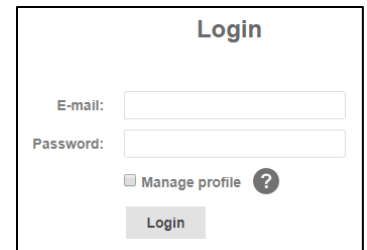


How To: Submit an Application Request

- Step 1.** Navigate to [online permit portal](https://eplansmansfieldtx.avolvecloud.com/Portal/) URL:
<https://eplansmansfieldtx.avolvecloud.com/Portal/>
- Step 2.** Log to your account
- Step 3.** Select type of application from dropdown; Residential or Commercial
- Step 4.** Provide a name for the project this is a unique per application request and cannot be shared
- Step 5.** Select Start Application
- Step 6.** Enter project location address and information.
- Step 7.** Select application type of work from a dropdown
- Step 8.** Provide a description of proposed work
- Step 9.** Complete other project information / specifications
- Step 10.** Enter applicant information
- Step 11.** Enter property owner information
- Step 12.** Enter contractor and subcontractors' information if available
- Step 13.** Agree to application terms and provide an electronic signature
- Step 14.** To save application select **Save for Later** or to finalize select **Submit Request**
- Step 15.** You will receive an application request confirmation e-mail
- Step 16.** Permit Staff will verify project address, the information provided and assesses plan review fee
- Step 17.** System notifies applicant fees are due
- Step 18.** Applicant pays fees
- Step 19.** The system notifies the applicant to upload Minimum Submittal Requirements



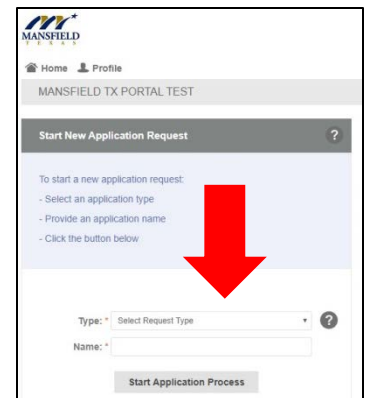
Login

E-mail:

Password:

Manage profile ?

Login



MANSFIELD TX PORTAL TEST

Start New Application Request ?

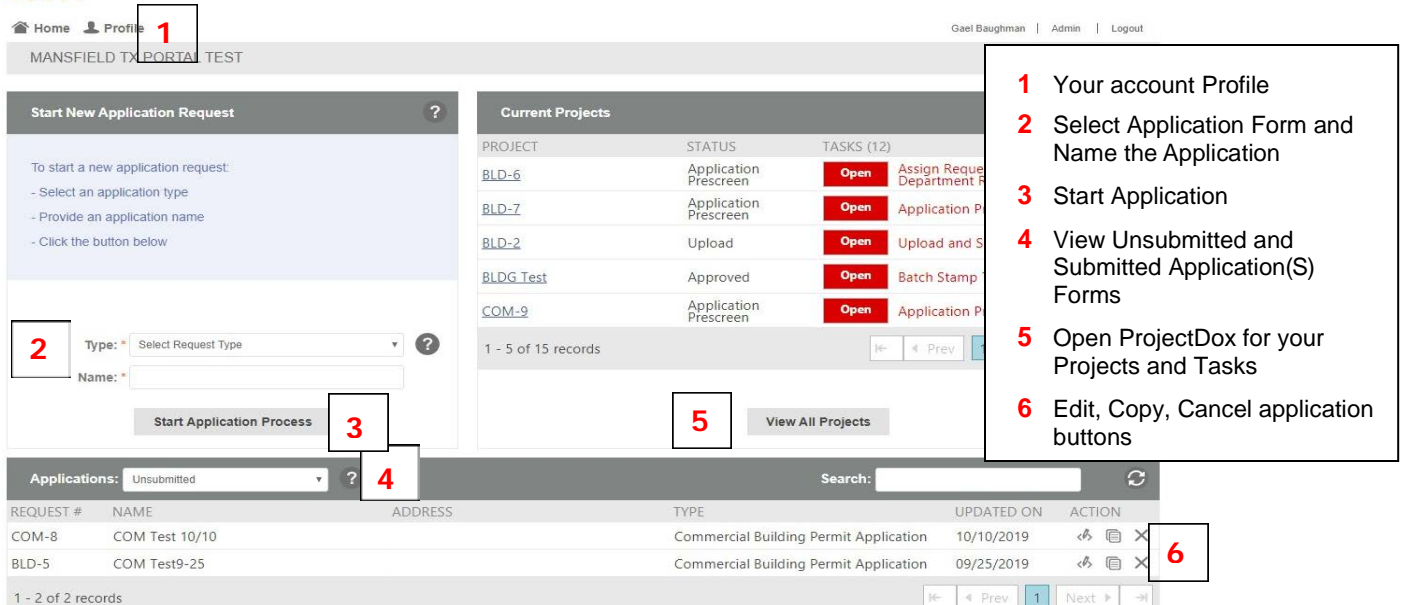
To start a new application request:

- Select an application type
- Provide an application name
- Click the button below

Type: Select Request Type ?

Name: *

Start Application Process



Home Profile **1**

MANSFIELD TX PORTAL TEST

Gael Baughman | Admin | Logout

Start New Application Request ?

To start a new application request:

- Select an application type
- Provide an application name
- Click the button below

2 Type: Select Request Type ?

Name: *

3 Start Application Process

Current Projects

PROJECT	STATUS	TASKS (12)
BLD-6	Application Prescreen	Open Assign Reque Department
BLD-7	Application Prescreen	Open Application P
BLD-2	Upload	Open Upload and S
BLDG Test	Approved	Open Batch Stamp
COM-9	Application Prescreen	Open Application P

1 - 5 of 15 records

5 View All Projects

Applications: Unsubmitted ? **4** Search:

REQUEST #	NAME	ADDRESS	TYPE	UPDATED ON	ACTION
COM-8	COM Test 10/10		Commercial Building Permit Application	10/10/2019	
BLD-5	COM Test9-25		Commercial Building Permit Application	09/25/2019	

1 - 2 of 2 records

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