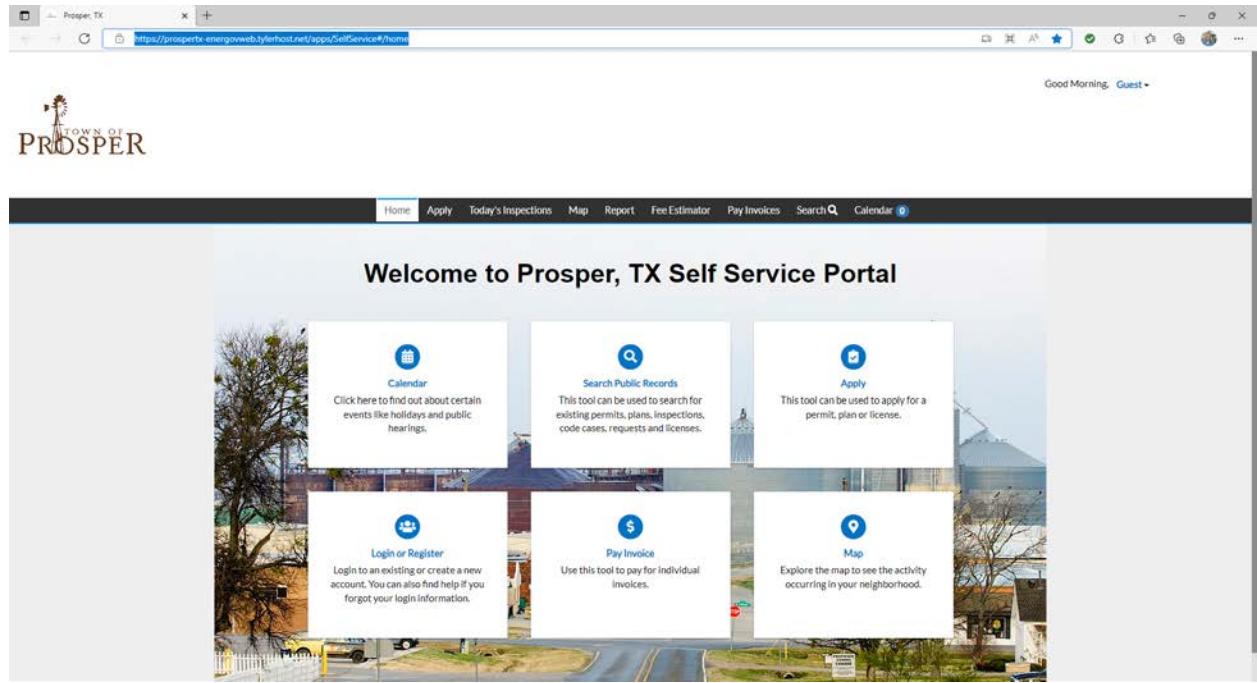
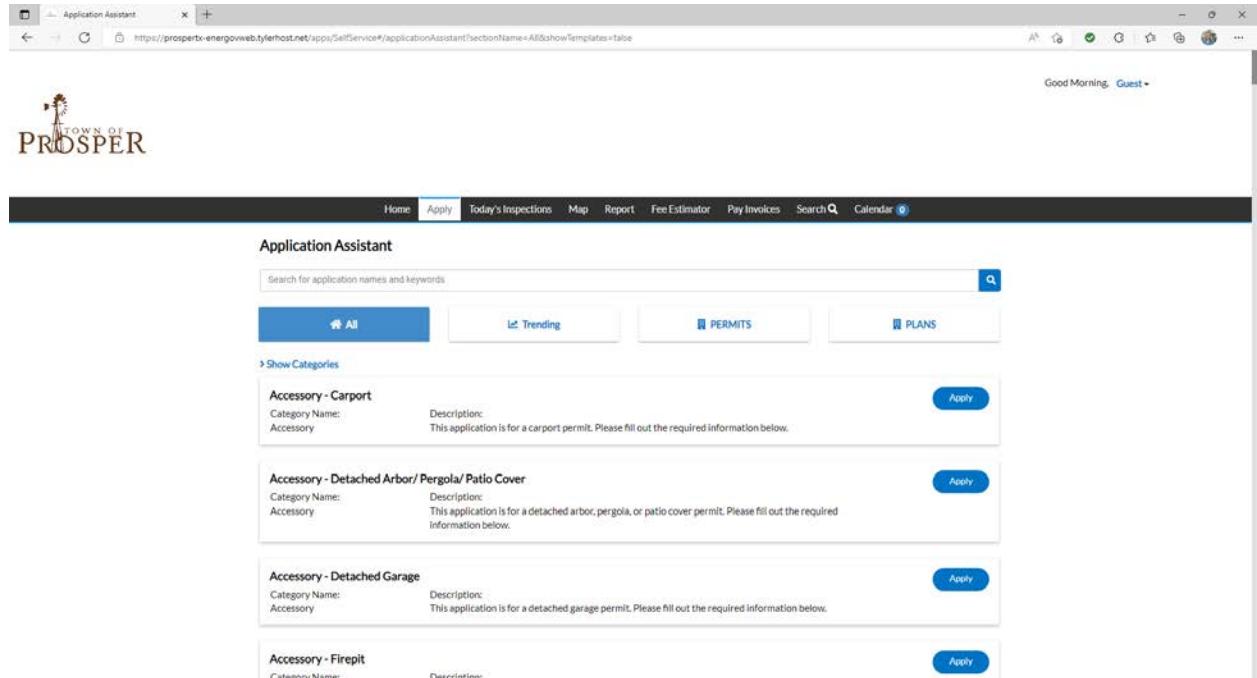


