How to Submit an Application

1. Log in at https://friscoplansandpermits.avolvecloud.com/Portal/

   TIP If you do not have a log in, follow these steps to set up a new account.

2. Click one of the Services buttons depending on the type of application you wish to submit. Options include Residential Permits, Commercial Permits, and Land Development. If you are not sure which one to select, visit www.friscotexas.gov/PlansAndPermits and select each option to view more detail.
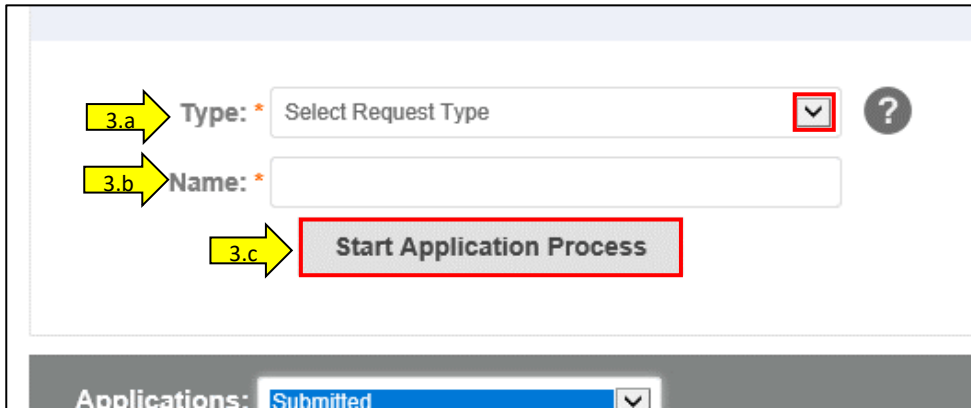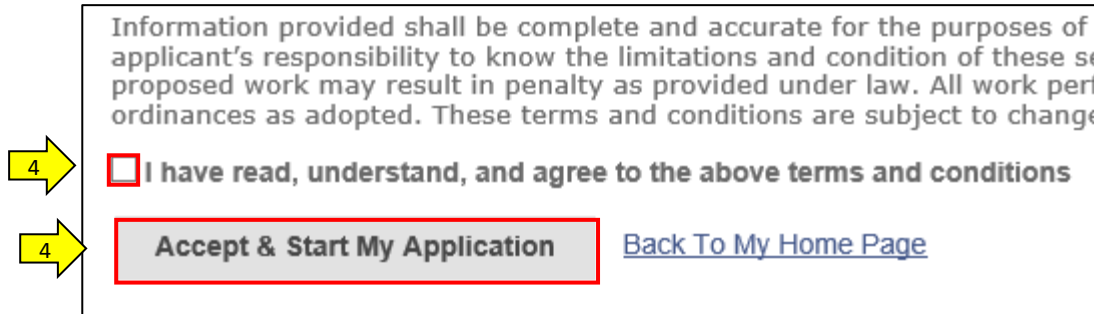
3. Start a new application.

Figure 1 Start a New Application

   a. Select an application **Type** using the drop-down arrow.
   b. Enter a unique project/application **Name**. This is a reference for your use only and is not attached to the permit.
      TIP If you are a homeowner, you might want to name the project based on your address or a simple project name.
      TIP If you are a Contractor or Developer, you might want to name the project based on the address, the customer name, or your own contract/project number.
   c. Click the **Start Application Process** button.

4. Review the Terms and Conditions. **Select the box** to indicate you have read, understood, and agree. Click the **Accept & Start My Application** button.

Information provided shall be complete and accurate for the purposes of
applicant's responsibility to know the limitations and condition of these se
proposed work may result in penalty as provided under law. All work perf
ordinances as adopted. These terms and conditions are subject to change

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

Accept & Start My Application   Back To My Home Page

Figure 2 Terms and Conditions

5. Complete the Application page with the required project details indicated by a red asterisk (*). Different fields appear depending upon the Application type.
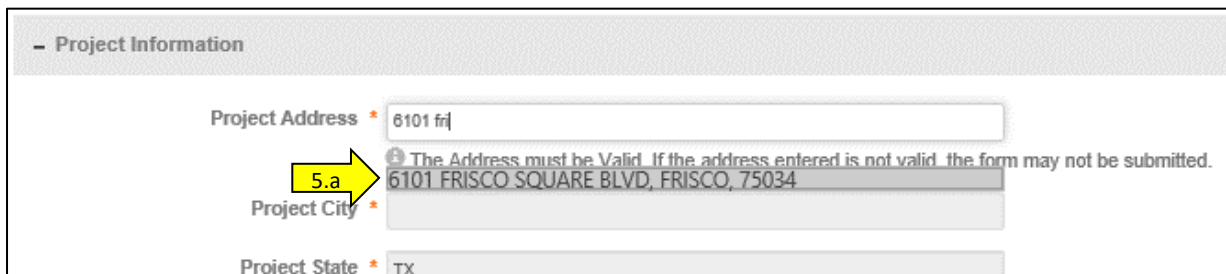
– Project Information   INCOMPLETE

Project Address * [   ]
    ⓘ The Address must be Valid. If the address entered is not valid, the form may not be submitted.

