



HOW TO APPLY FOR A PERMIT

Citizen Self-Service (CSS) Portal:
Permits & Inspections Website

For more information or need further assistance,
please contact City of Allen Building and Permitting
at 214.509.4130 or permits@cityofallen.org.

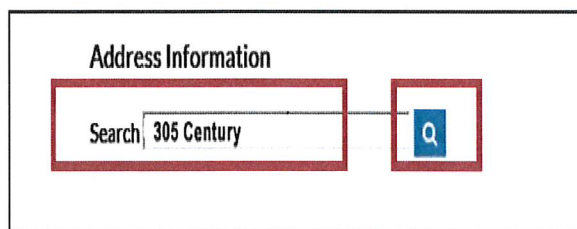
STEP 3 COMPLETE YOUR APPLICATION

Click the "+" button to add the location of submittal.



STEP 4 ENTER ADDRESS

Enter your address **WITHOUT** street suffix (DR, ST, BLVD) or parcel number into the "Search" field, then click the magnifying glass to search.



HELPFUL TIP

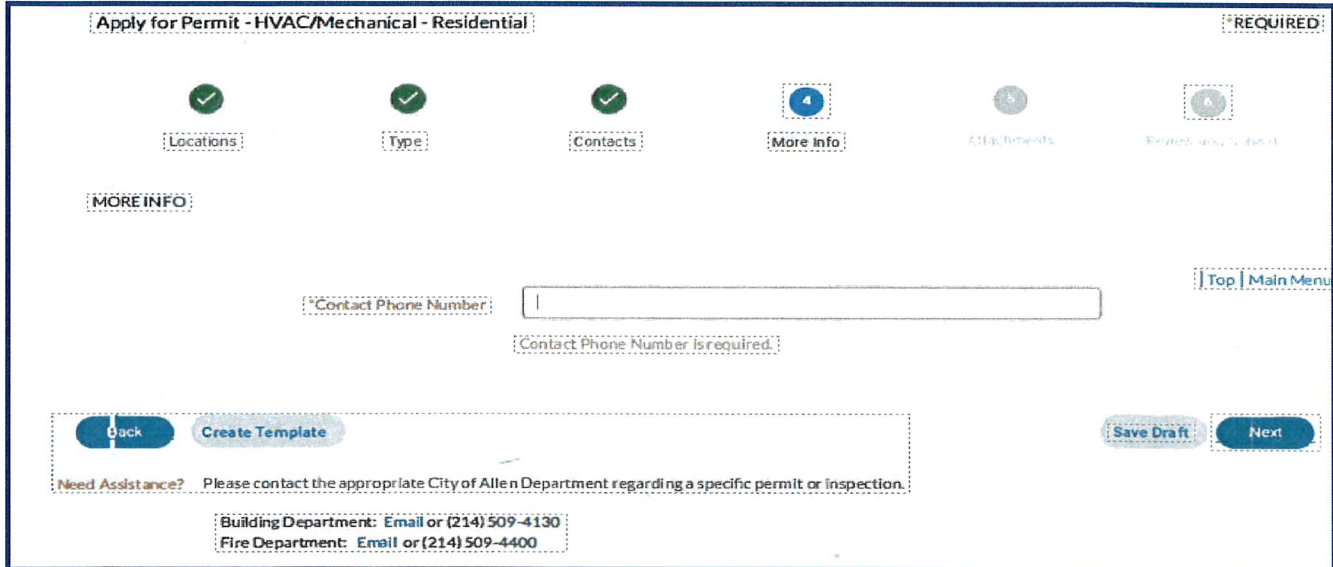
Addresses must be added without the street suffix. See examples below.

ACCEPTED: 305 Century, 305 CENTURY, 119249 (if entering by parcel number)

NOT ACCEPTED: 305 Century Parkway, 305 CENTURY PKWY, 305 Century Pkwy.

STEP 7

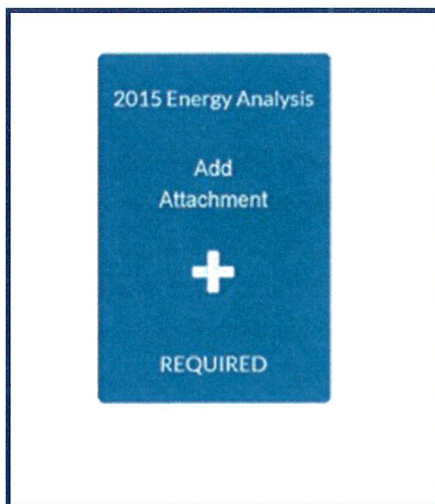
ADDITIONAL INFORMATION



STEP 8

ATTACH ADDITIONAL REQUIRED DOCUMENTATION

Attachment options will vary by submittal type. If the attachment is marked "**REQUIRED**," the attachment is mandatory.



