

CSS Portal Guide

The Customer Self-Service (CSS) Portal is the DFW Airport's online construction permitting and inspection system.

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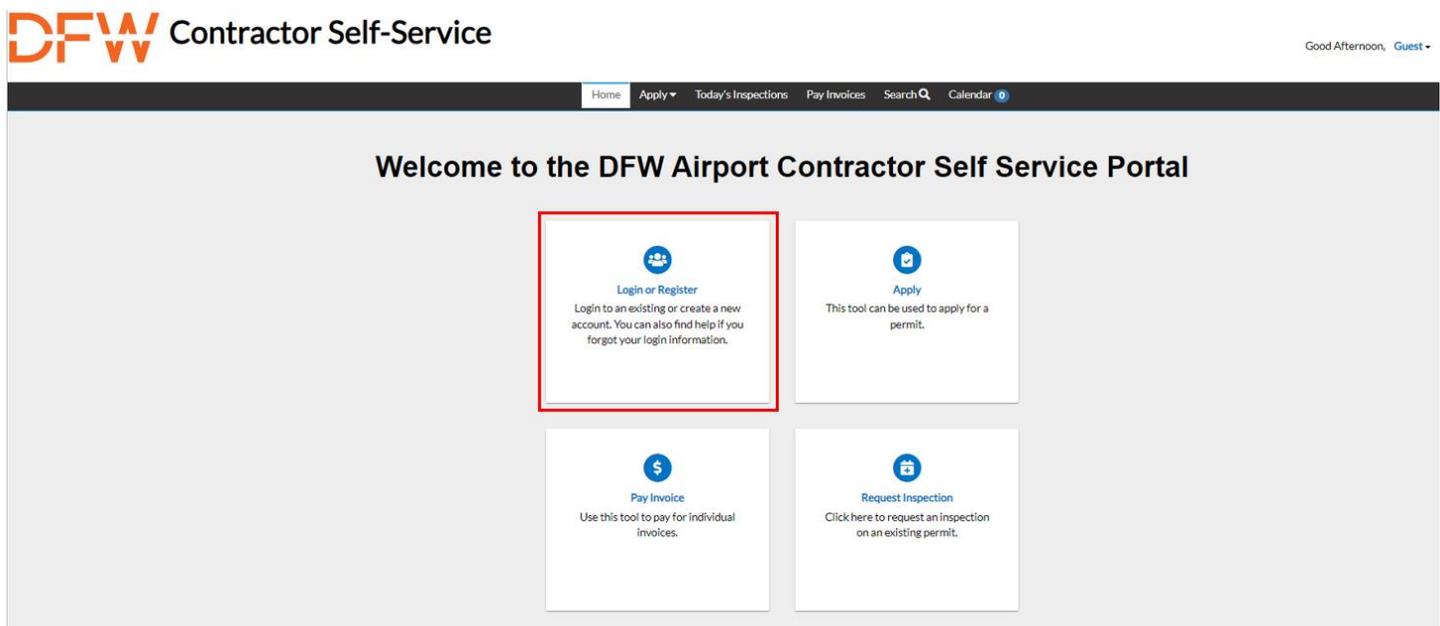
Creating a CSS Portal Account

The Customer Self-Service (CSS) Portal is the DFW Airport’s online construction permitting and inspection system. This is where you will go to apply for permit(s), check permit statuses, schedule inspections, etc.

