



## ePERMITS ONLINE INSPECTIONS MANAGEMENT Resident / Property Owner Instructions

[etools.cityoflewisville.com/esuite.permits/](http://etools.cityoflewisville.com/esuite.permits/)

Welcome to ePermits...the City of Lewisville's newest online portal for managing permits & inspections obtained through our Neighborhood Services Department, Health Division or Fire Prevention Division!

Click a link below to view detailed instructions on using the ePermits portal.

- [Logging In](#)
- [Access Permits / Request Inspections / View Inspection Results](#)
- [COMING SOON: Obtain INSTANT Garage Sale Permits](#)

### LOGGING IN

Go to [etools.cityoflewisville.com/esuite.permits/](http://etools.cityoflewisville.com/esuite.permits/)

➔ CLICK the "Access My Permits" button from the Welcome Page

### City of Lewisville Permits

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#### Resident Access

Request inspections & track inspection results! AM, PM or Anytime inspection times available! "Next Day" inspections must be requested before 3pm. If you request an inspection after 3pm, you MUST select a date at least two days out from the current date. For detailed login & navigation instructions, visit our Building Inspections web page at <http://www.cityoflewisville.com/index.aspx?page=453>. \*Online garage sale INSTANT permits coming soon!\* NOTE: Residents must enter their property's Parcel Number on the following verification screen in order to access & manage permits online. DENTON COUNTY residents, type an "R" before your Parcel Number; i.e., R00000. DALLAS COUNTY residents, simply type in your Parcel Number as is.

**ACCESS MY PERMITS**

#### Contractor Access

Request inspections & track inspection results! AM, PM or Anytime inspection times available! "Next Day" inspections must be requested before 3pm. If you request an inspection after 3pm, you MUST select a date at least two days out from the current date. For detailed login & navigation instructions, visit our Building Inspections web page at <http://www.cityoflewisville.com/index.aspx?page=453>. \*Online stand-alone mechanical, electrical & plumbing INSTANT permits coming soon!\*

Username

Password

**LOG IN**

#### Public Information Search

NOTE: Search results will return only "Issued" or "Completed" permits that have not yet expired.

Permit Type

Permit Number

Service Address

**Activate Account** - Contractors who are already registered with the city may activate their account online.

**Forgot Password** - If you have already activated your account but have forgotten your password, simply click here to reset it.

**For assistance, please contact Neighborhood Services at 972-219-3470 -- 151 West Church Street -- Lewisville, TX 75057**

- ➔ Begin TYPING your Address in the “Address” field & SELECT the appropriate address from the list
- ➔ TYPE your Parcel Number (a.k.a. Property ID) into the “Parcel Number” field.
  - DENTON COUNTY RESIDENTS: type an "R" before your Parcel Number; i.e., R00000.
  - DALLAS COUNTY RESIDESNTS: simply type in your Parcel Number as is.
    - **NOTE:** Your property’s Parcel Number may be found on your property survey or plot plan, or on your tax records.
- ➔ CLICK “Continue”

You are now logged into the ePermits portal where you can request inspections & view your inspection results.

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## ACCESS PERMITS / REQUEST INSPECTIONS / VIEW INSPECTION RESULTS

Go to [etools.cityoflewisville.com/esuite.permits/](https://etools.cityoflewisville.com/esuite.permits/)

- ➔ LOG IN to the ePermits portal using your Address & Parcel Number
- ➔ CLICK the permit number link to view

Permit Number	Address	Description	Status
<a href="#">FOUNDATION 2015-01002070</a>	151 W CHURCH ST LEWISVILLE, TX 75057		Permit Issued

- ➔ SCROLL down to the “Inspections” section to view available inspection types
  - **NOTE:** Inspections listed MAY be applicable to your particular job. If you have questions regarding required inspections, contact Neighborhood Services at 972-219-3470.
- ➔ To request an inspection, CLICK the “Request” button next to the desired Inspection Type

**Inspections**

Date	Inspection Type	Status	Pass/Fail
07/14/2015	<a href="#">B-BFD - Foundation</a>		<a href="#">REQUEST</a>
07/14/2015	<a href="#">B-BFI - Building Final</a>		<a href="#">REQUEST</a>
07/14/2015	<a href="#">B-BFW - Flat Work</a>		<a href="#">REQUEST</a>
07/14/2015	<a href="#">B-BMI - Miscellaneous - BLDG</a>		<a href="#">REQUEST</a>
07/14/2015	<a href="#">B-BRO - Building Rough</a>		<a href="#">REQUEST</a>

