ONLINE Contractor Registration, Permits & Inspections

Access to Permit Software (MyGov)
The Town of Highland Park has obtained new contractor registration, permit, and inspection software that allows for online access to each of these functions. To provide a faster, more efficient permit application process, please enroll your company with our Contractor Registration program. As a registered contractor you can apply for permits, pay the associated fees, and request your inspections from your Sign-in screen.

Process for Online Access

- Step 1 - Complete the Contractor Registration process.
- Step 2 - After you receive your contractor registration letter via email, follow the directions (hyperlinks) contained within the letter to establish Online Access to permits and inspections. You will need the 16-digit authorization code and registered name that is included in that letter.
- Step 3 - Submit a permit application through your Log-in. The Town will review and correspond with you during this step and, once approved, we will issue the permit. As part of the application process, if plans are required to be submitted, you may choose to upload any plans and documents via the online permit application. However, you are also welcome to bring the required plans and documents to our office in person.
- Step 4 - Request inspections on your active permits through your Log-in.

If you included an email during the registration process, your inspection results will be sent directly to the email address supplied. However, you can always access your active permit and view the status of, or request, an inspection.

Note: Subcontractor permits will not be issued unless the project permit has been approved.

Other Tools
Estimate permit fees
Estimate contractor registration fee
Search for contractors
Search for permits
Create a contractor Log-in

Select this hyperlink to start the online contractor registration process.
Request a Registration

Pick the Registration type you would like to request.

If you are a registered contractor requesting a Registration, you should first sign in to your contractor account to ensure your Registration is associated with your account at the agency. If you are not sure if you have a registered contractor account, click here to look up contractors at this agency. If you have not yet created a login account, click here to do so now. You will need your account information that was supplied from the agency when you were registered.

**Cellular Phone Contractor**: This is a two (2) year no-charge registration for Cellular Phone Company sub-contractors. [Request Now]

**Certified Backflow Testers**: This is a no-charge registration for Certified Back-Flow Testers. [Request Now]

**Concrete Contractors**: This is a two (2) year no-charge registration issued to Concrete Contractors for work on Private Property ONLY. [Request Now]

**Concrete Contractors - BONDED**: This is an annual registration issued to BONDED Concrete Contractors where work is conducted on Public Property. Contractor must provide an original "Highland Park" Bond Form with Surety's Corporate Seal on both the Bond Form and on the Power-of-Attorney. [Request Now]

**Demolition/Raze Contractor**: Use this no-charge contractor registration for obtaining a demolition/raze permit for accessory buildings and demolition of all structures on lot. [Request Now]

**Drainage Contractor**: This is a two (2) year no-charge registration issued to Drainage Contractors. [Request Now]

**Electrical Contractor**: This is an annual registration issued to Electrical Contractors that hold a valid, active State Master Electrical License. [Request Now]

**Excavation Contractor**: This is an annual registration issued to Bonded Excavation Contractors. Contractor must provide an original "Highland Park" Bond Form with Surety's Corporate Seal on both the Bond Form and on the Power-of-Attorney. [Request Now]

**Fence Contractor**: This is a two (2) year no-charge registration issued to Fence Contractors. [Request Now]

**Fire Sprinkler Contractor**: This is an annual registration issued to Fire Sprinkler Contractors. [Request Now]

**Foundation Repair Contractor**: This is a two (2) year no-charge registration issued to Foundation Repair Contractors. [Request Now]

**General Contractor**: This is an annual registration issued to General Contractors who desire to conduct their business in the Town of Highland Park. The registration is set to expire on December 31st of each calendar year in which the registration was issued. [Request Now]

**Generator Installation**: Use this no-charge registration type for someone choosing to install a generator. [Request Now]

**Irrigation Contractor**: This is an annual registration issued to Irrigation Contractors that hold a valid, active state Irrigation License. The registration is set to expire on February 28th following the issuance of the contractor's registration. [Request Now]

**Mechanical Contractor**: This is an annual registration issued to Mechanical Contractors (HVAC) that hold a valid, active state HVAC license. The registration is set to expire on January 31st following the issuance of the contractor's registration. [Request Now]