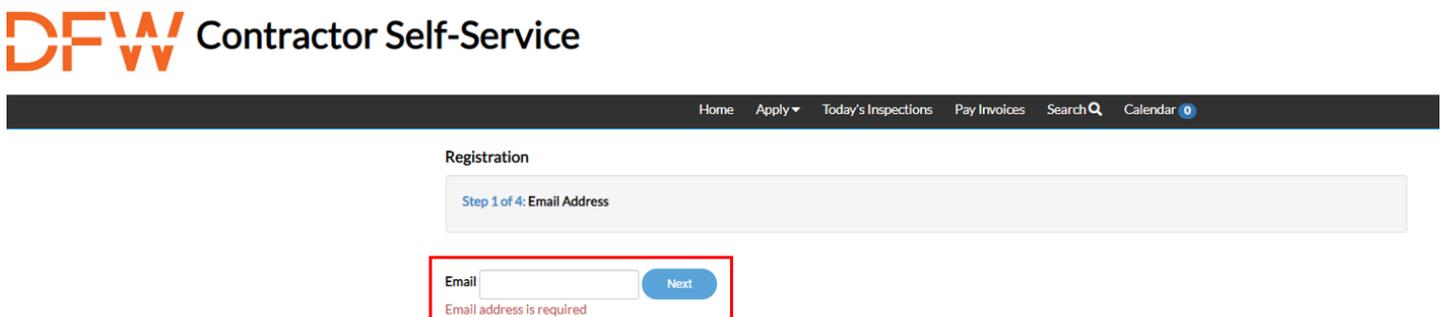
To access the portal please follow this link to register and/or access your permit(s):

<https://dfwairporttx-energovpub.tylerhost.net/Apps/SelfService#/home>

1. Once you arrive at the home page for the CSS Portal click on “Login or Register” button to create a new CSS Portal account



2. Enter in the email address you would like to have associated with your account. Click the “Next” button to proceed with confirming your email address



NOTE about email confirmation: You will receive an email asking you to confirm your email. Please be sure to check your spam and junk email.

3. Click the “Confirm” link to create a new CSS Portal account.



svc.CSSSMTP@tylerhost.net

to me ▾

Aug 1, 2022, 1:13 PM (1 day ago)



You are receiving this automated e-mail based on a user registration request that we received for the Civic Access tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

[Confirm](#)

4. Finalize your account registration

- Once you arrive back at the CSS Portal, click the “register” button to finalize your new account
- While only some of the fields are “Required”, we encourage you fill out as much additional information as you can, as it will help us in contacting you during the process
- After submitting the final piece of the account registration, you will arrive at a confirmation page. If you are ready to proceed, click on the “Login” button

Editing Personal Information

1. To edit your personal information, go to your name in the top right corner
2. Click the drop-down arrow and select “Personal Information” from the menu
3. Here you will be able to edit your contact information

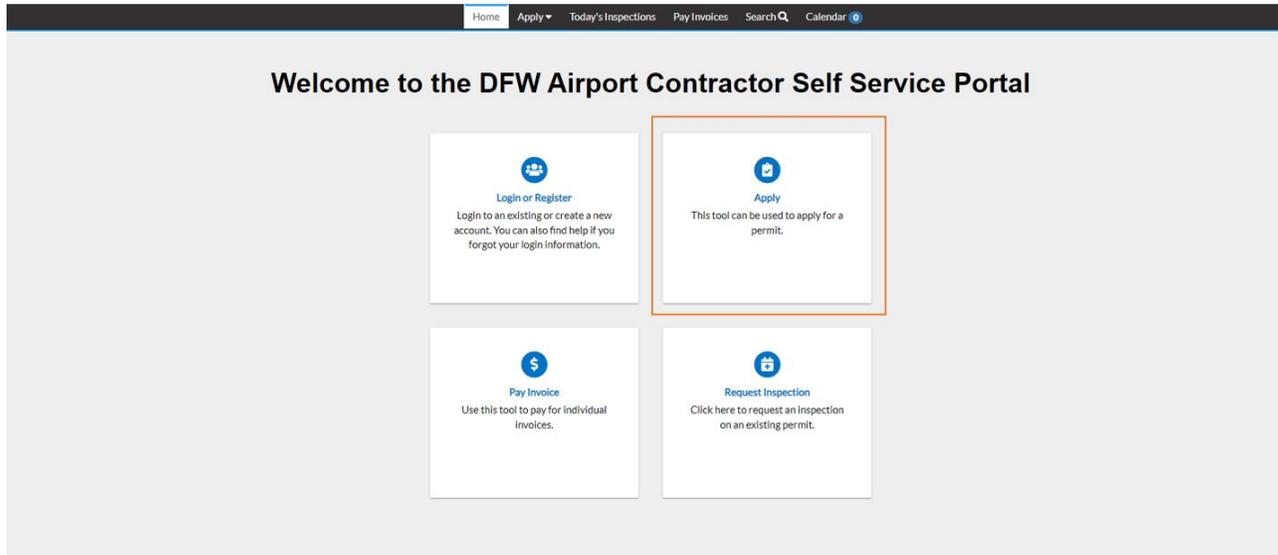
Applying for a New Permit

Once you have created your account you will be directed to your home page or “Dashboard”.

