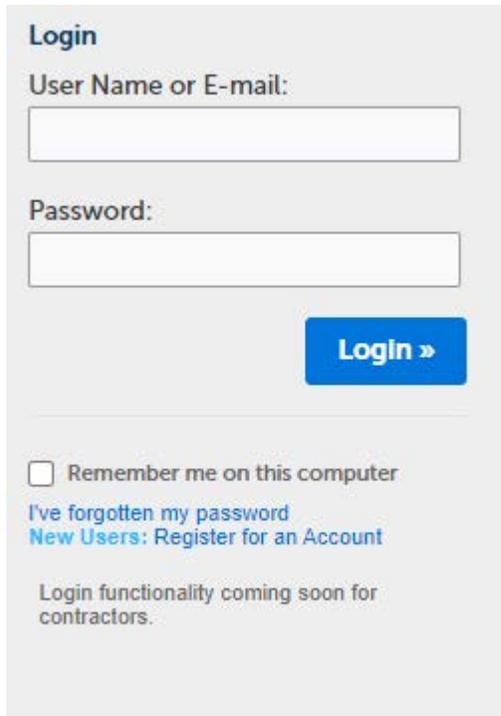# Trade Permit Instructions

Step 1: Login to Building Pharr Citizen Portal with account you have created.

Step 2: To apply for a trade permit click on Building tab at top of page.

Step 3: Click on Create an Application.

Trade Permit Instructions

Step 4: Read disclaimer and click on checkbox. Then click on Continue Application to proceed.

Building Pharr Citizen Portal

Search....

Home   **Building**   Environmental Health   Licenses

Create an Application   Search Applications   Schedule an Inspection

Online Application

Welcome to City of Pharr's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
While the City of Pharr attempts to keep its Web information accurate and timely, the City of Pharr neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the City of Pharr as a result of updates and corrections.

☐ I have read and accepted the above terms.

Continue Application »

Step 5: Select the license associated with your account. License Information will populate on screen. Then click on Continue Application to proceed.

Select a License

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

* Licenses:

--Select--

Continue Application »

Step 6: Select the type of trade permit that you would like to apply for. Sample for electrical permits shown below.

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

[ ] **Search**

○ Commercial Electrical
○ Residential Electrical

Continue Application »

Step 7: Enter a valid address and then click on "Search" button to validate the address. Once address is validated you can continue application. If you are having issues with validating your address come visit us at 118 S. Cage Blvd, Pharr, TX 78577 or call us at (956) 402-4242. Parcel and Owner section will be auto-populated and are read-only.

Address

Disclaimer: Your address may not come up on our system and in case you experience this inconvenience you will have to come in at Pharr City Hall located at 118 S. Cage Blvd, Pharr, TX 78577. For any questions please give us a call at 956-402-4242.

*Street No.:	Direction:	*Street Name:	Street Type:
[ ]	--Select-- ▼	[ ]	--Select-- ▼

Search **Clear**

Parcel

*Parcel Number:
[ ]

Search **Clear**

Owner

Owner Name: ⑦
[ ]

Address Line 1:
[ ]

City: State: Zip:
[ ] [ ] [ ]

Step 8: Review Licensed Professional. Click Continue Application to proceed.

Step 1 : Address & Applicant > Applicant Information

indicates a required field.

Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

**DO NOT USE ELECTRICAL   DO NOT USE ELECTRICAL
DO NOT USE ELECTRICAL**
License Type:Electrical
License Number:ELEC4024900
Address: PHARR TX 78577
Edit Remove

Continue Application »

Step 9: Enter a brief description of type of work you will be performing. Click Continue Application to proceed.

Step 2 : Permit Detail > Work Description

indicates a required field.

Detail Information

Type of Work:

spell check

Continue Application »

Trade Permit Instructions

Step 10: Answer Validating Questions and fill out all required information in Permit Details. Asterisk (*) indicates a required field. Click Continue Application to proceed.

Validating Questions

ONLINE QUESTIONS

*Is this permit related to any remodeling or construction at the proposed Location?: ○ Yes ○ No

*Is this only for mechanical, electrical or plumbing work being done?: ○ Yes ○ No

*You are aware that if you are doing any mechanical, electrical or plumbing work without a construction permit you may be subject to a penalty. Any inaccurate information may also result in a penalty to the general and subcontractor.: ○ Yes ○ No

*Electronic Signature: ⓘ [Full Legal Name...]

Permit Details

GENERAL INFORMATION

Type of Use: [--Select-- ▼]

ELECTRICAL EQUIPMENT INFO

*Is there existing electrical service?: ○ Yes ○ No

Number of units requiring 100 Amps: [0]

Number of units requiring 125 Amps: [0]

Number of units requiring 150 Amps: [0]

Number of units requiring 200 Amps: [0]

Number of units requiring 250 Amps: [0]

Number of units requiring more than 250 Amps: [0]

*Needing work clearance?: ○ Yes ● No

Number of work clearances?: [0]

Temporary Pole: [   ]

Will you be doing a change, increase, or relocate of service?: ○ Yes ● No

Reset meter?: ○ Yes ● No

Adding circuits to panelboards?: ○ Yes ● No

Will this be a temporary office hookup?: ○ Yes ● No

Continue Application »

Step 11: Add any required attachments to your application. Maximum file size allowed is 100 MB. If no attachments are required click Continue Application to proceed.

Attachment

The maximum file size allowed is 100 MB.
JPEG, PNG, DWG, CAD, SHP, and PDF's are the only allowed file types.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue Application »

Step 12: Review your application information. If you see any errors you can click on any of the Edit buttons to update your information. Choose Continue Application to proceed.

Step 4 : Review

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Commercial Electrical

Address   Edit

Parcel   Edit

Parcel Number

Owner   Edit

CITY OF PHARR

Licensed Professional   Edit

DO NOT USE ELECTRICAL DO NOT USE ELECTRICAL   Home Phon

Step 13: On the Pay Fees page you can see the fees associated with your permit and the type of work you plan on doing. Choose Continue Application to proceed to payment page.

Step 5 : Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Building Permit-E	1	$10.00
Working Clearance	3	$60.00
Inspection to re-set meters	1	$10.00

TOTAL FEES: $80.00
Note: This does not include additional inspection fees which may be assessed later.

Continue Application »

Step 14: On Payment Options page you will need to select a payment method and then fill in all required information. Only credit/debit cards are allowed as an available payment method. Click Submit Payment to pay your permit and proceed to final page.

* indicates a required field.

Payment Options

Amount to be charged: $10.00
◉ Pay with Credit Card

Credit Card Information:
* Card Type: * Card Number: * Security Code: ⑦
--Select--   ▼

* Name on Card: * Exp. Date:
                      01▼   2021▼

Credit Card Holder Information:
☐ Auto-fill with   Robert Escobedo▼

Country:
United States   ▼

* Street Address:

* City: * State: * Zip:

* Phone:

E-mail:

Submit Payment »

Trade Permit Instructions

Step 15: On Record Issuance Page you can view your issued Permit. You can download and save permit or print permit for your records. All steps have now been completed. You can logout from your account.

1 Applicant	2 Permit Information	3 Address	4 Review	5 Record Issuance

✓ Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is GS2021-00140.

You will need this number to check the status of your application or if you applied for a licensed professional permit you will need this number to schedule/check results of inspections. Please print a copy of your record. Thank you!

Print/View Permit

Congratulation, You have completed the application!

For licensed professional once all fees have been paid and your permit has been issued you may schedule your inspection by choosing "View Record Details" to Schedule Inspections, Check Status, or make other updates.

View Record Details » (You must post the record in the work area.)