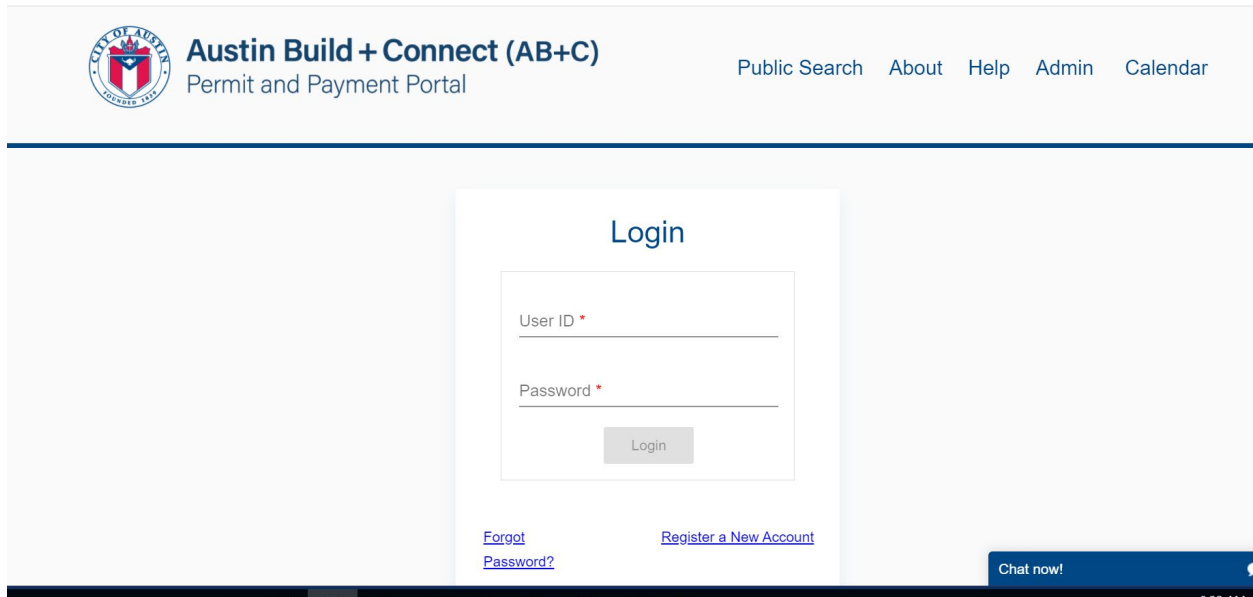


Applying for a Non-Permitted job online

The first step to take is to create an account if you are not already registered with the City of Austin online. To do so go to: <https://abc.austintexas.gov/index> and sign in if you have an existing account or click on the [register a new account](#).



Austin Build + Connect (AB+C)
Permit and Payment Portal

Public Search About Help Admin Calendar

Login

User ID *

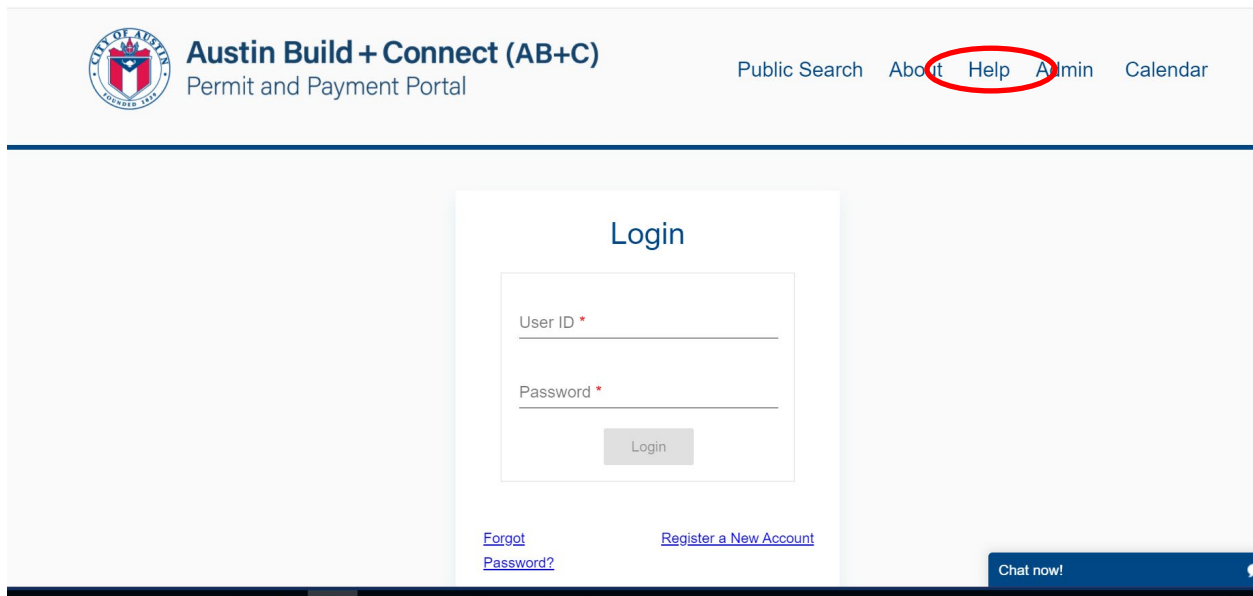
Password *

Login

[Forgot Password?](#) [Register a New Account](#)

Chat now!

