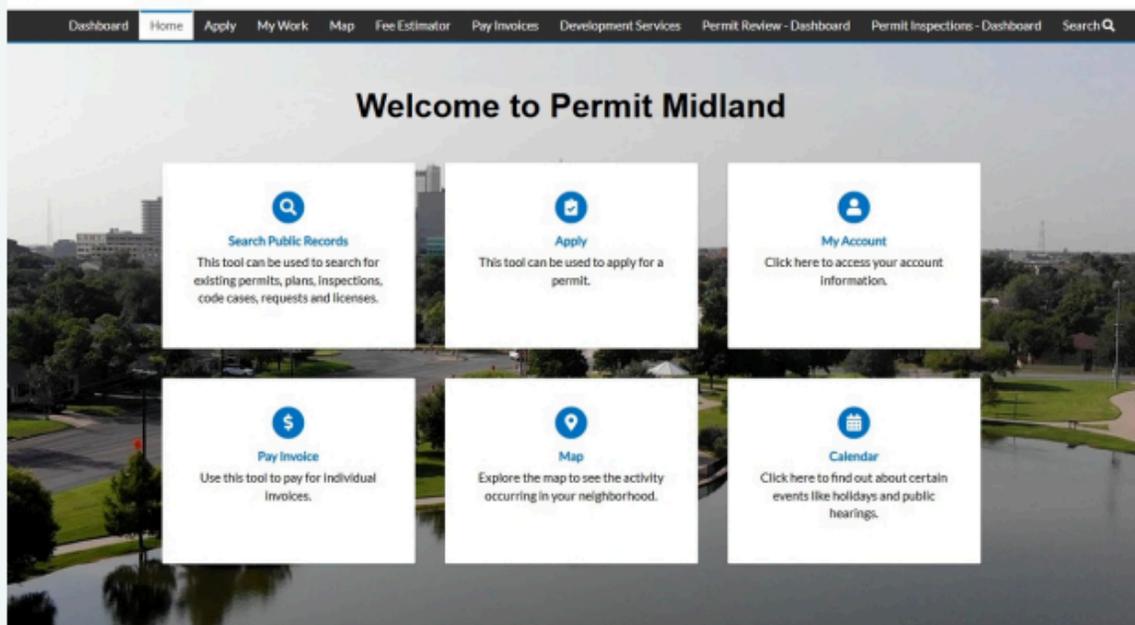




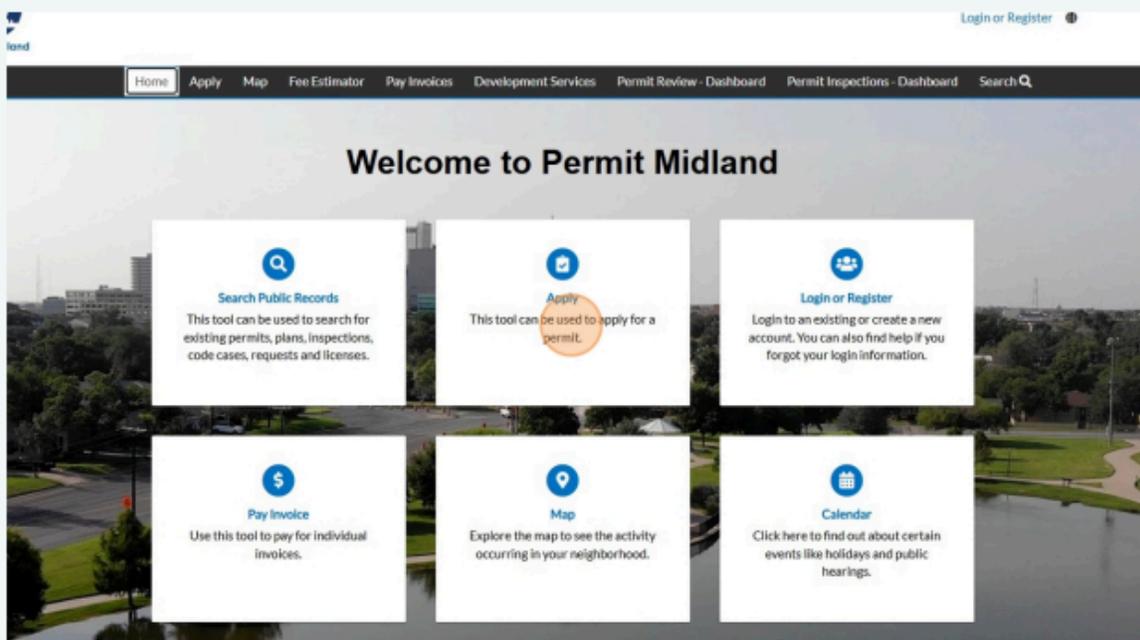
Permit Midland – Applying for a Permit

City of Midland

1 Navigate to <https://comapps.midlandtexas.gov/energovtest/selfservice#/home>



2 To begin the permit application process, select the **Apply** tile from the dashboard.



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3

Use the search bar to find specific application names, or navigate through all permits and trending permit options.

The screenshot shows the 'Application Assistant' interface. At the top right, there is a 'Login or Register' link. Below it is a navigation bar with links for 'Home', 'Apply', 'Map', 'Fee Estimator', 'Pay Invoices', 'Development Services', 'Permit Review - Dashboard', 'Permit Inspections - Dashboard', and a 'Search' icon. The main heading is 'Application Assistant'. Below this is a search bar with the placeholder text 'Search for application names and keywords'. A magnifying glass icon is highlighted with an orange circle. Below the search bar are three filter buttons: 'All' (selected), 'Trending', and 'PERMITS'. A 'Show Categories' link is present. The categories listed are: 'Commercial - New Construction' (with an 'Apply' button), 'Commercial Building - Accessory Building' (with an 'Apply' button), and 'Commercial Building - Addition' (with an 'Apply' button). Each category includes a description and a 'Category Name'.

4

Once you find the application you need, click **Apply** to start.

This screenshot is identical to the one above, showing the 'Application Assistant' interface. In this view, the 'Apply' button for the 'Commercial Building - Accessory Building' category is highlighted with an orange circle. The 'Apply' buttons for the other categories are also visible.

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5

Permit applications require an account. Please register if you're a new user, or sign in if you already have an account.

The screenshot shows a sign-in interface with a globe icon at the top. Below the icon, it says "Sign in to community access services." There is a text input field for "Email address" containing "captestapplicant@gmail.com". Below the input field is a checkbox labeled "Keep me signed in". A blue "Next" button is highlighted with a red circle. Below the button is the text "OR". Underneath, there are social media icons for Google, Apple, Microsoft, and Facebook. There are also links for "Unlock account?" and "Help". At the bottom, there is a "Create an account" button.