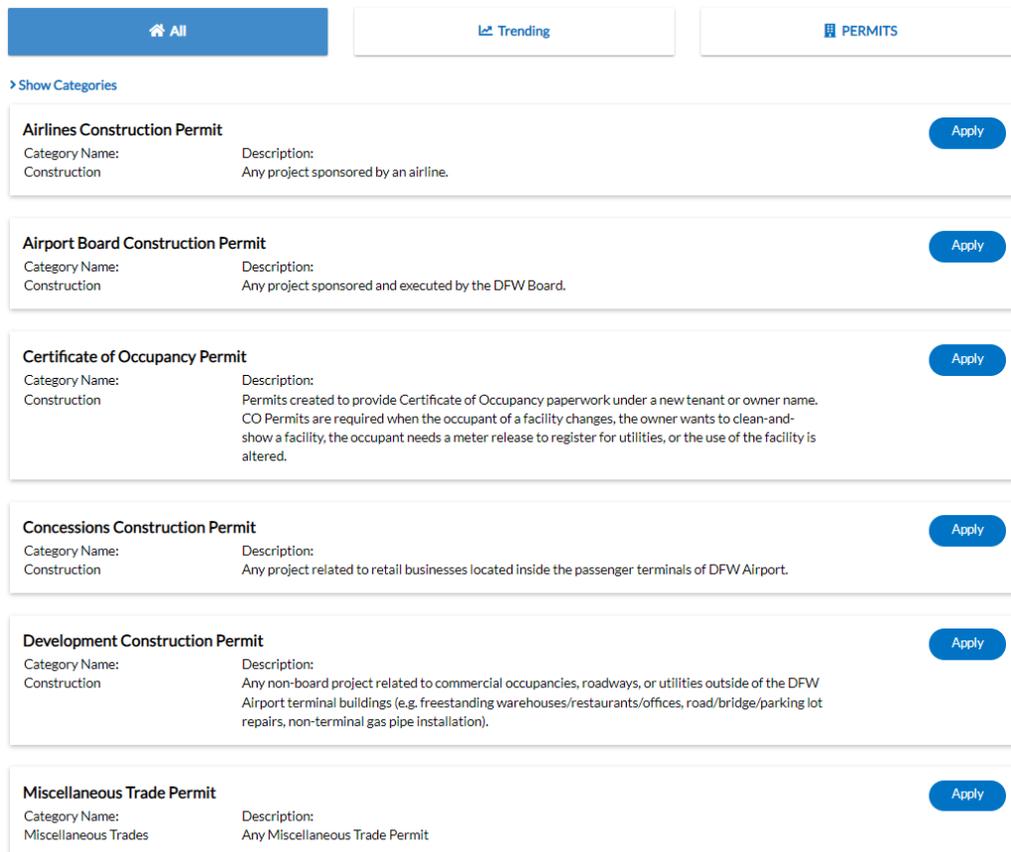
1. Click the “Apply” button.

DFW Contractor Self-Service

Good Morning, Guest



2. Click “All” to view the list of permit types. Once you find your permit type click “Apply”.



Application Process for the following permits:

- Airlines Construction Permit
- Airport Board Construction Permit
- Certificate of Occupancy Permit
- Concessions Construction Permit
- Development Construction Permit

NOTE: ONLY THE BUILDING OWNER OR TENANT CAN APPLY FOR A PERMIT.

Unless it is an MT permit, then the contractor can apply.

