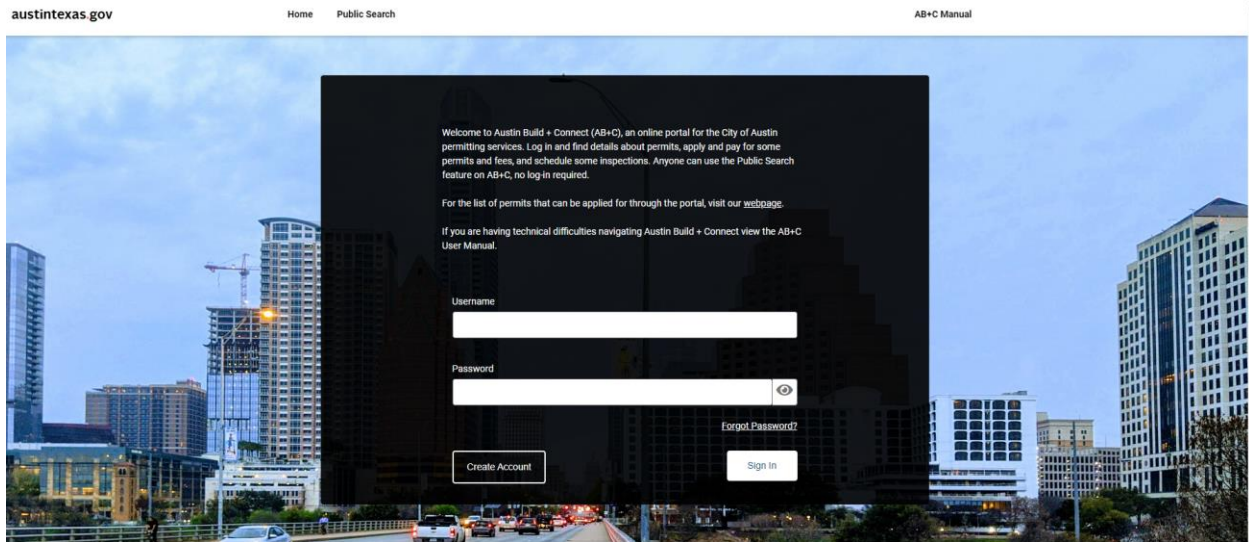
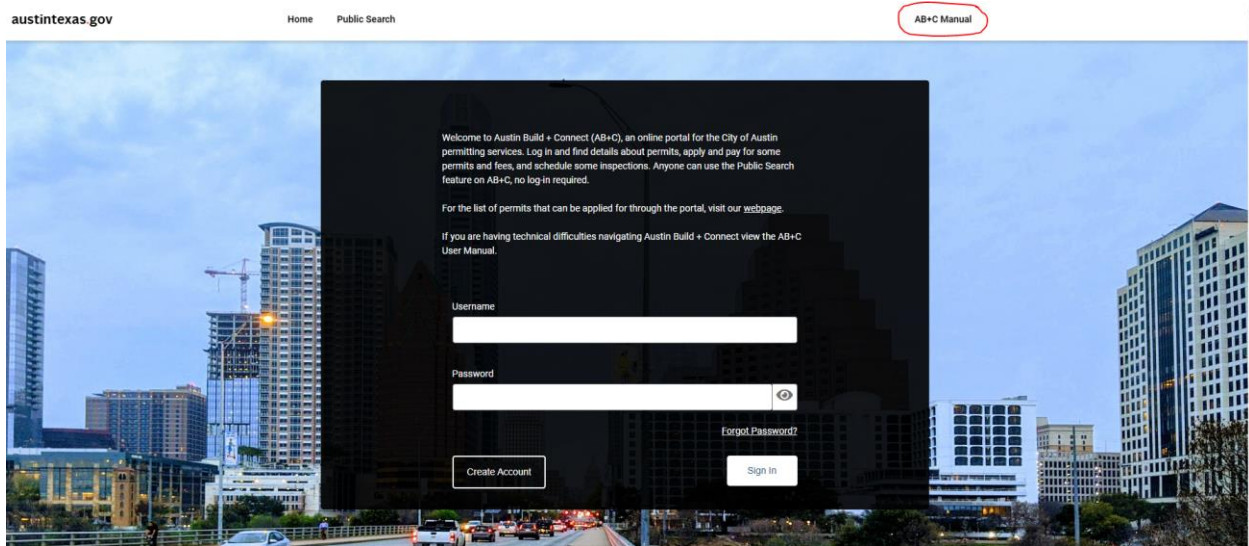


Applying for a non-permitted job online

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: [Citizen Portal \(austintexas.gov\)](https://austintexas.gov) and sign in if you have an existing account or click on the [Create Account](#).