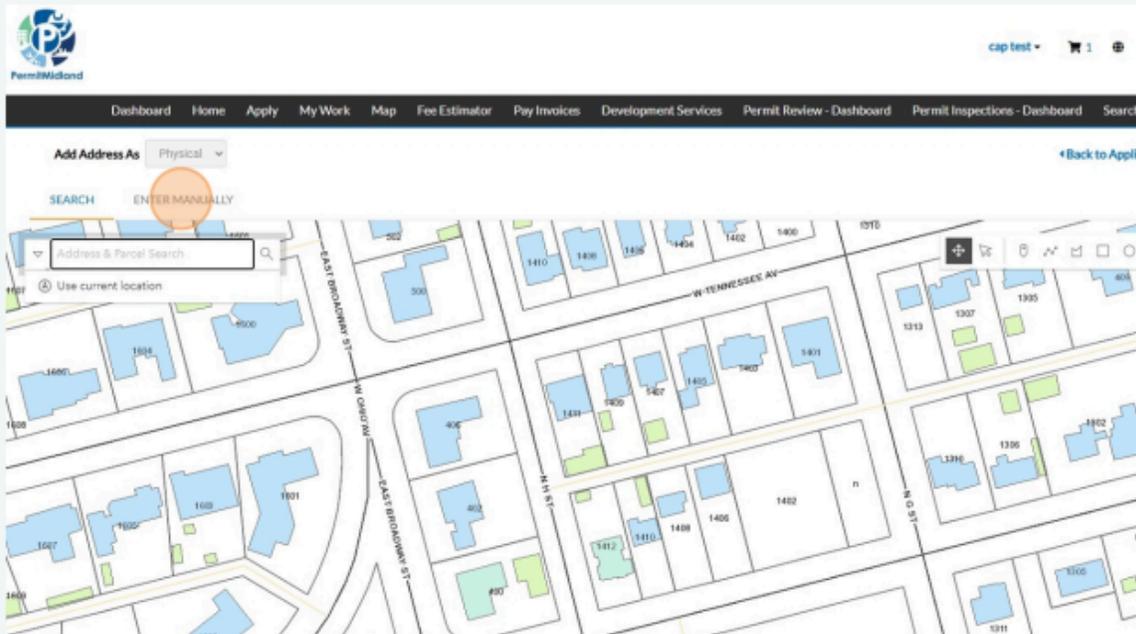
6

Begin by clicking the **plus (+) sign** to add the address or location where the project will take place.

The screenshot shows a web application interface with a navigation bar at the top containing "Locations", "Type", "Contacts", "More info", and "Attachments". The main content area is titled "LOCATIONS" and has a sub-header "Add address of where project is located". Below this is a blue form card with a dropdown menu set to "Physical", the text "Add Location", a large white plus sign in a blue circle, and the word "REQUIRED" at the bottom. A "Save Changes" button is visible in the bottom right corner. At the bottom of the page, there is a footer with the text "Need Help? Call 432-685-7390 or Email permitrequests@midlandtexas.gov" and "© - City of Midland".

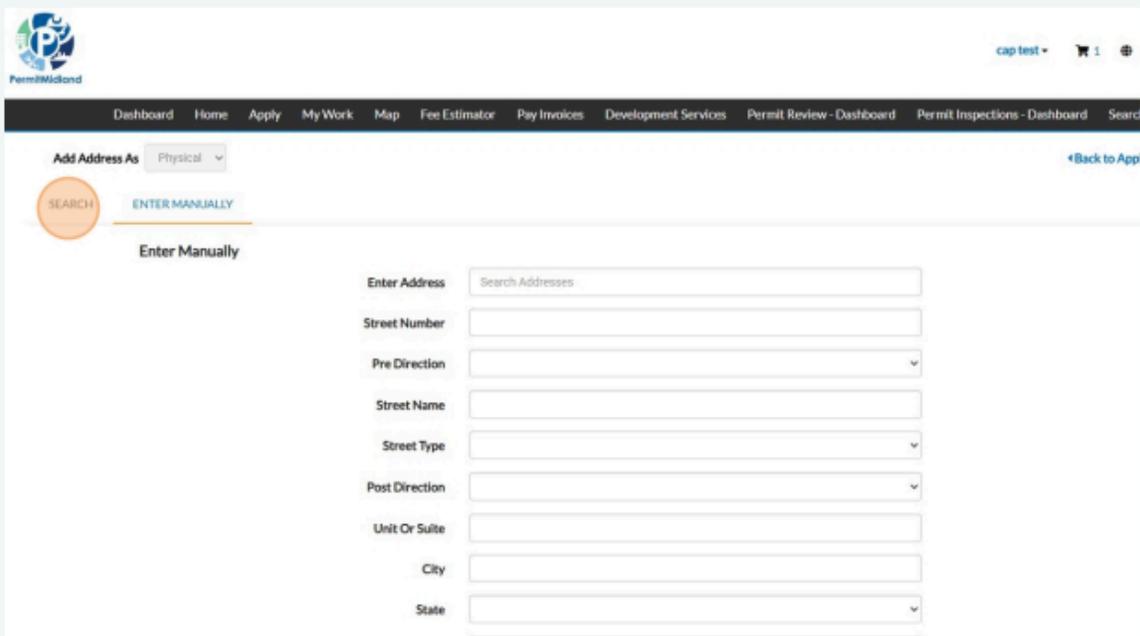
7

To set the project location, you may enter the address manually or select **Use Current Location** for automatic detection.