Project City * [   ]

Figure 3 Project Information before typing

– Project Information

Project Address * [6101 fri|]
    ⓘ The Address must be Valid. If the address entered is not valid, the form may not be submitted.
6101 FRISCO SQUARE BLVD, FRISCO, 75034
Project City * [   ]

Project State * TX

Figure 4 Project Information after typing

a. **Project Information**: Begin typing the **Project Address** and a matching address will be listed. Select the address to populate the additional property address fields. Other fields relating to **Type** will vary depending on the type of application. Enter the requested information.

   TIP If you do not have an address, select the alternate option and enter the information you know about the location.

b. Enter information for the Contacts required for your application type.

   Owner: If you select an address, the Owner Name and Address information will be populated from County records. You may add **Email** and **Phone Number** for contacting the owner.

Contractor: Some applications call for a Contractor contact. If you are a Contractor and wish to register with the city, you can Apply for New Registration in eTRAKiT. This is not required for all application types.

Other Contacts: Some applications call for additional contact information. These might include:

- Engineer
- Landscape Architect
- Architect
- Surveyor
- Others that are part of the project team

c. **Applicant Information**: Fill in the Applicant contact information. If you are the applicant, you may choose to **Fill section with information from current logged in user**. You will need to enter your name and review the information to confirm it is correct.

TIP The Applicant Email address links to the account which will receive all of the subsequent tasks to complete the application process. Fill this section with the person who will manage the process going forward.
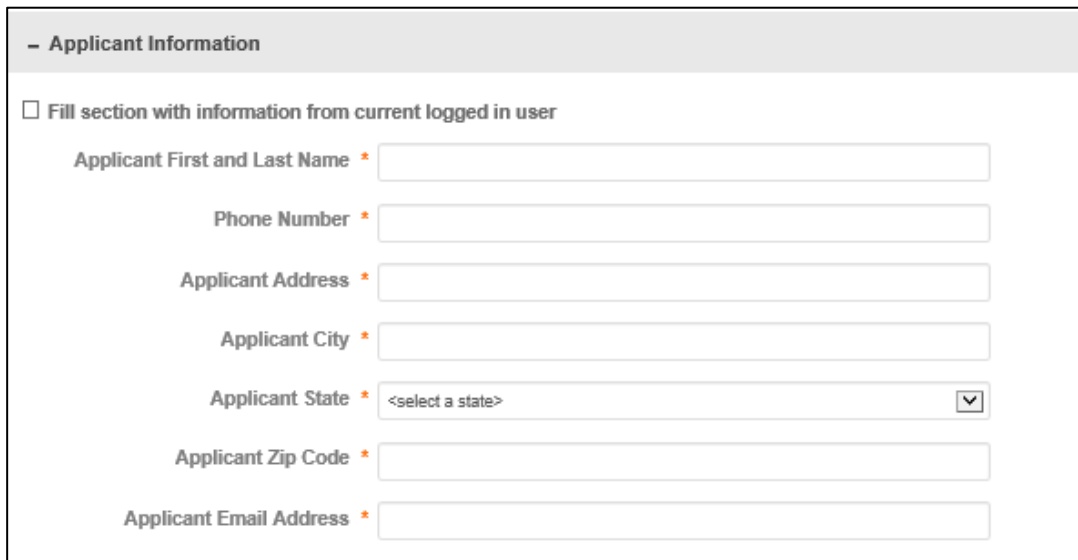

Figure 6 Applicant Information

6. If you need more time before submitting the application, choose to **Save for Later** If you are ready, select **Submit Request**.
   TIP If the screen doesn't change from the application page to a confirmation or to the Billing Information page, review the application to see if required fields are missing data.

After You Receive Your Confirmation

- If you have more applications to submit, click **Services** at the top left of the page.
- When you have finished your request(s), click **Logout** at the top right corner of the page.
- For more information, visit www.friscotexas.gov/PlansAndPermits.