COMAL COUNTY ENGINEER’S OFFICE

ONLINE PERMIT PORTAL

Login

- If you have previously created a username and password for this site, you can log in using your email as your Username, and the password you created for the Password.
- If this is your first time accessing our Online Permit Portal, click the highlighted Sign Up link and continue on to the section How to Sign Up below.

How to Sign Up

- All Fields are required
- Password Requirements are: Minimum of 8 characters and cannot match your email, first name or last name.
- Click Register once completed and the application will send you an email to verify your account
- Once verified within the sent email, you may log into the account
- Future communications you receive regarding your application(s) will come from ComalCountyEngineersOffice@co.comal.tx.us
- Please add this to your approved list within your email account.
Home Screen

- Once you log in, you will start on a page with tabs at the top.

Application Review
These are permits that are in the application review phase at the Comal County Engineer’s Office.

Ready for Payment
Permits that have been administratively completed and are ready for payment.

Incomplete
Application is still in process and has not been submitted to the Comal County Engineer’s Office yet.

All My Permits
All Permits that have been submitted by you.

Shared Permits with User
All Permits that you are associated with in the People Role of the application.

Create an Application

- To start a new application, click on the Create Application button at the top of the page.
- Select a Permit Group which will display the applications within each group
Select a Permit Type

- Click on Permit Type to review the application help information

Application Help (Popup when selecting the Permit type)

- This popup will go over the required documents and fees associated with each permit once the permit is selected
- Example document links are provided in this popup

Begin Application

- Click “Ok” on Application Help and then click “Begin Application” to start the application process on highlighted application.
Location of Permit

- Utilize map to locate the permit address
- Type in the Address of Permit in the Address field
- Or use location tool to navigate to your location. You then will select your address

People

- Red* are required fields
- Email for each role is used for communication regarding the application
- Use My Information button to autofill your account information from your account
Data Group

- Required Fields are indicated by a colored background and a ‘!’ at beginning of the question
- Grey sections are not required
- Click on ‘?’ to view more information on the question

If there is no existing WPAP, does the proposed development activity require a TCEQ approved WPAP? [ ]
- Yes
- No

Is the property located over the Edwards Contributing Zone?
- Yes
- No

Is there an existing TCEQ approved CZP for this property? [ ]
- Yes
- No

If not, does the proposed development activity require a TCEQ approved CZP?
- Yes
- No

Is this property located within an incorporated city?
- Yes
- No

Number of Tracts

Quantity [ ]

Is this permit a renewal?
- Yes
- No

Is this permit a remodel?
- Yes
- No

If so, what was the old permit number?

Text

Months since Septic tank renewal?

Quantity [ ]
Documents

- Each permit will have a Signed Completed Application that must be submitted with application.
- Each permit varies on what documents are needed so please read the Application Help section at the Application Create page.
- Required Document will have a '*' which should include the signed application along with all other recommended documents.

Once you add the document(s), click on “Label” to assign which document you are adding.
Submit Application

- Once you are completed with your application and are ready to submit, click on the Submit Button

- Click Accept or Decline to move forward with the application. By clicking Accept, the application will be submitted to CCEO.
- Terms and Conditions will list out applicable fees. Fee(s) will be added to application once the permit is administratively complete. Once Fee(s) are paid, the permit will enter into the technical review process.