(s) available.

Electrical Permit Value



All items marked with a red asterisk are required fields and must be completed before you are able to submit your application to the jurisdiction. If you are unsure of a required field's answer you may skip the question to answer other questions. After you press "next" to advance to the "review" section, you can press the "Save" button to save your progress and return to your application at a later date to continue your progress in completing the application.

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Next

Files Upload

Review



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Search Project *

Electrician's Contact Information

Select Available Fees

Application Questionnaire

Files Upload

If you are attaching any files to this application, click "Upload Files", select the file(s), and please wait for the file(s) to finish uploading before proceeding to the next step. If you are expected to include files with your application, a notice will appear below these instructions to inform you of what to upload.

- Files

Upload Files

Step 13) Click "Next"

*Child permits are not required to upload plans

Back

Next

Review

Follow us on



Go to Mobile App.



- Online Permitting Application *
- Select an Application Type
- Search Project *
- Electrician's Contact Information
- Select Available Fees
- Application Questionnaire
- Files Upload
- Review**

To save your current progress and complete your application another time, please press save before exiting.

Step 14) Click "Submit" if you are ready to pay and send

***Click Save if you are not ready to pay**

****If you leave this page without saving or submitting you will have to start over**

Your application is ready to submit to the jurisdiction.

[Back](#) [Save](#) [Submit](#)



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Step 15) Your application has been successfully submitted if you receive this pop up with your App Number.

That's it!

APPLICATION CREATED AND SUBMITTED CONFIRMATION

Your Application has been received by San Marcos and has been assigned application number APP-22968

Your application can not be edited unless the jurisdiction returns it to you requesting changes.
You can check the status and review your application by clicking the review application button below or by reviewing the "My Applications" section of your account dashboard.
You will also receive an e-mail once the jurisdiction processes your application.

CLOSE REVIEW APPLICATION

The Permit Center will contact you if more information is needed.
Please feel free to call The Permit Center at 512-805-2630 if you have questions!