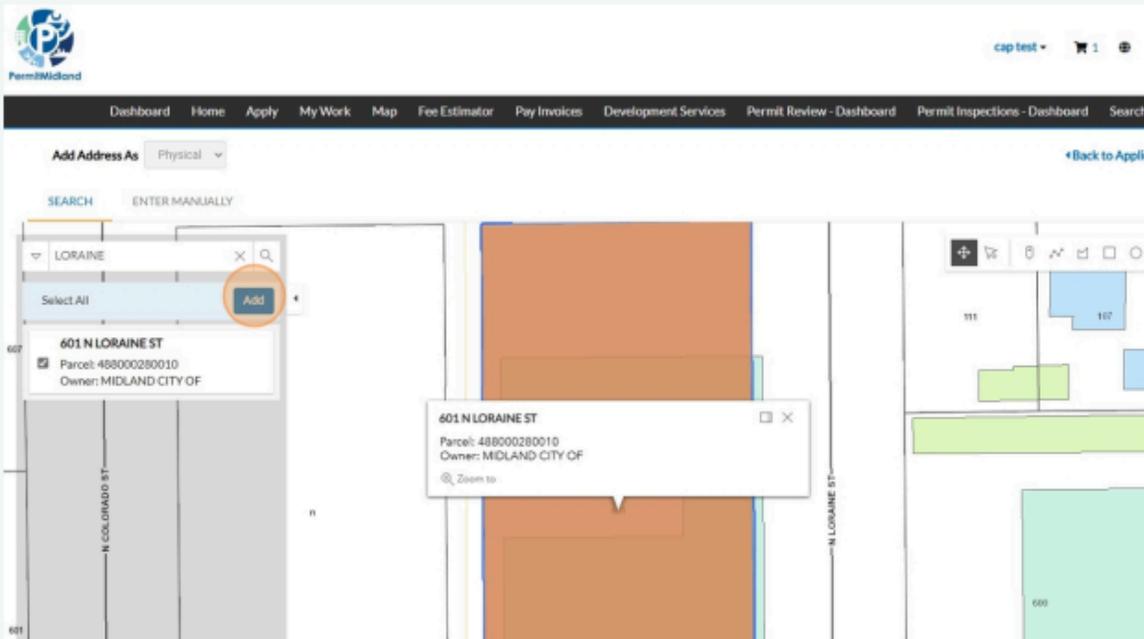


8

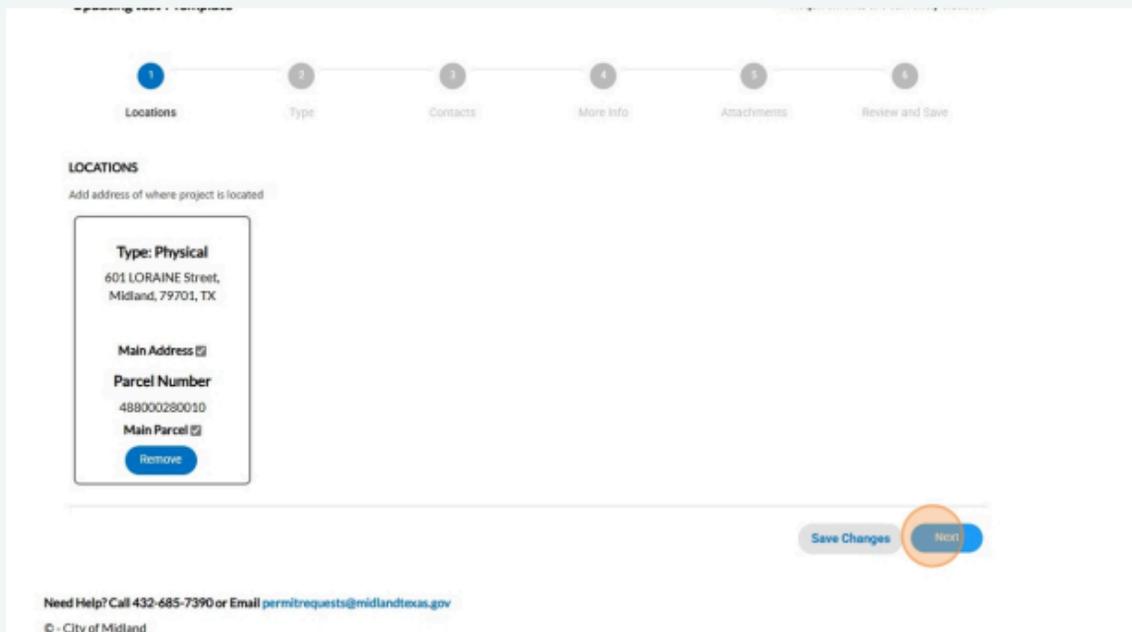
Alternatively, you may manually enter the project's address or location details.