Before starting the process, you may want to familiarize yourself with the City's online process. You can do so by going to the right-hand side of the page near the top and clicking on the Help tab. This will give you all the information you need for any questions you may have.



Austin Build + Connect (AB+C)
Permit and Payment Portal

Public Search **Help** Admin Calendar

Login

User ID *

Password *

Login

[Forgot Password?](#) [Register a New Account](#)

Chat now!

You will be taken here where you can explore and even “Chat” by clicking the Chat now button.

The screenshot shows the homepage of the Austin Build + Connect (AB+C) Permit and Payment Portal. The header includes the University of Austin logo, the portal name, and navigation links for Public Search, About, Help, Admin, Calendar, and Login. The main content area is divided into three columns: How-To Guides, General Information, and Links and Resources. Each column contains a notice dated December 14, 2018, regarding the application policy for building permits. A 'Chat now!' button is located in the bottom right corner.

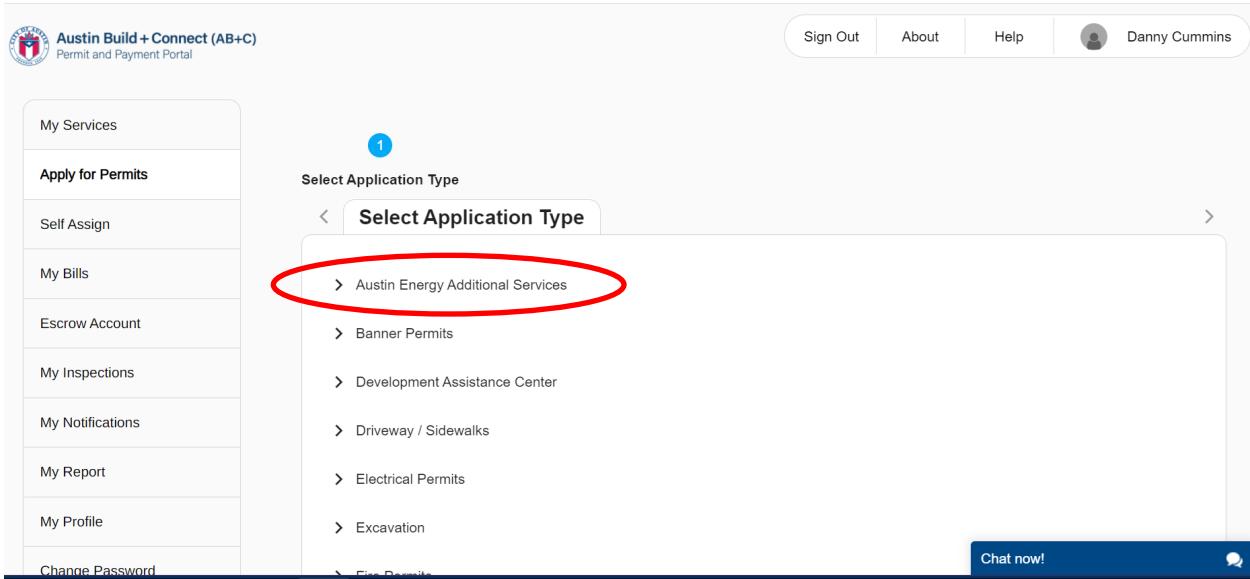
Once you have registered/logged in you will be taken to the Home page. Here you will select **Apply for Permits/Cases.** PLEASE NOTE: This process is NOT applying for your Electric Permit. This is ONLY submitting your project for requested work type.

The screenshot shows the user dashboard after logging in. The header includes the portal name and navigation links for Sign Out, About, Help, and a user profile icon. The left sidebar lists 'My Services' with 'Apply for Permits' circled in red. The main dashboard features four summary cards: Permits (12), Licenses (0), Inspections (0), and Fees Due (\$165.00). Below these is a section for 'My Incomplete Applications' with a table that currently shows 'No records found'. A 'Chat now!' button is in the bottom right corner.