**Plumbing Contractor**: This is a no-charge annual registration issued to the Responsible Master Plumber who holds a valid State Plumbing License for his/her plumbing contracting company. This registration will expire upon the expiration date of the Master's State Plumbing License and can be renewed online 1-month prior. [Request Now]

**Pool Contractor**: This is a two (2) year no-charge registration issued to Pool Contractors. [Request Now]

**Resident/Owner**: Use this a two (2) year no-charge registration issued to a property owner AND resident within the Town of Highland Park applying for a permit to construct a Residential Remodel/Addition, Fence, Private Flat-work, or Paint/Repair permit on their HOMESTEAD. [Request Now]

**Roofing Contractor**: This is a two (2) year no-charge registration issued to Roofing Contractors. [Request Now]

**Sign Contractor**: This is a two (2) year no-charge registration issued to Sign Contractors. [Request Now]
You have picked "Mechanical Contractor". To request this Registration type, complete all the information below, then click the "Next" button on the bottom of this page.

### Key Items

New registrations and renewals are $125.

Registration expires November 31st.

Renewal period is 1 month prior to expiration.

Requires a copy of a valid Texas Driver's License or Photo ID.

Requires a copy of a valid Texas State Mechanical (HVAC) License.

### Items Needed

<table>
<thead>
<tr>
<th>State License</th>
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<tbody>
<tr>
<td>ID no.</td>
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<tr>
<td>Expire Date</td>
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<table>
<thead>
<tr>
<th>Driver's License</th>
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<tbody>
<tr>
<td>Upload</td>
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</table>

Complete the required info.

Upload Copy of DL and Contractor License if applicable.
You have picked "Mechanical Contractor". To request this Registration type, complete all the information below, then click the "Next" button on the bottom of this page.

**Set Dates**

<table>
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<tr>
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<tr>
<td>End Date</td>
<td>Jan 31, 2015</td>
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**Set Client Information**

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<tr>
<td>First Name</td>
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<td>Physical Address</td>
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<tr>
<td>Address</td>
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<tr>
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<tr>
<td>State</td>
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<table>
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<td>Zip</td>
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**Set Fees**

<table>
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<th>Item</th>
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<tbody>
<tr>
<td>Mechanical Contractor</td>
<td>$125.00</td>
</tr>
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Complete all of the required information and select the "Next" button.
You are now ready to request Registration type "Mechanical Contractor". To request this Registration, please verify and correct all the information below, then click the "Submit Application" button on the bottom of this page.

**Registration type & date range**
- **Registration Type**: Mechanical Contractor
- **Start Date**: 2014-02-05
- **Expire Date**: 2015-01-31

**Client information**
- **Name**: Ronnie Brown
- **Business Name**: Ronnie Brown Mechanical 2
- **Phone**: (214) 521-4161
- **Physical Address**:
  - **Mailing Address**: 4700 Drexel
  - **Dallas, TX 75205**

**Fees and charges**
- **Mechanical Contractor Fee**: 1 @ $125.00 = $125.00

**Items Needed**
- **State License**: No Uploaded Item
  - **ID no.**: 12345678
  - **Expire Date**: 02/06/2014
- **Driver's License**: No Uploaded Item

Verify all information is correct and select this "Submit Application" button.
Submission Successful

Below are the results of your Registration submission. You should print a copy of this page for your records. At any time, you may retrieve the status of your Registration using the Registration ID number and view number given below.

ID # MECHA2111321    View # 4089

Awaiting Approval
Your application has been submitted to Town of Highland Park and is currently under review. You may view the Contractor Registration Application summary by clicking the link below.

Go to Contractor Registration Application

Town of Highland Park

Physical Address
4700 Drexel
Highland Park, TX 75205

Mailing Address
4700 Drexel
Highland Park, TX 75205

Contact Information
Mary Kuebler
Permit Technician
mkuebler@hptx.org email
(214) 559-9409 phone
(214) 559-9335 fax

Select "Done" and wait for your application to be processed by the Town. Once approved, you will receive an email with your account activation letter attached in a PDF file.