



How do I apply on www.MyPermitNow.org?

- Open your browser and type in www.mypermitnow.org
- Select **‘Customer Portal’**

FIRST TIME USERS:

- Top Right Hand side of page select **‘Create Account’**
- You will create an account with your information that will identify you to your project or projects you may associate with.

ALREADY HAVE A LOGIN?

- **Login**
- Left hand side of page, hover over
 - ‘Permits and Licensing’**- Site Development, Building Permits, Simple Trade Permits
 - ‘Planning and Zoning’**- Plats, Special Use, Variance
- Select **‘Apply Online’**
- Complete the fields in order: State: **Texas**, Jurisdiction: **Buda**, Project Type: **Permit**
- Select **‘Next’**
- Select **‘Get Started on New Application’**
- From the **drop down**, select the permit you are applying for- **scroll down for more options**
- Select **‘Next’**
- **Complete each section** by filling in the identifying information for your permit application and select **‘Next’**
- **‘Files Upload’** is second to last section to complete and is VERY IMPORTANT
 - These are your plans for your project that Buda will need to review your project for permitting documents to submit per project type can be found on the City of Buda website:
<http://ci.buda.tx.us/297/Applications-Licenses-Permits-Fees>
- Select **‘Next’**
- Select **‘Submit’**
- Once submitted you will see a pop up stating:

APPLICATION CREATED AND SUBMITTED CONFIRMATION

Your Application has been received by Buda and has been assigned application number APP-XXXX
Your application can not be edited unless the jurisdiction returns it to you requesting changes. You can check the status and review your application by clicking the review application button below or by reviewing the "My Applications" section of your account dashboard. You will also receive an e-mail once the jurisdiction processes your application.

- Please allow at least 24 hours for your permit to be processed out of the application stage and sent to review.