*IF you are applying for a Development Permit, please send your application and drawings to Commercial Development to review at krodriguez@dfwairport.com

1. Permit Type

- Description: Add details about your project, such as a brief description of the project scope or business name if applicable. (If you have multiple phases of a certain project, you will need to create individual permits for each phase).

DFW Contractor Self-Service

Good Morning, Kaily Haggard

The screenshot shows the 'Apply for Permit - Development Construction Permit' page. At the top, there is a navigation bar with links for Dashboard, Home, Apply, My Work, Today's Inspections, Search, and Calendar. Below the navigation bar, a progress indicator shows six steps: 1. Type (highlighted in blue), 2. Contacts, 3. More Info, 4. Attachments, 5. Signature, and 6. Review and Submit. The 'Type' step is currently active. Below the progress indicator, the 'PERMIT DETAILS' section is visible. It contains a prompt: 'Please provide a description of the project below.' There are two required fields: '* Permit Type' with a dropdown menu set to 'Development Construction Permit', and '* Description' with a large text area. At the bottom of the form, there are three buttons: 'Create Template', 'Save Draft', and 'Next'.

2. Contacts

- Adding Contacts: Here you will add all the contacts that will need access to the permit. You will automatically be listed as the applicant but may add additional contacts.

NOTE: If you need to add a new contact after submitting the application you will need to contact Kaily Haggard at (khaggard@dfwairport.com) or Morgan Springfield at (mspringfield@dfwairport.com)

Apply for Permit - Development Construction Permit

REQUIRED



CONTACTS

Please provide a secondary applicant who the permit office can contact if the primary applicant is unavailable. A business and/or cell phone number as a means of contact is required. Home phone is NOT required.

Back Create Template Save Draft Next

➤ You can search for a contact to see if they have already registered.

Back to Application

Add Contact

Add Contact As Secondary Applicant

Search Enter Manually My Favorites

Search Name, E-mail, or Company

➤ If they have not registered, you will need to enter their information manually.

NOTE: Adding a contact does not mean they have access to the permit. They will still need to create an account to view the permit.

Dashboard Home Apply My Work Today's Inspections Search Q Calendar

[Back to Application](#)

Add Contact

Add Contact As Secondary Applicant

Search **Enter Manually** My Favorites

Enter Manually

* First Name

* Last Name

Company Name

Email

* Home Phone

* Mobile Phone

* Business Phone

Submit

3. More Info

- Adding More Information: Please provide as much information and detail as you can.

Every section highlighted red is required. **DO NOT** submit your application if these fields are not filled in.

NOTE: Project Address/ Work Site Address needs to be an actual address. **DO NOT** put just a terminal alpha. Each terminal has a designated address. You can add specifics after the physical address such as gate #, column #, etc.

Dashboard Home Apply My Work Today's Inspections Search Q Calendar

Apply for Permit - Development Construction Permit *REQUIRED

1 ✓ Type
2 ✓ Contacts
3 **More Info**
4 Attachments
5 Signature
6 Review and Submit

MORE INFO

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Square Footage of Construction (if applicable)

Tenant Name (if applicable)

*Project Name

Project Name is required.

*Project Address / Work Site Location

Project Address / Work Site Location is required.

Terminal Location (if applicable)

*Type of Work

Type of Work is required.

Description of the work type if 'Other'

*Scope of Work

Scope of Work is required.

*Total Value of All Work

Total Value of All Work is required.

Please email a copy of the executed contract documenting the total project valuation to dfwsubmittals@dfwairport.com

Previous Use of the Facility

New Use of the Facility

*Is this space currently vacant?

Is this space currently vacant? is required.

*Is this project reimbursable by the DFW Board?

Is this project reimbursable by the DFW Board? is required.

If you are unsure about what a reimbursable project is, please select 'No'. If the project is reimbursable by the DFW Board, please email documentation of reimbursement to dfwsubmittals@dfwairport.com.