- ➔ SELECT desired inspection date, then CLICK “Submit”; we do not currently allow for “Time of Day” preferences

**Inspections**

Date	Inspection Type	Status	Pass/Fail
07/14/2015	<a href="#">B-BFD - Foundation</a>		<a href="#">REQUEST</a>
07/14/2015	<a href="#">B-BFI - Building Final</a>		<a href="#">REQUEST</a>
07/14/2015	<a href="#">B-BFW - Flat Work</a>		
* Requested Date	<input type="text" value="7/15/2015"/>	<a href="#">SUBMIT</a> <a href="#">CANCEL</a>	
07/14/2015	<a href="#">B-BMI - Miscellaneous - BLDG</a>		<a href="#">REQUEST</a>
07/14/2015	<a href="#">B-BRO - Building Rough</a>		<a href="#">REQUEST</a>

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**IMPORTANT NOTE**

**“Next Day” inspections MUST be requested before 3pm. Inspection requests for Monday must be submitted before 10 a.m. on the Friday before. If you miss a “Next Day” cutoff time, you MUST select a date at least two days out from the current date. Inspections are conducted Monday through Thursday between 8am & 5pm –and– between 8am & 11am on Fridays, excluding official City holidays.**

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- ➔ To view inspection results, CLICK the “Inspection Type” link

**Inspections**

Date	Inspection Type	Status	Pass/Fail
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07/14/2015	<a href="#">B-BFI - Building Final</a>		<a href="#">REQUEST</a>
07/14/2015	<a href="#">B-BMI - Miscellaneous - BLDG</a>		<a href="#">REQUEST</a>
07/14/2015	<a href="#">B-BRO - Building Rough</a>		<a href="#">REQUEST</a>
07/14/2015	<a href="#">B-BFW - Flat Work</a>	Completed	Pass

- ➔ To return to the permit view, CLICK the permit number link near the top of the “Permit Summary” section

**Permit Summary**

<b>Permit Type</b>	FOUNDATION
<b>Permit #</b>	<a href="#">2015-01002070</a>
<b>Application #</b>	
<b>Address</b>	151 W CHURCH ST LEWISVILLE, TX 75057
<b>Status</b>	<b>Permit Issued on 07/14/2015</b>
<b>Issued To</b>	Contractor

- ➔ To return to your list of active permits, CLICK “My Permits” on the top menu

**City of Lewisville Permits**  
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[My Permits](#) [Request Permit](#) [My Account](#)

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## COMING SOON...OBTAIN INSTANT GARAGE SALE PERMITS!

Coming soon... apply for, pay for & print **garage sale permits** via the ePermits portal! Permit issuance is automatic directly following your successful online submittal of a valid credit card payment!

### **ARTICLE VI – OCCASIONAL SALES of the City of Lewisville Code of Ordinances states in part:**

- Sec. 7-201. - Definition.  
For the purposes of this article, the term "occasional sales" shall mean sales of tangible personal property at retail out of the home, garage, carport or patio.

- Sec. 7-202. - Permit required.  
A permit shall be obtained from the city hall for such occasional sales and the cost of the permit is set out in section 2-201.
- Sec. 7-203. - Frequency of sales.  
Occasional sales shall not exceed two in number during any 12-month period by a person who does not hold himself out as engaging, or does not habitually engage in the business of selling such personal property at retail.
- Sec. 7-204. - Location of sale restricted.  
The tangible personal property offered at an occasional sale shall be sold only on the premises of the owner or lessee of the property where the sale is conducted and such owner or lessee shall be the legal owner of such tangible property at the time of such sale. Such sales shall be confined to the garage, patio or carport on such premises.
- Sec. 7-206. - Advertisement.  
Only one sign is permitted, not to exceed two square feet, upon the property where the sale is taking place. Any other signs at any location remote from the sale site are illegal.
- Sec. 7-207. - Restriction on merchandise.  
No new merchandise (*i.e., merchandise acquired solely for the purpose of resale*) shall be sold at occasional sales.

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