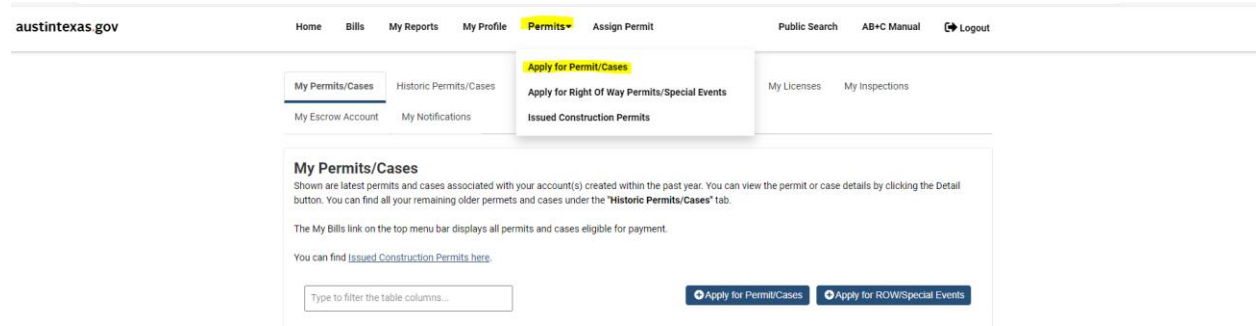


Before starting the process, you may want to familiarize yourself with the City's online process. You can do so by going to the right-hand side of the page near the top and clicking on the [AB+C Manual](#). This will give you all the information you need for any questions you may have.

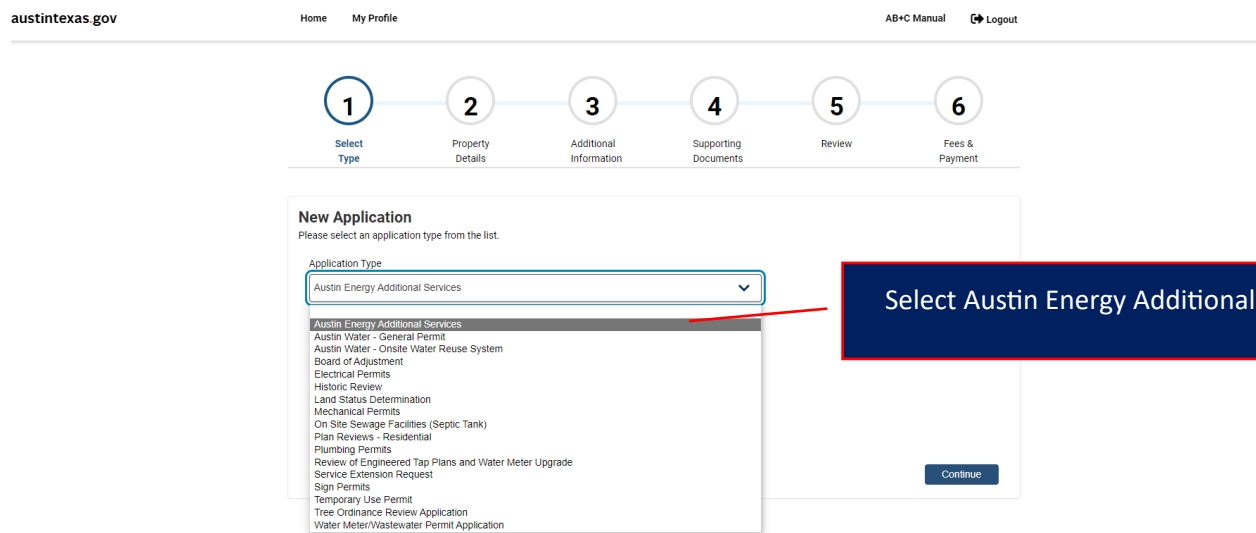
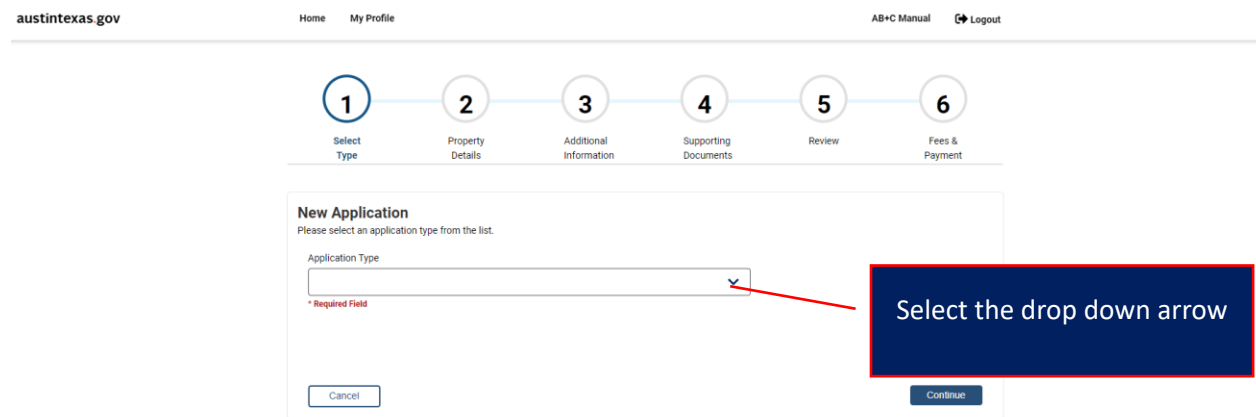