DESIGN PROFESSIONAL INFORMATION

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Company Name

Company Phone

Company Email

Company Address

Company's Role in the Project

Primary Contact

Contact's Mobile Phone

Contact's Office Phone

Contact's Email

Contact's Role in the Project

CONTRACTOR INFORMATION

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Company Name

Company Phone

Company Address

Company's Role in the Project

Primary Contact

Contact's Mobile Phone

Contact's Office Phone

Contact's Email

Contact's Role in the Project

ADDITIONAL CONTACT INFORMATION

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Contact information for subcontractor companies will be required when applicable. Please email the following details to dfwsubmittals@dfwairport.com: company's name, phone, email, address, and project role and the primary contact's name, mobile phone, office phone, email, and role in the project.

TDLR / RAS INFORMATION

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Provide the following information if a Registered Accessibility Specialist (RAS) will perform plan review or inspection:

<https://www.tdlr.texas.gov/ab/ab.htm>

Information regarding the TDLR and TAS requirements can be found here:

Name of RAS

License Number

Address

City, State & Zip

Phone and Fax Numbers

E-mail Address

DPS FIRE INFORMATION

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Is this project within a facility that has fire sprinklers or are fire sprinklers part of the project scope?

is required.

If yes, please complete the 'Owner's Information Certificate' form below. Upload it as an attachment to this permit application. A completed 'Owner's Information Certificate' form will be required prior to permit issuance.

[Click HERE for Owner's Information Certificate](#)

NOTE: If the project has fire sprinklers or fire sprinklers are part of the project scope you will have to fill out the "Owner's Information Certificate". You will need to download the file, fill it out, save it, then attach it to your permit.

Owner's Information Certificate

Name/Address of property to be protected with sprinkler protection:

Name of Owner

Existing or planned construction is:

- Fire resistive or noncombustible
- Wood frame or ordinary (masonry walls with wood beams)
- Unknown

Is the system installation intended for one of the following special occupancies:

- | | | |
|---------------------------------|------------------------------|-----------------------------|
| Aircraft hangar | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Fixed guideway transit system | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Race track stable | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Marine terminal, pier, or wharf | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Airport terminal | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Aircraft engine test facility | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Power plant | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Water-cooling tower | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If the answer to any of the above is "yes," the appropriate NFPA standard should be referenced for sprinkler density/area criteria.

Indicate whether any of the following special materials are intended to be present:

- | | | |
|---------------------------------------|------------------------------|-----------------------------|
| Flammable or combustible liquids | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Aerosol products | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Nitrate film | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Pyroxylin plastic | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Compressed or liquefied gas cylinders | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Liquid or solid oxidizers | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Organic peroxide formulations | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Idle pallets | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If the answer to any of the above is "yes," describe type, location, arrangement, and intended maximum quantities.

Indicate whether the protection is intended for one of the following specialized occupancies or areas:

- | | | |
|--|------------------------------|-----------------------------|
| Spray area or mixing room | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Solvent extraction | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Laboratory using chemicals | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Oxygen-fuel gas system for welding or cutting | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Acetylene cylinder charging | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Production or use of compressed or liquefied gases | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Commercial cooking operation | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Class A hyperbaric chamber | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Cleanroom | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

NOTE: Please fill out the entire form.

Check the items that are / will be stored, sold, or used in this occupancy or business:

Alcoholic Beverages

**Alcoholic Beverages >16% of sales

Bales of loose combustible fibers

Circuit Board Assemblies

**Compressed Gasses

Cooling Tower / Systems

**Dry cleaning operations

**Dust Producing Processes

Electronic Assembly / Electro Plating

**Fireworks, Explosives, or
Ammunition

**Flammable or Combustible Liquids
(>10 gallons)

Food / Beverage Processing, Storage,
or Sales

Food Products

**Fueling or Dispensing Operations

High Piled Stock

**Liquid Propane Gas

Metal Finishing / Plating

Painting with Flammables

**Poisonous or Hazardous Chemicals
/ Acids

Recycling Waste

Semiconductor Assembly

**Vehicle Repair or Garage

Welding or Cutting

Woodworking

Checked items with double asterisks (**) require Chemical Data Sheets and maximum stored quantities to be submitted to dfwsubmittals@dfwairport.com

