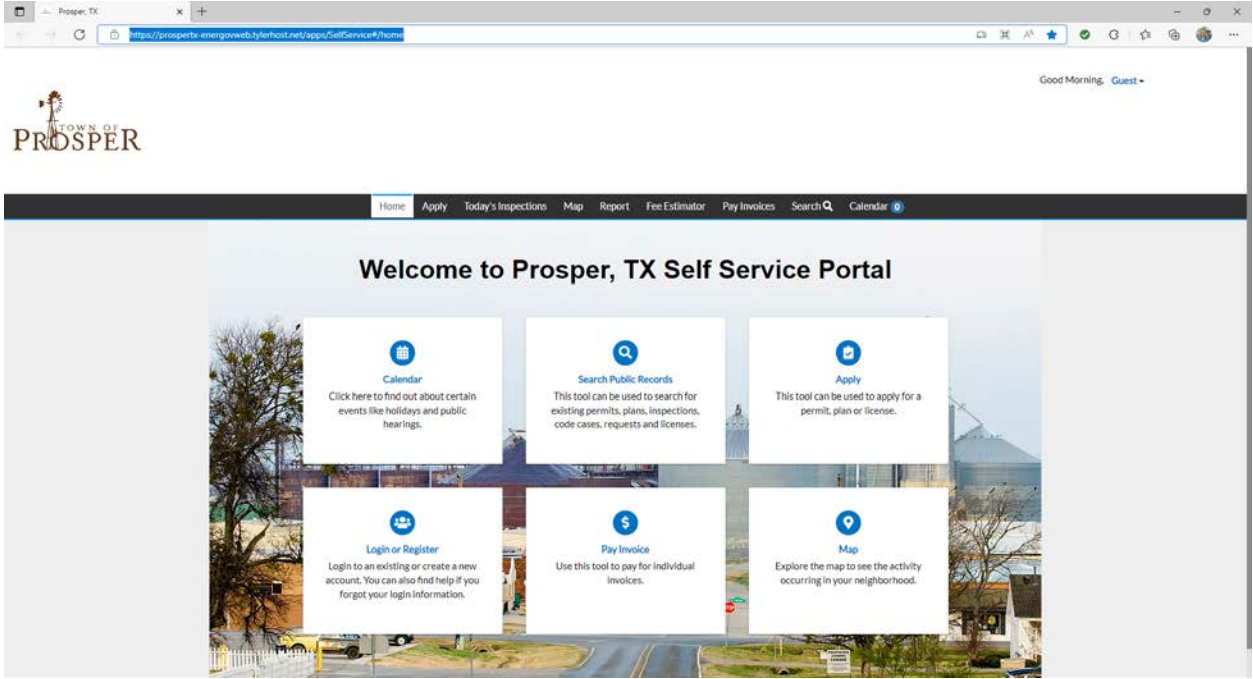
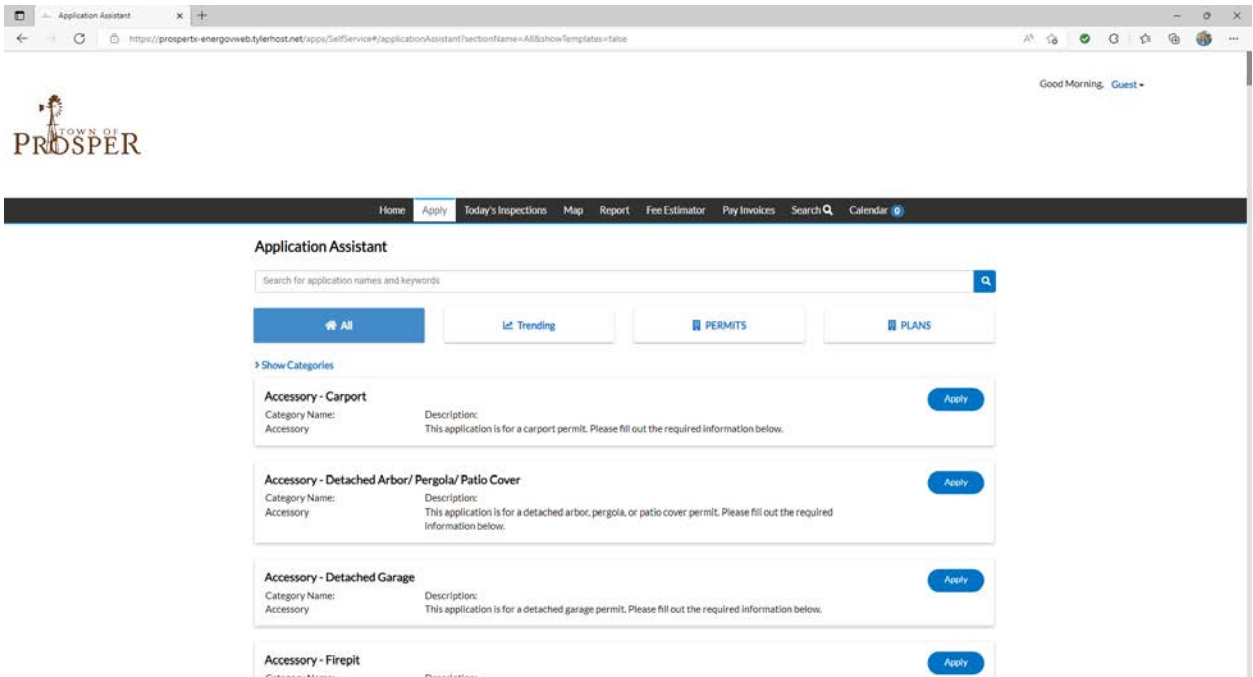


