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.

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

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 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.

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