



THE TOWN OF
Highland Park
TEXAS

An American Community Making a Difference

Select this hyperlink to start the online contractor registration process.

Search Highland Park...



You are here: [Home](#) > [Departments](#) > [Building Inspection](#) > Online Permits & Inspections



Online Permits & Inspections

Department Objectives

Forms & Applications

Proposed Zoning Changes

Protection of Older Homes

Zoning Ordinance & Map

4719 Cole Avenue Zoning
Change - Dallas

ONLINE Contractor Registration, Permits & Inspections

Access to Permit Software (MyGov)

The Town of Highland Park has obtained new contractor registration, permit, and inspection software that allows for online access to each of these functions. To provide a faster, more efficient permit application process, please enroll your company with our [Contractor Registration](#) program. As a registered contractor you can apply for permits, pay the associated fees, and request your inspections from your Sign-in screen.

Process for Online Access

- Step 1 - Complete the [Contractor Registration](#) process.
- Step 2 - After you receive your contractor registration letter via email, follow the directions (hyperlinks) contained within the letter to establish Online Access to permits and inspections. You will need the 16-digit authorization code and registered name that is included in that letter.
- Step 3 - Submit a permit application through your [Log-in](#). The Town will review and correspond with you during this step and, once approved, we will issue the permit. As part of the application process, if plans are required to be submitted, you may choose to upload any plans and documents via the online permit application. However, you are also welcome to bring the required plans and documents to our office in person.
- Step 4 - Request inspections on your active permits through your [Log-in](#).

If you included an email during the registration process, your inspection results will be sent directly to the email address supplied. However, you can always access your active permit and view the status of, or request, an inspection.

Note: *Subcontractor permits will not be issued unless the project permit has been approved.*

Other Tools

Estimate [permit fees](#)
Estimate [contractor registration fee](#)
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Search for [permits](#)
Create a contractor [Log-in](#)

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ONLINE SERVICES >

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THE TOWN OF
Highland Park
TEXAS

4300 MacArthur Avenue • Suite 160 • Highland Park, Texas 75209
Ph: 214-521-4161 • Office Hours: Monday - Friday, 7:30 a.m. - 4:30 p.m.

Request a Registration

- 1 **Pick Type** ▶ 2 **Key Items** ▶ 3 **Information** ▶ 4 **Verify and Submit**

Pick the Registration type you would like to request.

If you are a registered contractor requesting a Registration, you should first [sign in](#) to your contractor account to ensure your Registration is associated with your account at the agency. If you are not sure if you have a registered contractor account, [click here](#) to look up contractors at this agency. If you have not yet created a login account, [click here](#) to do so now. You will need your account information that was supplied from the agency when you were registered.

Cellular Phone Contractor	This is a two (2) year no-charge registration for Cellular Phone Company sub-contractors.	Request Now
Certified Backflow Testers	This is a no-charge registration for Certified Back-Flow Testers	Request Now
Concrete Contractors	This is a two (2) year no-charge registration issued to Concrete Contractors for work on Private Property ONLY.	Request Now
Concrete Contractors - BONDED	This is an annual registration issued to BONDED Concrete Contractors where work is conducted on Public Property. Contractor must provide an original "Highland Park" Bond Form with Surety's Corporate Seal on both the Bond Form and on the Power-of-Attorney.	Request Now
Demolition/Raze Contractor	Use this no-charge contractor registration for obtaining a demolition/raze permit for accessory buildings and demolition of all structures on lot.	Request Now
Drainage Contractor	This is a two (2) year no-charge registration issued to Drainage Contractors.	Request Now
Electrical Contractor	This is an annual registration issued to Electrical Contractors that hold a valid, active State Master Electrical License.	Request Now
Excavation Contractor	This is an annual registration issued to Bonded Excavation Contractors. Contractor must provide an original "Highland Park" Bond Form with Surety's Corporate Seal on both the Bond Form and on the Power-of-Attorney.	Request Now
Fence Contractor	This is a two (2) year no-charge registration issued to Fence Contractors.	Request Now
Fire Sprinkler Contractor	This is an annual registration issued to Fire Sprinkler Contractors.	Request Now
Foundation Repair Contractor	This is a two (2) year no-charge registration issued to Foundation Repair Contractors.	Request Now
General Contractor	This is an annual registration issued to General Contractors who desire to conduct their business in the Town of Highland Park. The registration is set to expire on December 31st of each calendar year in which the registration was issued.	Request Now
Generator Installation	Use this no-charge registration type for someone choosing to install a generator.	Request Now
Irrigation Contractor	This is an annual registration issued to Irrigation Contractors that hold a valid, active state Irrigation License. The registration is set to expire on February 28th following the issuance of the contractor's registration.	Request Now
Mechanical Contractor	This is an annual registration issued to Mechanical Contractors (HVAC) that hold a valid, active state HVAC license. The registration is set to expire on January 31st following the issuance of the contractor's registration.	Request Now
Plumbing Contractor	This is a no-charge annual registration issued to the Responsible Master Plumber who holds a valid State Plumbing License for his/her plumbing contracting company. This registration will expire upon the expiration date of the Master's State Plumbing License and can be renewed online 1-month prior.	Request Now
Pool Contractor	This is a two (2) year no-charge registration issued to Pool Contractors.	Request Now
Resident/Owner	Use this a two (2) year no-charge registration issued to a property owner AND resident within the Town of Highland Park applying for a permit to construct a Residential Remodel/Addition, Fence, Private Flat-work, or Paint/Repair permit on their HOMESTEAD.	Request Now
Roofing Contractor	This is a two (2) year no-charge registration issued to Roofing Contractors.	Request Now
Sign Contractor	This is a two (2) year no-charge registration issued to Sign Contractors.	Request Now

