








# HOW TO REGISTER AS A CONTRACTOR

1. Visit the Building Department page at <https://www.cityofdenison.com/building>
2. Click the orange banner at the top of the page that says "Online Permitting and Registration"
3. Click the other orange banner that looks like this >>> 
4. Under contractor registration click on this >>> 
5. Look for the registration type you are requesting and click "Request Now"
6. Once you have filled out all the required information and paid the fee if any, the permit department will process your request and you will receive an email with an activation letter with steps on creating a login. (Be sure to check your SPAM folder)

# HOW TO APPLY FOR A PERMIT

7. Visit the Building Department page at <https://www.cityofdenison.com/building>
8. Click the orange banner at the top of the page that says "Online Permitting and Registration"
9. Click the other orange banner that looks like this >>> 
10. In the top right of your screen click on >>> 
11. Enter the username and password you created after you activated your account.
12. To request a new permit, click on >>> 
13. Select your project type and type a summary of work in the "Describe Work" box.
14. In the Address, only type in the number and street name then click >>>    
(Only type the street name without the direction ex. East or West)  
Find the address for the project and click >>> 