# Applying for a Permit on Civic Access

1. Access Civic Access website: [Prosper, TX \(tylerhost.net\)](https://prosper-tx.tylerhost.net)



2. Once a user has logged in, they will be directed the home screen as shown above.
3. Select the Apply card to search for a permit type. – Permits can be searched by name, category, or within the complete listing.



Categories are accessible on the left side of the screen and can be expanded to show permit type groupings.

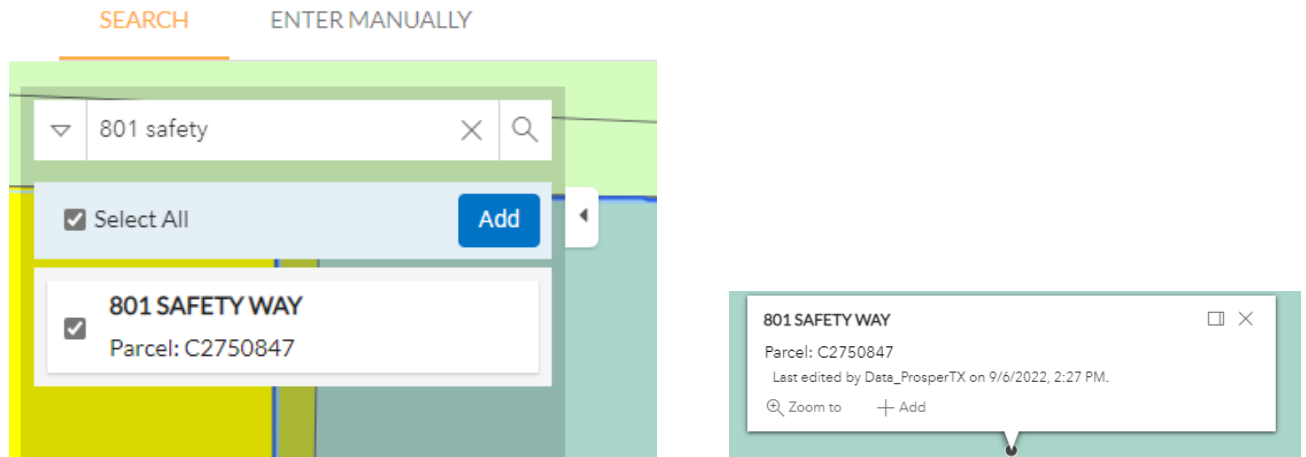
The screenshot shows a user interface for selecting permit categories. On the left, a sidebar titled "Hide Categories" lists various permit types with counts: All (93), PERMITS (93), Accessory (10), Alcohol (1), Certificate of Occupancy (7), Commercial New (5), Commercial Remodel (5), Demolition (2), Electrical (2), Fence (5), Garage Sale (1), Generator (2), Irrigation (2), Land Disturbance (1), and Mechanical (2). The "PERMITS" category is expanded to show a list of six permit types, each with an "Apply" button:

- Accessory - Carport**: Description: This application is for a carport permit. Please fill out the required information below.
- Accessory - Detached Arbor/ Pergola/ Patio Cover**: Description: This application is for a detached arbor, pergola, or patio cover permit. Please fill out the required information below.
- Accessory - Detached Garage**: Description: This application is for a detached garage permit. Please fill out the required information below.
- Accessory - Firepit**: Description: This application is for a firepit permit. Please fill out the required information below.
- Accessory - Garage Apartment**: Description: This application is for a garage apartment permit. Please fill out the required information below.

- Once the desired permit type has been located, select apply
- Search by address or select the location from the map.

The screenshot shows the location search interface. On the left, a blue button labeled "Add Location" with a white plus sign is visible. On the right, a map interface is shown with a search bar labeled "Address & Parcel Search" and a magnifying glass icon. The map displays a yellow highlighted area and a green area with orange dots. The search bar is positioned above the map, and the text "SEARCH" and "ENTER MANUALLY" is visible above the search bar.

