Step 1) Log in to account

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

What Can We Help You Do Today?
Step 3) Select "Texas" and "San Marcos" as your State and Jurisdiction
Select "Permit" as your project type
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
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"
Step 6) Enter property address and click "Next"

*If your property has not yet been addressed please enter closest intersection or 100 block
Step 7) Enter property owner information completely
Step 8) Enter Applicant’s information completely
Step 9) Enter Contractor’s information completely

*If not yet determined enter TBD
Step 10) Select appropriate options from drop down menus

*for this example I have chosen residential fees, see next page
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"
### Residential Building Fees

<table>
<thead>
<tr>
<th>Category</th>
<th>Type</th>
<th>Calculation</th>
<th>Col. Value</th>
<th>Est. Permit Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan Review Fees</td>
<td>New Single Family Review</td>
<td>New Residential Plan</td>
<td>1000</td>
<td>$245.00</td>
</tr>
<tr>
<td></td>
<td>Fee</td>
<td>Review TBD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 know which fee to use" box to proceed. Please note that the permit will not go into review until payment is received."
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"
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
### Step 15) Review Fee Selections and Click "Save"

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

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<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan Review Fees and Other</td>
<td>New Single Family Residential Plan Review Fee</td>
<td>Square Footage 1000</td>
<td>$245.00</td>
</tr>
<tr>
<td>Technology Fees</td>
<td>MyPermitNow.org Technology Fee</td>
<td>Flat Rate 13</td>
<td>$13.00</td>
</tr>
</tbody>
</table>

Total $258.00
**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:

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**Total** $258.00

**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:

Step 5) Select option from drop down menu (this is where you select what trade you are), then click "Next"
Step 6) Enter project number OR Property address of existing permit. Then click "Search".

*You only need to complete the Project or address field.
Step 7) Project should populate below, if project is correct click "Details"
Project #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

Physical Address 324 RIVERWALK DR BLDG 4, 78666 SAN MARCOS, TX

Lot Number

Square Footage

Description Gateway Business Park Buildings (4 of 4)

Applicant Test

Mailing Address 1234 Test Drive, San Marcos, TX 78666

SubDivision

Step 8) Confirm details and click "Select"
Step 9) Enter contact information, then click "Next"
**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"
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"
Step 12) Complete questionnaire, for applicant acknowledgment enter your initials, then click "Next"
Step 13) Click "Next"

*Child permits are not required to upload plans
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
Step 15) Your application has been successfully submitted if you receive this pop up with your App Number. That's it!

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!