

THE TOWN OF
Highland Park
TEXAS

4700 Drexel Drive, Highland Park, TX 75205
214-521-4161 office 214-559-9335 fax

Department of Building Inspection

Dear Contractor,

Please review the following plan submittal requirements for permitting process. Our office hours are Monday through Friday 7:30 A.M. to 4:30 P.M. Our phone number is (214) 521-4161 should you have any questions.

LIST OF REQUIREMENTS FOR FIRE SPRINKLER PERMIT

To obtain a free MyGov account to obtain Highland Park sprinkler or alarm permits, to submit plans, and schedule inspections:

1. Open the Town's website at www.hptx.org.
2. Click the "Online Services" red tab on the left side of the screen.
3. Click "Online Building Projects and Inspections".
4. Follow the instructions to obtain a MyGov account by clicking "Contractor Registration".
5. Log on to MyGov and use it to:
 - a. Apply for a permit for each job location.
 - b. Submit plans ELECTRONICALLY via PDF.
 - c. Pay any required fees.
 - d. Schedule Inspections

Sincerely,

Building Inspection Department

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Don Young
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Permit Technician
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cc: **Fire Marshal's Office**
Mike Miller, Fire Marshal
(214-559-9497 or mmiller@hpdps.org)