9 When the correct location appears, select it from the list and click **Add** to proceed.



10 Select **Next** to continue to Section 2 of the application process.



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11

Provide the necessary permit information, including the type of work, a brief description, total square footage, and estimated valuation. All fields are required.

Updating test4 Template *Requirements are currently disabled

1 **2** 3 4 5 6

Locations Type Contacts More Info Attachments Review and Save

PERMIT DETAILS
where work is being done

* Permit Type

* Description

* Square Feet

* Valuation

[Back](#) [Save Changes](#) [Next](#)

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12

Select **Next** to continue to the third section of the application.

Updating test4 Template *Requirements are currently disabled

1 **2** 3 4 5 6

Locations Type Contacts More Info Attachments Review and Save

PERMIT DETAILS
where work is being done

* Permit Type

* Description

* Square Feet

* Valuation

[Back](#) [Save Changes](#) [Next](#)

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13

Use the **plus (+)** button to enter contact details. This permit must be submitted by a licensed contractor.

Locations Type **Contacts** More Info Attachments Review and Save

CONTACTS

Please make sure you have a contractor submitting this permit and not you as an applicant.

Contractor

cap test (You)

1605 E Indiana Ave., Midland, TX, 79701

Add Contact

Back Save Changes Next

14

To add a contact, either use the search function or select from your saved favorites.

Back to Application

Add Contact

Add Contact As Contractor

Search My Favorites

My Favorites

First Name	Last Name	Address	Company	Email	Action
William	Hall	4368 W 11th ST Odessa TX 79763	Hall Electrical Services	mdhallmarked@gmail.com	Add

Results per page: 10 1 - 1 of 1

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15 Select **Next** to continue to the fourth section of the application.

Locations Type **Contacts** More Info Attachments Review and Save

CONTACTS

Please make sure you have a contractor submitting this permit and not you as an applicant.

Contractor
cap test (You)
1605 E Indiana Ave., Midland, TX, 79701

Contractor
Hall Electrical Services
William Hall
4368 11th, Odessa, TX, 797...
Remove

Contractor
Add Contact
+

Back Save Changes **Next**

16 The **More Info** section contains required fields. Please provide the most accurate and complete information you can.

Locations Type Contacts **More Info** Attachments Review and Save

MORE INFO

Information [Top | Main Menu](#)

*# of Stories

*Height

*Total Square Footage

*Front Setback

*Right Side Setback

*Left Side Setback

*Rear Setback

17 When you're done, click **Next** to continue, or **Save Changes** to finish later.

The screenshot shows a form with the following fields:

- *Left Side Setback:
- *Rear Setback:
- *Electrical:
- *Mechanical:
- *Plumbing:
- Use Group:
- *Construction Type:
- *# of Buildings:

Buttons: Back, Save Changes, Next

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18 Please upload all necessary plan documents in PDF format in this section.

The screenshot shows a progress bar with six steps: Locations, Type, Contacts, More info, Attachments, and Review and Save. The Attachments step is currently active.

Attachments

Attachments cannot be saved in a template

scan in plans if any in PDF format

Attachment Type	Required
Architectural Plans	REQUIRED
MEP (Mechanical, Electrical, Plumbin...)	REQUIRED
Site Plan	REQUIRED
Structural Plans	REQUIRED

Select Type:

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19

After uploading your documents, select **Next** to continue to Section 6, or click **Save Changes** to complete this step at a later time. If needed, select the **Back** button to revisit and edit the previous section.

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20

Please review all entered details thoroughly prior to submitting the application.

cap test 1

Dashboard Home Apply My Work Map Fee Estimator Pay Invoices Development Services Permit Review - Dashboard Permit Inspections - Dashboard Search

Updating test4 Template *Requirements are currently disabled

Locations Type Contacts More info Attachments Review and Save

Save Changes

Locations

Physical	601 LORAIN Street, Midland, 79701, TX
Parcel Number	488000280010

Basic Info

Type	Commercial Building - Accessory Building
Description	test
Square Feet	0
Valuation	0
Applied Date	06/11/2025

Contacts

Contractor	cap test 1605 E Indiana Ave., Midland, TX, 79701
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