A separate permit is required for each structure.



Select the appropriate address either through the search result list or within the map. The desired location will be added to the permit application.

#### LOCATIONS

**Type: Location**  
801 SAFETY WAY PROSPER  
TX 75078

**Main Address**

**Parcel Number**  
C2750847

**Main Parcel**

**Remove**

Location

**Add Location**

**+**

6. Select next to proceed to entering permit details. The permit type will auto fill based on the permit application type selected. A space is available for a description of the permit. Select next after entering a description.

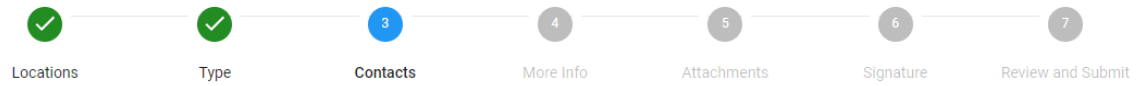
Locations      Type      Contacts      |

#### PERMIT DETAILS

\* **Permit Type**      Residential New - New Single Family |

**Description**

- Add contacts to the permit application. The person submitting the permit application will automatically be added as the applicant. Add additional contacts that are required or associated with the permit.

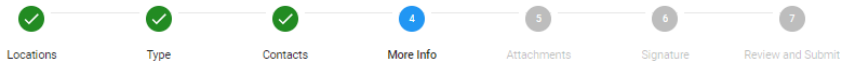


**CONTACTS**

The CONTACTS section features an applicant card on the left and three 'Add Contact' buttons on the right. The applicant card shows the name 'Pamela Clark (You)', the town 'Town of Prosper', and the address '250 W. First St., Little Elm, TX, 75078'. The three buttons are for 'Home Builder', 'Utility Billing Contact', and a generic 'Select Type' dropdown menu. Each button has a large white plus sign and the text 'Add Contact'. Below each button is a grey bar with the word 'REQUIRED'.

Contact can be searched or added manually by selecting the + button. Additional contact types can be added by first selecting the type and then the + button.

- Complete the section titled more info, all red text indicates the information is required. Select next once all information has been entered.



**MORE INFO**

**Required Information**

[Next Section](#) | [Top](#) | [Main Menu](#)

\*Distance From Rear Property Line   
Distance From Rear Property Line is required.

---

\*Distance From Front Property Line   
Distance From Front Property Line is required.

---

\*Distance From Right Property Line   
Distance From Right Property Line is required.

---

\*Distance From Left Property Line   
Distance From Left Property Line is required.

---

\*Maximum Height   
Maximum Height is required.

---

Plan Name or Number

---

\*Total Square Foot Under Roof   
Total Square Foot Under Roof is required.

9. Add attachments listed as required for permit application. The document file type listed will restrict what types of documents can be uploaded. Additional documents types are permitted by selecting the type and adding the necessary documentation.

Locations    Type    Contacts    More Info    **Attachments**    Signature    Review and Submit

Attachments

Architectural Plans  
Add Attachment  
+  
Supported: .pdf  
REQUIRED

Energy Reports (Conditions to Build)  
Add Attachment  
+  
Supported: .pdf  
REQUIRED

Engineered Plans  
Add Attachment  
+  
Supported: .pdf  
REQUIRED

Plot Plan  
Add Attachment  
+  
Supported: .pdf  
REQUIRED

Select Type  
Add Attachment  
+  
Supported: .pdf, .zip

Back    Create Template    Save Draft    Next

10. Once the desired files have been selected, choose next and all the files will upload.

Attachments

Architectural Plans  
Future Land Use Plan Amendment Application.pdf  
Size: 1.44 MB  
Remove

Energy Reports (Conditions to Build)  
EXH D - PROP LAYOUT.pdf  
Size: 201.84 KB  
Remove

Engineered Plans  
EXH B - LETTER OF INTENT.pdf  
Size: 56.47 KB  
Remove

Plot Plan  
EXH A - SURVEY.pdf  
Size: 443.16 KB  
Remove

Select Type  
Add Attachment  
+  
Supported: .pdf, .zip

Back    Create Template    Save Draft    Next

11. Provide your name as consent to sign the application and type or sign application.

Apply for Permit - Residential New - New Single Family Residence REQUIRED

Locations  Type  Contacts  More Info  Attachments  Signature  Review and Submit

SIGNATURE

\* Please type your name as consent to electronically sign this application.


Enable Type Signature

Pamela Clark  
October, 13 2022

*X Jane Doe*

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

12. Select next and review information prior to submitting the permit application. The permit application can be submitted or saved once complete.

 **Your application was successfully submitted!**

[Continue to permit](#)