Applying for a Permit on Civic Access

1. Access Civic Access website: [Prosper, TX \(tylerhost.net\)](https://prospertx-energovweb.tylerhost.net/app/SelfService#/home)



2. Once a user has logged in, they will be directed the home screen as shown above.
3. Select the Apply card to search for a permit type. – Permits can be searched by name, category, or within the complete listing.



Categories are accessible on the left side of the screen and can be expanded to show permit type groupings.

< Hide Categories

- All
- PERMITS 93
- All 93
- Accessory 10
- Alcohol 1
- Certificate of Occupancy 7
- Commercial New 5
- Commercial Remodel 5
- Demolition 2
- Electrical 2
- Fence 5
- Garage Sale 1
- Generator 2
- Irrigation 2
- Land Disturbance 1
- Mechanical 2

Accessory - Carport

Category Name: Accessory

Description: This application is for a carport permit. Please fill out the required information below.

Accessory - Detached Arbor/ Pergola/ Patio Cover

Category Name: Accessory

Description: This application is for a detached arbor, pergola, or patio cover permit. Please fill out the required information below.

Accessory - Detached Garage

Category Name: Accessory

Description: This application is for a detached garage permit. Please fill out the required information below.

Accessory - Firepit

Category Name: Accessory

Description: This application is for a firepit permit. Please fill out the required information below.

Accessory - Garage Apartment

Category Name: Accessory

Description: This application is for a garage apartment permit. Please fill out the required information below.

4. Once the desired permit type has been located, select apply
5. Search by address or select the location from the map.

Location

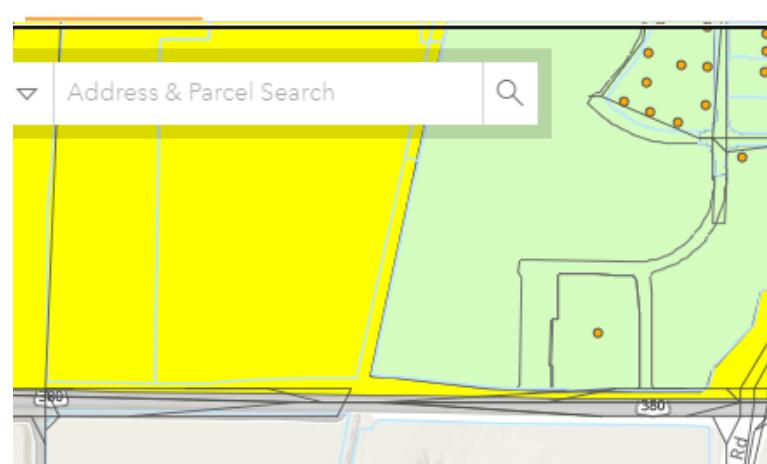
Add Location

+

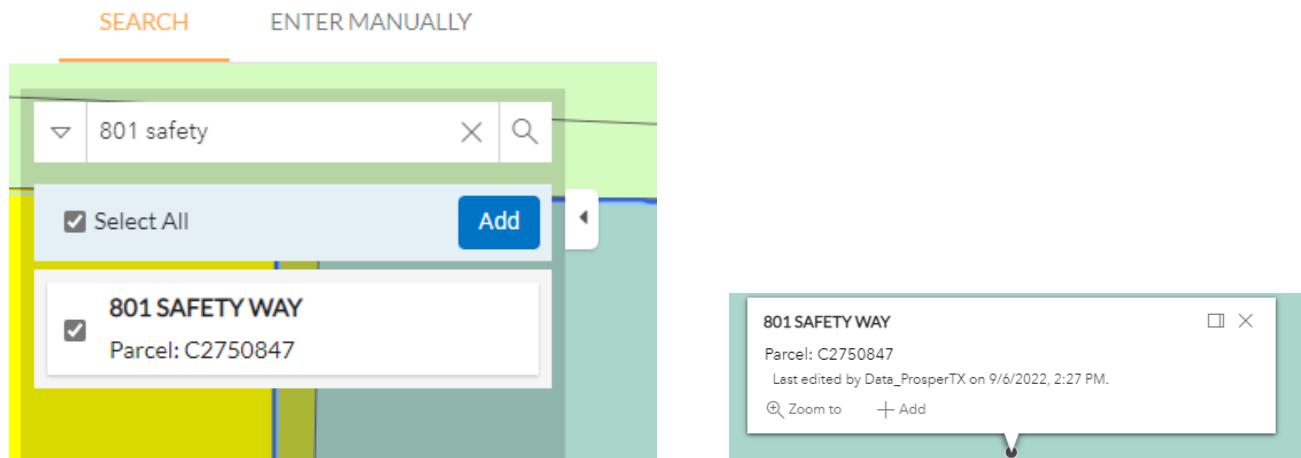
SEARCH

ENTER MANUALLY

Address & Parcel Search



A separate permit is required for each structure.