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Town of Highland Park
Online Action Center (24-7)

Contractors
create a log-in

Request a Registration - Key Items

- 1 **Pick Type** ▶
- 2 **Key Items** ▶
- 3 **Information** ▶
- 4 **Verify and Submit**

You have picked "Mechanical Contractor". To request this Registration type, complete all the information below, then click the "Next" button on the bottom of this page.

Key Items

- New registrations and renewals are \$125.
- Registration expires November 31st.
- Renewal period is 1 month prior to expiration.
- Requires a copy of a valid Texas Driver's License or Photo ID.
- Requires a copy of a valid Texas State Mechanical (HVAC) License.

Items Needed

★ = required

State License

ID no. ★

Expire Date  ★

Driver's License

Complete the required info.

Upload Copy of DL and Contractor License if applicable.



Cities Serving Citizens

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February 5, 2014

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Request a Registration - Information

- 1 **Pick Type** ▶ 2 **Key Items** ▶ 3 **Information** ▶ 4 **Verify and Submit**

You have picked "Mechanical Contractor". To request this Registration type, complete all the information below, then click the "Next" button on the bottom of this page.

Set Dates

★ = required

Start Date February 05 2014

End Date Jan 31, 2015

Set Client Information

contact information

first name ★
last name ★
business name ★
phone ★
fax
mobile
email

physical address

address
address (cont.)
city
state TX
zip -

mailing address

[Same as Physical Address](#)

address ★
address (cont.)
city ★
state TX ★
zip - ★

Set Fees

Mechanical Contractor Fee ★ 1 @ \$125.00

Complete all of the required information and select the "Next" button.



[Return to Online Action Center](#)



Town of Highland Park
[Online Action Center \(24-7\)](#)

[Contractors create a log-in](#)

Request a Registration - Verify and Submit

- 1 Pick Type ▶
- 2 Key Items ▶
- 3 Information ▶
- 4 Verify and Submit

You are now ready to request Registration type "Mechanical Contractor". To request this Registration, please verify and correct all the information below, then click the "Submit Application" button on the bottom of this page.

Registration type & date range

Registration Type	Mechanical Contractor	(edit)
Start Date	2014-02-05	
Expire Date	2015-01-31	

client information

Name	Ronnie Brown	(edit)
Business Name	Ronnie Brown Mechanical 2	
Phone	(214) 521-4161	
Physical Address		
Mailing Address		
4700 Drexel		
Dallas, TX 75205		

fees and charges

Mechanical Contractor Fee	1 @ \$125.00 = \$ 125.00	(edit)
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Items Needed

State License	No Uploaded Item	(edit)
ID no.	12345678	
Expire Date	02/06/2014	
Driver's License	No Uploaded Item	

[Cancel](#)

[Submit Application](#)

← Verify all information is correct and select this "Submit Application" button.



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[create a log-in](#)

Submission Successful

Below are the results of your Registration submission. You should print a copy of this page for your records. At any time, you may retrieve the status of your Registration using the Registration ID number and view number given below.

↳ **ID # MECHA2111321** ↳ **View # 4089**

Awaiting Approval

Your application has been submitted to Town of Highland Park and is currently under review. You may view the Contractor Registration Application summary by clicking the link below.

▶ [Go to Contractor Registration Application](#)

Town of Highland Park

Physical Address
4700 Drexel
Highland Park, TX 75205

Mailing Address
4700 Drexel
Highland Park, TX 75205

Contact Information
Mary Kuebler
Permit Technician
mkuebler@hptx.org email
(214) 559-9409 phone
(214) 559-9335 fax

Done



Select "Done" and wait for your application to be processed by the Town. Once approved, you will receive an email with your account activation letter attached in a PDF file.