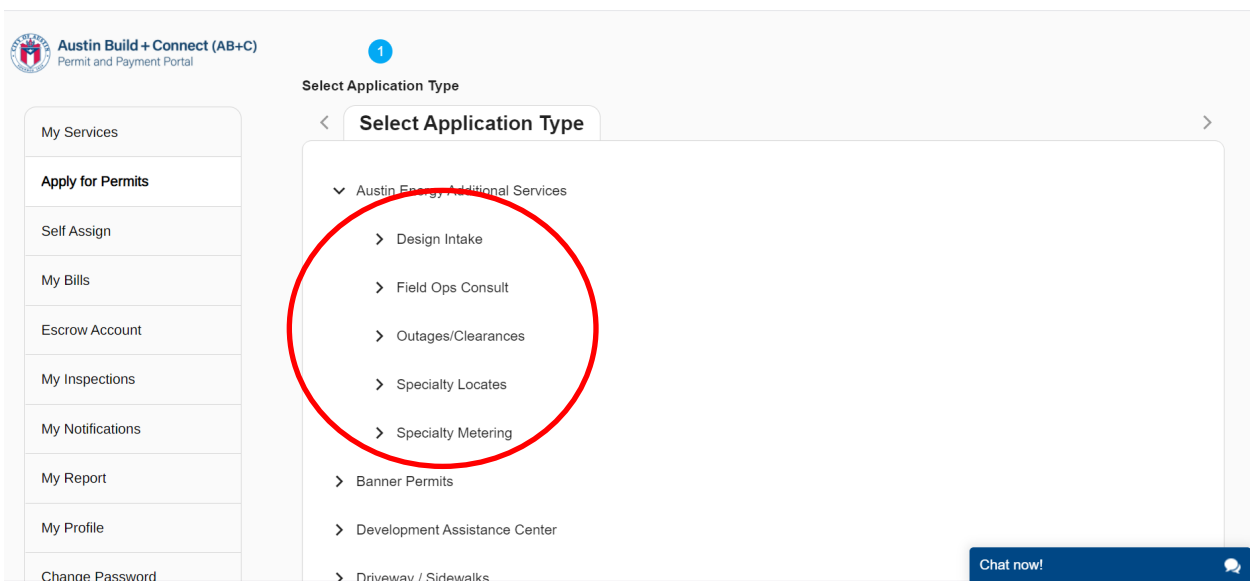
No.	Permit Number	Type	Project Name	Description	Status	Balance
No records found						

The screen that pops up will give you choices of different types of permits you can apply for.

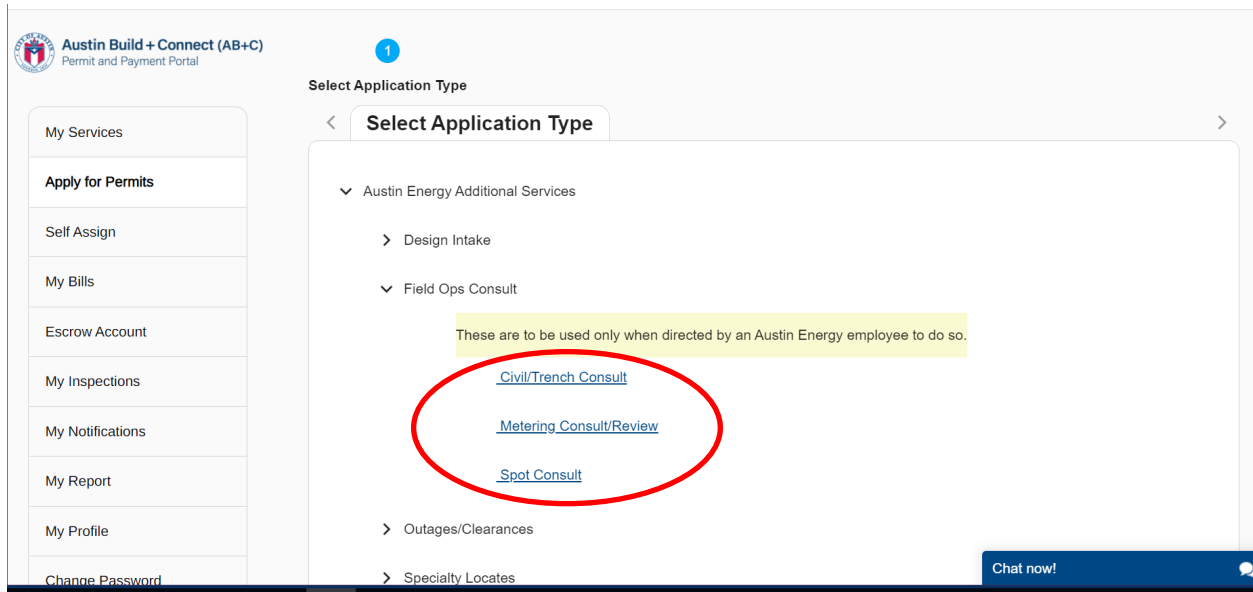
You will select Austin Energy Additional Services



From the drop-down list you will choose the service that you have been instructed to choose by your AE contact.



For Field Ops Consult you will choose the appropriate selection from the drop down list.



From here you will follow the prompts on each page and give as much detail about your request to help AE best understand what you are requesting.

Emails will be sent to you letting you know what is expected of you to proceed to the next step in your request.

You will be assigned a Permit/Case # upon hitting the “Submit” button. Please reference this # in any correspondence with AE. You will also use this # when logging back in to the system to make payments or check on your request.

PLEASE NOTE: This process is NOT applying for your Electric Permit. This is ONLY submitting your project for requested work type.