

1. If you have not already registered for an account, you will need to do so before you can submit the application. Click here to register: <https://onlinepermits.mcallen.net/Portal/default.aspx>
2. Once logged in, you will need to go to the Building Permits Tab:

The screenshot shows the user interface of the online permits portal. At the top, there is a navigation bar with the following items: Home, Building Permits (highlighted in yellow), Other Permits, Planning Cases, and Property Information. Below this is a secondary navigation bar with Dashboard, My Records, My Account, and Advanced Search (with a dropdown arrow). The main content area features a welcome message for Paul Garcia, stating 'You are now logged in.' Below the welcome message, there are two columns of links: Contractors (New Temporary Signs Permit, Obtain Sub-Permits, Request Inspections, Manage Documents) and Citizens (Apply for a Garage Sale Permit, Search Building Permits, Search Planning Cases, Search Property, View Current Garage Sales). At the bottom of the main content area, there is contact information for the Building Permits and Inspections Department and the Environmental and Health Code Enforcement Department.

3. Next you will want to click on “Obtain a New Sub-Permit”.

This screenshot shows the 'Building Permits' section of the portal. The 'Building Permits' tab is highlighted in the top navigation bar. Below it, in a secondary navigation bar, the 'Obtain a New Sub-Permit' option is highlighted in yellow. Other options in this bar include 'Search Building Permits' and 'Schedule an Inspection'.

4. Read and Acknowledge the disclaimer.

Home **Building Permits** Other Permits Planning Cases Property Information

Obtain a New Sub-Permit Search Building Permits Schedule an Inspection

Online Application

Welcome to City's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final permit all from the convenience of your home or office, 24-hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

Continue Application »

5. Select "Fire Inspections" from the list of Record Types:

Home **Building Permits** Other Permits Planning Cases Property Information

Obtain a New Sub-Permit Search Building Permits Schedule an Inspection

Select a Record Type

Choose one of the following available permit types.

Note: Only licensed professionals with valid registered licenses with the City of McAllen, or users associated by the license holder, may obtain permits online using their trade license as defined by the permit type.

Permits are valid for 365 days from date of payment of fees and issuance of permit.

Search

- Commercial Electrical
- Commercial Mechanical
- Commercial Plumbing
- Demolition
- Fire Inspections**
- Residential Electrical
- Residential Mechanical
- Residential Plumbing
- Sign

Continue Application »

6. You will have to enter the applicant information. This includes the phone number and email that the City will use to contact you. If you already have your contact information on your account, you can select "Select from Account". If you don't have your contact information setup, you can select "Add New":

Home **Building Permits** Other Permits Planning Cases Property Information

Obtain a New Sub-Permit Search Building Permits Schedule an Inspection

Fire Inspections

1 Applicant	2 Inspection	3 Review	4 Permit Accepted
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Step 1: Applicant > Applicant Information
This application is for Fire Inspections that are not part of a Permit.
If you require a Fire inspection for a Building Permit, please contact the Fire Department at: 956-681-2551.
After completing this application you will be able to pay for your inspection and an inspector will contact you within 24 hours to schedule your inspection.

* indicates a required field.

Applicant

Please use the Auto-fill feature of this form associated with the applicant for this permit or input the required information.
Please use the email address field if you would like an email receipt.

Select from Account **Add New**

Continue Application > **Save and resume later**

7. Please make sure your email and phone number are correct.

Contact Information

* First: Middle: * Last:

Name of Business:

* Address Line 1:

* City: * State: * Zip:

* E-mail:

* Phone:

Continue **Clear** Discard Changes

- The next step is to select the type of inspection you are requesting. Please select the inspection type from the list. Some of the inspection types require additional information. If additional information is required, it will turn into a required field and you will have to enter it before you can proceed. You can select up to 5 inspection requests on a single submission.

- The next section will allow you to add any attachments that will be required for any of the inspections you are requesting. Select Add to bring up the file upload dialog. Click Add on the popup window to bring up the file explorer.

After the file is added, click continue. The next screen will allow you to add a description. Click Save to complete the file attachment.

10. Next you will want to review all the information you are submitting. Scroll down to the bottom of the page and check the acknowledgement then proceed to payment.

Custom Fields

INSPECTION INFO Edit

Inspection Type: Exhibits / Trade Show
Event Date: 01/12/2023
Fuel Tank Details:

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date: 01/04/2023

[Continue Application »](#) [Save and resume later](#)

11. The fees depend on the type of inspection you are requesting. After you make your payment, the Fire Department will be notified, and they will be contacting you to schedule your inspection.

Fire Inspections

1 Applicant	2 Inspection	3 Review	4 Fees	5 Permit Accepted
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Step 4: Fees

Listed below are fees based upon the information you have entered.

Application Fees

Fees	Application	Amount
Daycare - Adult/Child Inspection Fee	1	\$50.00
Nursing Home or Healthcare Inspection Fee	1	\$50.00
Ceremonial	1	\$50.00

TOTAL FEES: \$150.00

Note: This does not include additional re-inspection fees which may be assessed later. Permit fees are non-refundable.

[Continue Application »](#)