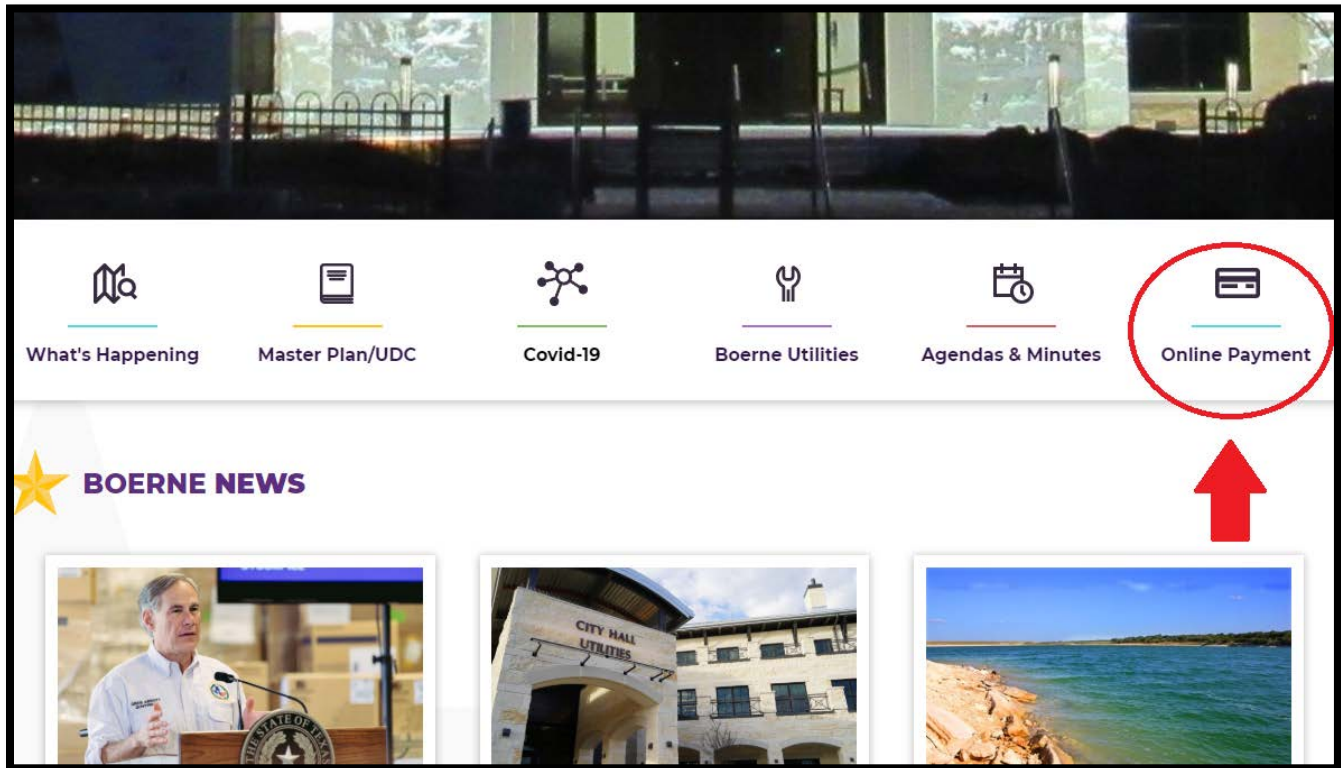


# ONLINE PERMIT REGISTRATION PROCESS

**STEP 1:** Please click this link <https://www.ci.boerne.tx.us/>.

Scroll down until you see the 'Online Payment' link and click on it, as shown below:



