

Established 1824

The mission of the City of Victoria is to meet or exceed our citizens' expectations in the provision of municipal services.

Development Center:  
700 Main Center,  
Suite 128

P.O. BOX 1758  
VICTORIA, TX 77902  
PHONE (361) 485-3320  
FAX (361) 485-3326  
www.victoriatx.org

## How to Apply for a Permit Online

Go to [THIS](#) website and add it to your favorites.

Register to Create a New Account (Register link underneath the picture to the right ) – A Development Specialist will approve your account shortly.

### How to Create a Permit

- Log In to your account.
- Go to **Permits** Tab
- Click on **Create**
- Select the **Permit Type** (Res. Electrical , Comm. Gas etc)
- **Work Class:** Select the appropriate workclass from the list below
  - **Commercial**
    - New – MEP permit for a new commercial structure
    - New Multifamily – MEP permit for a new multifamily (apartment) structure
  - **Residential**
    - New Single Family – MEP Permit for a new single family home
    - New Two Family – MEP permit for a new duplex
    - New – MEP permit for a new residential structure not listed above (detached garage, shed, etc.)
  - **Both**
    - Addition – MEP permit when square footage is being added
    - Alteration/Repair – MEP permit for when work is being done to an existing structure without adding square footage
    - In Ground Pool – Electrical permit for an in ground pool
    - Spa – Electrical permit for a spa
    - Temp Pole – Electrical permit for a temp pole
    - Irrigation – plumbing permit for irrigation work
- **Description:** Describe the work to be done. Permit will likely be denied if this is blank.
- **Valuation:** Enter the amount of the cost to do the work
- (for Plumbing Permits ONLY: Choose water, sewer or both)
- **Address:** Click on New Search
  - Enter **Street Number**
  - Enter **Street Name** & Press **Search** then Press **Select** next to address
    - If no address appears use **Manual Address** button to enter address
  - The screen will refresh. Scroll back down to **Address Type:** Use Down Arrow to select **Location** and **SAVE**
- **Contacts**
  - To add the **Contractor**, Under **Contact Search** -- Select: **Add Me**
    - Select **Contractor** as the contact type and press **Set Contact Type**
  - To add the **Owner**, Under **Contact Search** – **Select Add Contact**
    - Select **Contact Type: Owner**
    - Enter the owners name and **Search**
    - If the name appears, select it and click **Add Selected**
    - If not, click **Add New** and type in the Owner's information. Email address and at least 1 phone number are required
    - Set the **Contact Type** as **Owner** and hit the **Select Contact Type** Button.
- Press **SUBMIT**. You have now submitted the permit for review. Before your permit will be approved, you will need to pay the associated fees (Below)



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## How to Pay for Your Permit

- Go to bottom of screen and click on Pay Fees
- Select Make Payment (top right corner) & Enter Payment Information
- Click on Return to Citizen Access Portal to return to your screen
- Wait for Approval from City of Victoria

## To Schedule an Inspection

- Log-In
- Go To Permits & select Search
- Enter Street Number
- Enter Street Name & select Search at the bottom of screen
- Click on your permit Number (Example: RELE-032427-2016)
- Go to Schedule Inspections
- Click Schedule next to requested Inspection
- Enter Requested Date, Comments, Field Contact Name & Field Contact Phone Number & Click Schedule
- Same day inspections are currently not supported by the third party system