ENVIRONMENTAL INFORMATION

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Projects will be reviewed for any applicable environmental permits or conditions. Based on the scope of work, applicants may be contacted by a representative of the Environmental Affairs Department (EAD) to provide environmental documentation or schedule an environmental permit review meeting. A Construction Permit cannot be issued until EAD provides the Permit Administrator with environmental conditions of the Permit. Tenants and subtenants of commercial facilities located on DFW Airport property must complete and submit a 'Tenant Company Profile' form. Facilities with no anticipated tenants or subtenants at the time of closeout are not required to complete the form. If you have questions about the form, please contact Ascian Whiteside at (972) 973-5582. If applicable, please download the 'Tenant Company Profile Form,' complete it, and upload it as an attachment to this permit application.

[Click here for the 'Tenant Company Profile Form'](#)

FAA AIRSPACE STUDY INFORMATION

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If applicable, completion of an Airspace Study Application form is required. Approval from the Federal Aviation Administration (FAA) is required for projects resulting in a change to the Airport Layout Plan or for the use of cranes and certain other construction equipment. Permits for construction will be limited until required FAA approvals are obtained. Please contact Rodney Stone at rstone1@dfwairport.com with questions.

[Click here for the 'Airspace Study Application'](#)

[Back](#)

[Create Template](#)

[Save Draft](#)

[Next](#)

4. Attachments

- Adding Attachments: To upload attachments, first click on the down arrow to select the category that the file best describes. If you are unsure, please select other. Then click the “+” button. Please upload all REQUIRED attachments.

NOTE: If you are having issues uploading attachments after submitting your application you will need to contact Kaily Haggard at (khaggard@dfwairport.com).

The screenshot shows the 'DFW Contractor Self-Service' interface. At the top, there is a navigation bar with links for Dashboard, Home, Apply, My Work, Today's Inspections, Search, and Calendar. The user is logged in as 'Good Morning, Kaily Haggard'. The main heading is 'Apply for Permit - Development Construction Permit' with a '*REQUIRED' status. A progress bar shows six steps: Type, Contacts, More Info, Attachments (current step, marked with a blue circle and '4'), Signature, and Review and Submit. Below the progress bar, the 'Attachments' section is active, displaying a blue 'Add Attachment' button with a plus sign. A dropdown menu is open above the button, showing 'Select Type'. Below the button, supported file formats are listed: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dw. At the bottom of the section are buttons for 'Back', 'Create Template', 'Save Draft', and 'Next'.

5. Signature

- Please read through the document before signing.

I agree to abide by all laws and provisions governing this construction, including the Submittal Requirements and Terms and Conditions described herein, and hereby certify that I have read and examined this application and know the same to be true and correct.

* Please type your name as consent to electronically sign this application.

Enable Type Signature

Kaily Haggard
July, 29 2022

X Draw Signature Here

Clear

Back Create Template Save Draft Next

6. Review and Submit

- Please review and make changes to your application if needed BEFORE submitting.

NOTE: Once you submit your application, changes or revisions will only be possible by contacting Kaily Haggard at (khaggard@dfwairport.com).

DFW Contractor Self-Service

Good Morning, Kaily Haggard

Dashboard Home Apply My Work Today's Inspections Search Calendar

Apply for Permit - Development Construction Permit *REQUIRED

✓
Type

✓
Contacts

✓
More Info

✓
Attachments

✓
Signature

6
Review and Submit

[Submit](#)

Basic Info

Type	Development Construction Permit
Description	h
Applied Date	07/29/2022

Contacts

Applicant	Kaily Haggard DFW Airport,
-----------	-------------------------------

More Info

GENERAL INFO

Square Footage of Construction (if applicable)	Next Section Top Main Menu
Tenant Name (if applicable)	

Application Process for Miscellaneous Trade Permit:

