



**Create a Permit**

**Step 1:** Applicants must first [open an account](#) on the 'Plans and Permits' portal.

**TIP:** [Residential Self-Service](#) permits follow a separate streamlined approval process.

**TIP:** Contractors (General, Mechanical, Plumbing, others) need an updated registration number. Registration status is maintained on the City's website; <https://etrakit.friscotexas.gov/etrakit/>.

**TIP:** It is important to know the Project address for an efficient application process.

**TIP:** Make sure all required fields (\*) are completed.

**Step 2:** Residential Building Permit review applications begin by selecting the type and naming the project.

**Start New Application Request**

To start a new application request:

- Select a permit request type from the menu. If you do not see the type you are looking for, it may not be available.
- Provide a project name for your future reference. This could contain the address, type of work being performed, owner name.
- Click the "Start Application Process" button.

If you are a registered contractor, you must have a current registration number available. Most of them look like this: RXX-XXXX. To look up your number, visit <https://etrakit.friscotexas.gov/etrakit/Search/aec.aspx>

For more information including detailed help documentation, visit <http://www.friscotexas.gov/plansandpermits>. Email questions to [bicsr@friscotexas.gov](mailto:bicsr@friscotexas.gov).

**Self Service** permits offer immediate access to select residential permits when replacing: Heating/cooling systems, roofs with the same material, water heaters, doors and windows, and minor electrical and plumbing projects.

**Residential Building Permit reviews** include new home construction, demolitions, fences, additions or alterations, temporary construction and others.

Type: \*

Name: \*

- Residential Self Service Electrical Application
- Residential Self Service Mechanical Application
- Residential Self Service Plumbing Application
- Residential Self Service Roof Application
- Residential Self Service Skylight-Windows-Doors Application





**Step 3:** Accept the terms and conditions.

Terms And Conditions ?

The issuance or granting of a permit shall not be construed to be a permit. Permits presuming to give authority to violate or cancel the provisions of the documents or other data shall not prevent the building official from requiring the work is commenced within 180 days after its issuance or commencement. A permit issued whenever the permit is issued in error or on the basis of incorrect technology not caused or related to an applicant's actions shall also be cause for cancellation.

Information provided shall be complete and accurate for the purposes of the condition of these services provided. Misrepresentation of applicant identity, law and other ordinances as adopted. These terms and conditions are subject to change without notice.

I have read, understand, and agree to the above terms and conditions

[Accept & Start My Application](#) [Back To My Home Page](#)

**Step 4:** The Residential application begins with Project information. This includes the project address, type, and description.

The fields will auto complete with a known address. If the address is unknown, you will be given a place to fill out a location description.

- Project Information

Select One Option: \*  Address is known  
 I do not have the Address and wish to enter the known information. Choosing this option may delay

Project Address \* 7878 KINGS RIDGE RD, FRISCO, 75035  
The Address must be Valid. If the address entered is not valid, the form may not be submitted.

Project City FRISCO

**Step 5:** Select the permit type, fill in the applicable fields and enter a work description.

For sheds, patios, arbors, fireplaces, grills, etc. select Other Home Improvements.

Please select the permit type requested: \* Building Area Addition of a Main or Detached Enclosed Structure

Air Conditioned Square Footage 1,000

Total Square Footage \* 1,200

Number of Stories \* 1

Is there a fire suppression system?  YES  
 NO

Code Year 2020

Electrical Work Required? \*  YES  
 NO

Mechanical Work Required? \*  YES  
 NO

Plumbing Work Required? \*  YES  
 NO

Description of Work \* Building an office space.



**Step 6:** Contractors must provide registration numbers. Owners doing their own work may proceed without city registration.

**- Contractor**

Contractor is current logged in user.

Please choose your relationship to this permit application \*

Registered Contractor  
 Owner

By choosing Registered Contractor, you certify that: I am a registered contractor and I am in compliance with all applicable laws and regulations.  
By choosing Owner, you certify that: I am the owner and the property is in compliance.

Registration Number \* R20-0001  
Registration Help Text

Name \* XYZ PLUMBING

Phone Number \* (972) 867-5309

Address \* 456 MAIN STREET

City \* FRISCO

State \* TX

Zip Code \* 75034

Email \* sample@plumbers.com

**Step 7:** Owner information will prepopulate with a known address. Enter an Email address and Phone Number.

**- Owner**

First and Last Name MATTHEW & RACHEL SPAULDING GLADING

Address 7878 KINGS RIDGE RD

City FRISCO

State TX

Zip Code 75035-6738

Country USA

Email

Phone Number



**Step 8:** If the applicant is the current logged-in user, the profile information can prepopulate from the logged in user if you select this option.

**- Applicant Information**

Applicant is current logged in user.

Applicant First and Last Name \*

Phone Number \*

Applicant Address \*

Applicant City \*

Applicant State \*

Applicant Zip Code \*

Applicant Email Address \*

**Step 9:** The Applicant must select that you agree to the terms and conditions to submit the form.

**- File Requirements**

I agree to upload files and pay assessed fees when prompted by email.

**- Signature**

I hereby declare that I have read and understand the information contained in this application. The information contained within is true to the best of my knowledge. I, being the above-referenced property owner or the authorized agent for the contractor/owner, certify that:

- I have the authority to make this application;
- The information is complete and accurate; and
- The construction and/or use will conform to the City of Frisco Codes and other applicable laws and regulations which govern the property.

I Agree

Applicant: Kristof Leonard      Signature date: 2020-05-13 9:02 AM

**Step 10:** Once submitted, 'FriscoPlansAndPermits' sends an email to the Applicant of the project with directions on how to complete the [Upload Submit and Pay](#) task.