



How to apply for your permit online.

1. Go to Sulphur Springs Website. www.sulphurspringstx.org
2. On the Home Page click Online Services
3. Click on to “Apply for Plumbing, Electrical, Mechanical, Lawn Irrigation permits”
4. Click on to the permit that you want to obtain.

Electrical Permit

Mechanical Permit

Plumbing Permit

Lawn Irrigation Permit

5. The permit application will pop up

Fill out the required information

Applicant Name: Home/Business Owner or person residing in the home

Site Address: The address of where the work is taking place

Description: Put in a brief description of work i.e. rough plumbing of building

Square Feet: (The square feet of the project.)

Contractor Code: (Enter you contractor number)

Note: If you don't know it, you will need to contact Jennifer Graham or Tim Green at 903-885-7541 to obtain the number.

Enter Parcel #: Click on Lookup Parcel. The property search window will pop up. In the drop down box choose parcel address or owner's name. Fill in the box to the left and click search. Click on the parcel number in the far left box. This will populate the Enter Parcel # box on the previous screen.

Note: When you are looking for the parcel # do not put anything but the street name in the search box. If you put the directional or description with the street name it is less likely to find the information to populate the parcel # box. If you still can't find it call Jennifer Graham or Tim Green and we will assist you. The parcel must be filled out because this is the way the computer tracks all permits to the property.

The Sulphur Springs Online Payment Center Screen will appear.

Fill in name, address, city, state, zip, and phone

Click continue to secure payment

Fill out your credit or debit card number

Final Step: Print your permit and click done