HELPFUL TIP

UPLOADING REQUIRED DOCUMENTATION?

ONLY PDF DOCUMENTS ACCEPTED

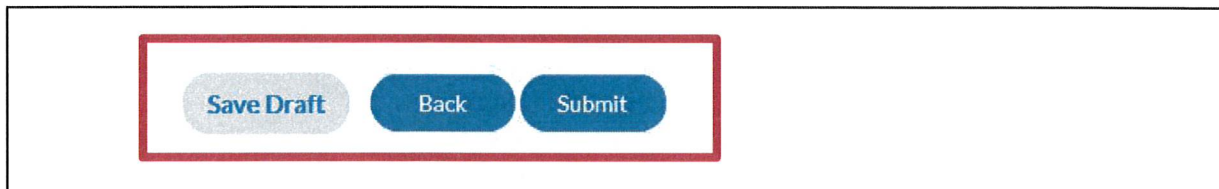
Other file types are not supported.

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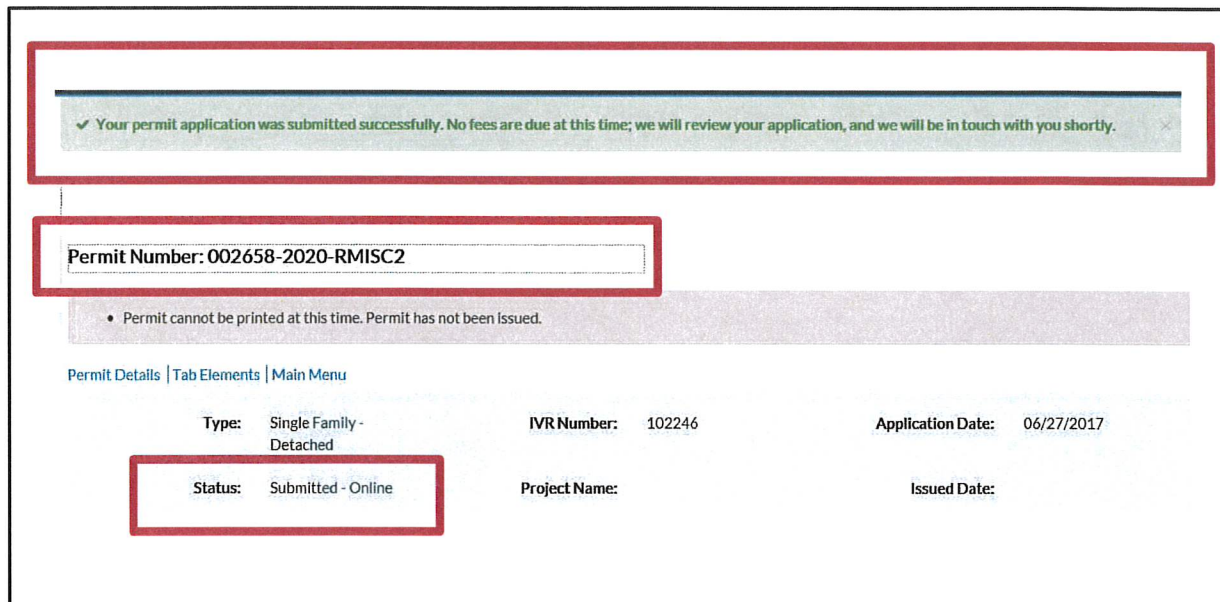
STEP 10

REVIEW APPLICATION SUMMARY & SUBMIT

After completing general information, you will be taken to the **“Application Summary”** page. You may **“Save as Draft”** to save your progress, click **“Back”** to review your information, or **“Submit”** to finalize your application.



After clicking **“Submit,”** you will be redirected to a confirmation page stating that your application was submitted successfully. If desired, make note of **your Permit/Plan number** for your records. You can check the progress of your application and view changes to your status anytime you log into your CSS account.



Thank you for your application with the City of Allen, we appreciate your business! For more information or if you need further assistance, please contact Building Services at 214-509-4130 or permits@cityofallen.org.