SEARCH ENTER MANUALLY

801 safety

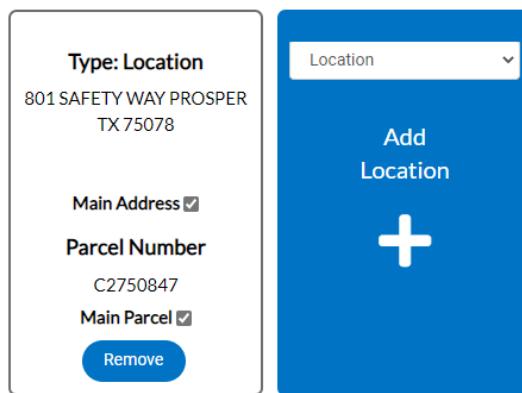
Select All Add

801 SAFETY WAY
Parcel: C2750847

801 SAFETY WAY
Parcel: C2750847
Last edited by Data_ProperTX on 9/6/2022, 2:27 PM.
Zoom to Add

Select the appropriate address either through the search result list or within the map. The desired location will be added to the permit application.

LOCATIONS



Type: Location
801 SAFETY WAY PROSPER TX 75078

Main Address

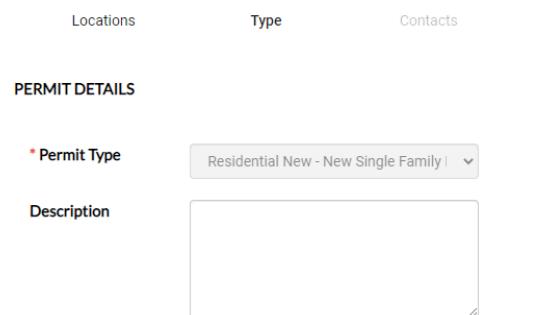
Parcel Number
C2750847

Main Parcel

Remove

Add Location

6. Select next to proceed to entering permit details. The permit type will auto fill based on the permit application type selected. A space is available for a description of the permit. Select next after entering a description.



Locations Type Contacts

PERMIT DETAILS

* Permit Type: Residential New - New Single Family

Description

7. Add contacts to the permit application. The person submitting the permit application will automatically be added as the applicant. Add additional contacts that are required or associated with the permit.



CONTACTS

Contact can be searched or added manually by selecting the + button. Additional contact types can be added by first selecting the type and then the + button.

8. Complete the section titled more info, all red text indicates the information is required. Select next once all information has been entered.



MORE INFO

Required Information

[Next Section](#) | [Top](#) | [Main Menu](#)

*Distance From Rear Property Line

Distance From Rear Property Line is required.

*Distance From Front Property Line

Distance From Front Property Line is required.

*Distance From Right Property Line

Distance From Right Property Line is required.

*Distance From Left Property Line

Distance From Left Property Line is required.

*Maximum Height

Maximum Height is required.

Plan Name or Number

Total Square Foot Under Roof is required.

*Total Square Foot Under Roof

9. Add attachments listed as required for permit application. The document file type listed will restrict what types of documents can be uploaded. Additional documents types are permitted by selecting the type and adding the necessary documentation.

Attachments

Locations ✓

Type ✓

Contacts ✓

More Info ✓

Attachments 5

Signature 6

Review and Submit 7

Architectural Plans
Add Attachment
+
Supported: .pdf
REQUIRED

Energy Reports (Conditions to Build)
Add Attachment
+
Supported: .pdf
REQUIRED

Engineered Plans
Add Attachment
+
Supported: .pdf
REQUIRED

Plot Plan
Add Attachment
+
Supported: .pdf
REQUIRED

Select Type
Add Attachment
+
Supported: .pdf, .zip
REQUIRED

Back **Create Template** **Save Draft** **Next**

10. Once the desired files have been selected, choose next and all the files will upload.

Attachments

Architectural Plans
Future Land Use Plan Amendment Application.pdf
Size: 1.44 MB
Remove

Energy Reports (Conditions to Build)
EXH D - PDCP LAYOUT.pdf
Size: 201.54 KB
Remove

Engineered Plans
EXH B - LETTER OF INTENT.pdf
Size: 56.47 KB
Remove

Plot Plan
EXH A - SURVEY.pdf
Size: 443.16 KB
Remove

Select Type
Add Attachment
+
Supported: .pdf, .zip

Back **Create Template** **Save Draft** **Next**

11. Provide your name as consent to sign the application and type or sign application.

Apply for Permit - Residential New - New Single Family Residence

REQUIRED

Locations  Type  Contacts  More Info  Attachments  Signature  Review and Submit 

SIGNATURE

* Please type your name as consent to electronically sign this application.

Enable Type Signature

Pamela Clark
October, 13 2022



Back Save Draft

12. Select next and review information prior to submitting the permit application. The permit application can be submitted or saved once complete.

 Your application was successfully submitted!