Once you have registered/logged in you will be taken to the Home page. Here you will select

Permits then Apply for Permit/Cases. PLEASE NOTE: This process is NOT applying for your Electric Permit. This is ONLY submitting your project for requested work type.



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.

1 2 3 4 5 6
Select Type Property Details Additional Information Supporting Documents Review Fees & Payment

New Application
Please select an application type from the list.

Application Type
Austin Energy Additional Services

Sub Type
After hours Outages/Clearances
Design Intake
Field Ops Consult
Specialty Locates
Specialty Metering
Cancel

Continue

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

1 2 3 4 5 6
Select Type Property Details Additional Information Supporting Documents Review Fees & Payment

New Application
Please select an application type from the list.

Application Type
Austin Energy Additional Services

Sub Type
Field Ops Consult

Work Type
Civil/Trench Consult
Metering Consult/Review
Spot Consult
Cancel

Continue

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.



Permit Application Submission Confirmation: Next Steps

- The application has been submitted.
- Customer should receive a response once the application is reviewed by Design staff

Here is your Permit/Case:
2024-007977 AEAS

You do not have any fees at this time

[Return to My Permits/Cases](#)

Select Continue

austintexas.gov Home My Profile AB+C Manual Logout

- 1 Select Type
- 2 Property Details
- 3 Additional Information
- 4 Supporting Documents
- 5 Review
- 6 Fees & Payment

Application Information

Applicant

Folder Description (2000 characters left)

* Required Field

Select Applicant

Type in Folder Description

Select Continue

austintexas.gov Home My Profile AB+C Manual Logout

- 1 Select Type
- 2 Property Details
- 3 Additional Information
- 4 Supporting Documents
- 5 Review
- 6 Fees & Payment

Select Property

Enter all or some of the fields below to search for your property.

If you are having trouble finding your address try typing in a portion of the address (Example: William instead of William Cannon). The search function will bring back all the addresses with the portion of the address you entered.

For fractional addresses, please enter a dash (-) followed by the fraction after your address number (Example: 100-1/2 Main St).

Address Type

Street/Segment Number AND Street Name

* Required Field

Selected Properties
No property selected

Select Address Type

Street information

Select Search

Address Type
Address

Street/Segment Number AND Street Name
2500 Montopolis Dr

Search

Property Type	Street Address	Zip Code	Actions
Address	2500 MONTOPOLIS DR	78741	Select

1 Result

Selected Properties
No property selected

Back Continue

Hit Select

Address

Street/Segment Number AND Street Name
2500 Montopolis Dr

Search

Property Type	Street Address	Zip Code	Actions
Address	2500 MONTOPOLIS DR	78741	Select

1 Result

Selected Properties

Property	Actions
2500 MONTOPOLIS DR, AUSTIN TX, 78741 Property Type: Address Zip Code: 78741	Remove

1 Result

Back Continue

Then Continue

Application Details

Application Type: AE Additional Services - Field Ops Consult - Metering Consult/Review
Application Number: 13213556
Application Date: Aug 19, 2024

Please provide additional details for your application.

Additional Services Information

Additional Services Job Type

- Commercial
- Residential

Additional Information

Principal Contact

First Name

Last Name

Then type in Contact information.

Additional Services Job Type

Additional Information

Principal Contact

First Name

Last Name

Phone Number

Email Address

Cancel Application

Save for Later

Continue

Select Continue



Supporting Documents

Attach a One Line Riser

Upload Attachment

Step 1: Drag and drop your files, or select BROWSE

Drag or Browse to select file(s) to upload

Step 2: Enter a description for your attachment or batch of attachments

* Required Field

Step 3: Click 'Upload'

Upload

Back

Save for Later

Continue

Attach the following:

Field Consultation Form, ESPA, One Line, Electrical Site Plan

Then Select Continue



New Application Summary

By clicking Submit, your application will be submitted to our Intake staff. Applicable fees will be assessed once it is accepted by Intake. Once your application has been processed, you will receive an email verification with your next steps.

Permit Number	Address	Balance
2024-007977 AEAS	2500 MONTOPOLIS DRIVE	\$0.00

1 Result

No record selected

Create new application with same info

Create new application with new info

Save for Later

Submit

Then Select Submit