**STEP 2:** From here, click on the Building Permits link on the right of your screen, as shown below:

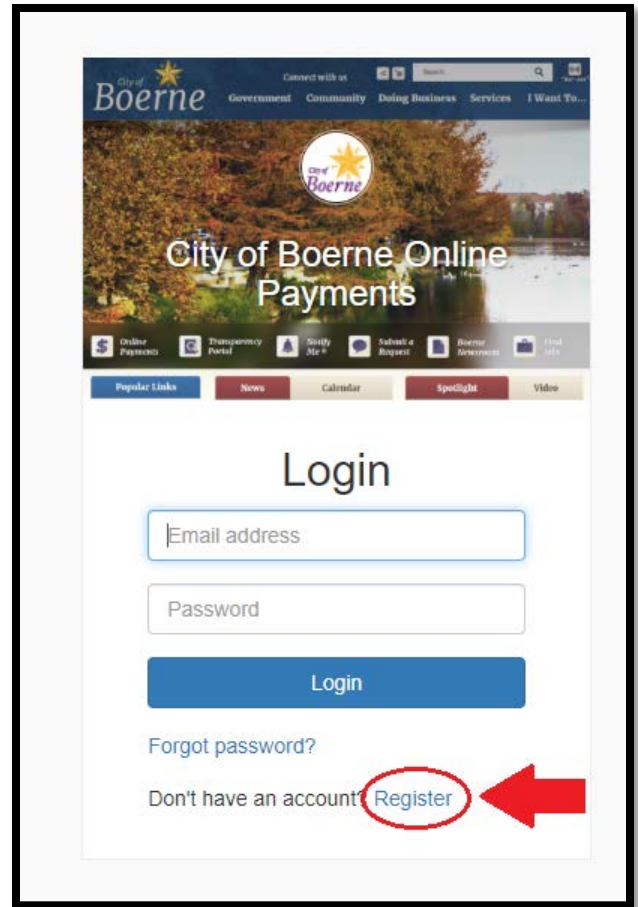


# ONLINE PERMIT REGISTRATION PROCESS

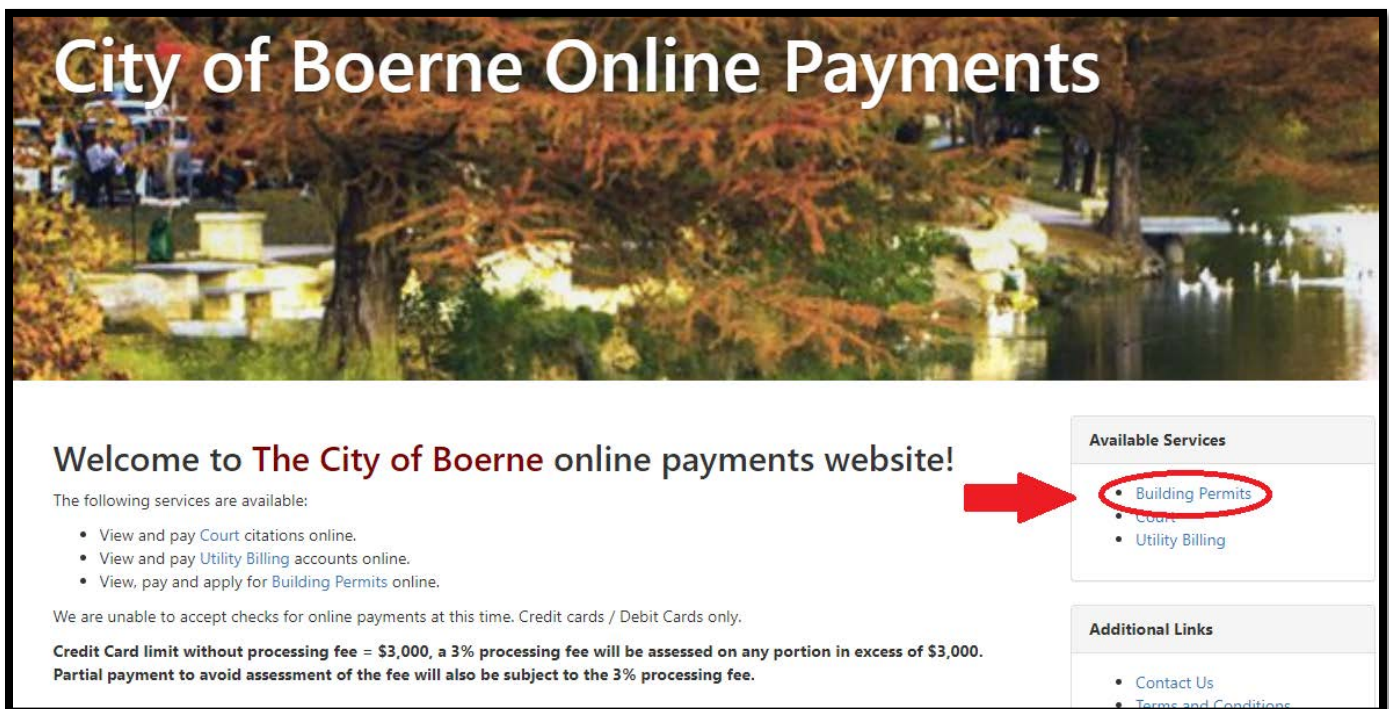
**STEP 3:** Next, you must create an online payment account by clicking on the 'Register' link, as shown in the image on the right:

This is the only time this step is needed.

If you already have an online payment account with the City of Boerne, simply log in using your username and password.



**STEP 4:** Once you are logged in to your account, you will need to complete the permit registration form. To get there, click on the Building Permits link as shown below:



# ONLINE PERMIT REGISTRATION PROCESS

**STEP 5:** Please complete this form.

(It should look like the image on the right)

This is a separate registration that is specific to online permits. If you are already registered with the City of Boerne, you will still need to fill this out in order to pull and pay for permits online.

The screenshot shows a web form titled "Register to View Building Permits Online" on the City of Boerne website. The form includes a list of requirements: "Completed Contractor's Registration Form" (with a URL), "Copy of Driver's License", "Copy of ALL Master/Contractor's Licenses", "Copy of Insurance card", and "Email: codeent@ci.boerne.tx.us". Below the requirements are two questions: "Are you a contractor?" and "Are you a business?", each with "Yes" and "No" radio buttons. The form also has input fields for "First Name", "Last Name", and "Mailing Address" (including Attention, Address Line 1, Address Line 2, City, State, and Zip).

**STEP 6:** When you are done, please click Submit Registration Request at the bottom of your screen. If everything was filled out correctly, you should see the following message:

The screenshot shows a confirmation message on the City of Boerne website. The message reads: "Your registration request has been received and is currently pending approval. You will be able to view and manage projects online once the registration process is complete." The page title is "Registration Pending".

**FINAL STEP:** We will need to review the registration. Once it is approved, you will receive an email with the following message:

"Your membership application submitted for [YOUR NAME] has been approved. You may now log in to view your permits online."

Once you receive this email, your online registration is complete. Simply return to the Online Payment section of the website, log in to your account and click on the Building Permits link to apply for a permit.