1. Permit Type

- Description: Add details about your project, such as a brief description of the project scope or business name if applicable. A Misc. Trade permit must be a “like for like” project. If your project will add new features, then you must apply for a full permit.
- CO Permits are required when the occupant of a facility changes, the owner wants to clean-and-show a facility, the occupant needs a meter release to register for utilities, or the use of the facility is altered

The screenshot shows the 'Apply for Permit - Miscellaneous Trade Permit' page in the DFW Contractor Self-Service system. The page is marked as '*REQUIRED'. A progress bar at the top indicates six steps: 1. Type (active), 2. Contacts, 3. More Info, 4. Attachments, 5. Signature, and 6. Review and Submit. Below the progress bar, the 'PERMIT DETAILS' section is visible. It prompts the user to 'Please provide a description of the project below.' There are two required fields: '* Permit Type' (a dropdown menu currently set to 'Miscellaneous Trade Permit') and '* Description' (a text area). A red error message 'Description is required.' is displayed below the text area. At the bottom of the form, there are three buttons: 'Create Template', 'Save Draft', and 'Next'.

2. Contacts

- Adding Contacts: Here you will add all the contacts that will need access to the permit. You will automatically be listed as the applicant but may add additional contacts.

NOTE: If you need to add a new contact after submitting the application you will need to contact Morgan Springfield at (mspringfield@dfwairport.com)

Apply for Permit - Miscellaneous Trade Permit *REQUIRED

1 Type 2 **Contacts** 3 More Info 4 Attachments 5 Signature 6 Review and Submit

CONTACTS

Please provide a secondary applicant who the permit office can contact if the primary applicant is unavailable.
A business and/or cell phone number as a means of contact is required. Home phone is NOT required.

Applicant

Kally Haggard (You)
DFW Airport

Applicant

Add Contact

+

Back Create Template Save Draft Next

➤ You can search for a contact to see if they have already registered.

Dashboard Home Apply My Work Today's Inspections Search Q Calendar

[Back to Application](#)

Add Contact

Add Contact As Secondary Applicant

Search Enter Manually My Favorites

Search 🔍

➤ If they have not registered, you will need to enter their information manually.

[Back to Application](#)

Add Contact

Add Contact As Secondary Applicant

Search Enter Manually My Favorites

Enter Manually

* First Name

* Last Name

Company Name

Email

* Home Phone

* Mobile Phone

* Business Phone

Submit

3. More Info

- Adding more information: Please provide as much information and detail as you can. Every section highlighted red is required. Please DO NOT submit your application if you do not have these fields filled out.

NOTE: Project Address/Work Site Address needs to be an actual address. DO NOT put just a terminal alpha. Each terminal has a designated address. You can add specifics after the physical address, such as gate #, column #, etc.

Apply for Permit - Miscellaneous Trade Permit

*REQUIRED



MORE INFO

General Information

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*Project Address / Work Site Location

Project Address / Work Site Location is required.

Building Owner Name, Address, Phone #

Company Name, Address, Phone #

License Holder Name & Lincense #

*Total Value of All Work

Total Value of All Work is required.

Type of Electrical Work

Description if Other

Service Equipment

Electical Appliance

Type of Mechanical Work

<input type="checkbox"/>	Condenser Replacement
<input type="checkbox"/>	Furnace Replacement
<input type="checkbox"/>	Use of Crane or Other Equipment
<input type="checkbox"/>	Other

Description if Other

Type of Plumbing Work

<input type="checkbox"/>	Gas Water Heater
<input type="checkbox"/>	Electric Water Heater
<input type="checkbox"/>	Sewer Relay
<input type="checkbox"/>	Sewer Replacement
<input type="checkbox"/>	Gas Relay
<input type="checkbox"/>	Gas Replacement
<input type="checkbox"/>	Lawn Sprinkler
<input type="checkbox"/>	Other

Description if Other

Type of Fire Protection

<input type="checkbox"/>	Fire Alarm
<input type="checkbox"/>	Fire Sprinkler
<input type="checkbox"/>	Smoke Evacuation
<input type="checkbox"/>	Other

Description if Other

Other Type of Work Not Listed Above

Back

Create Template

Save Draft

Next

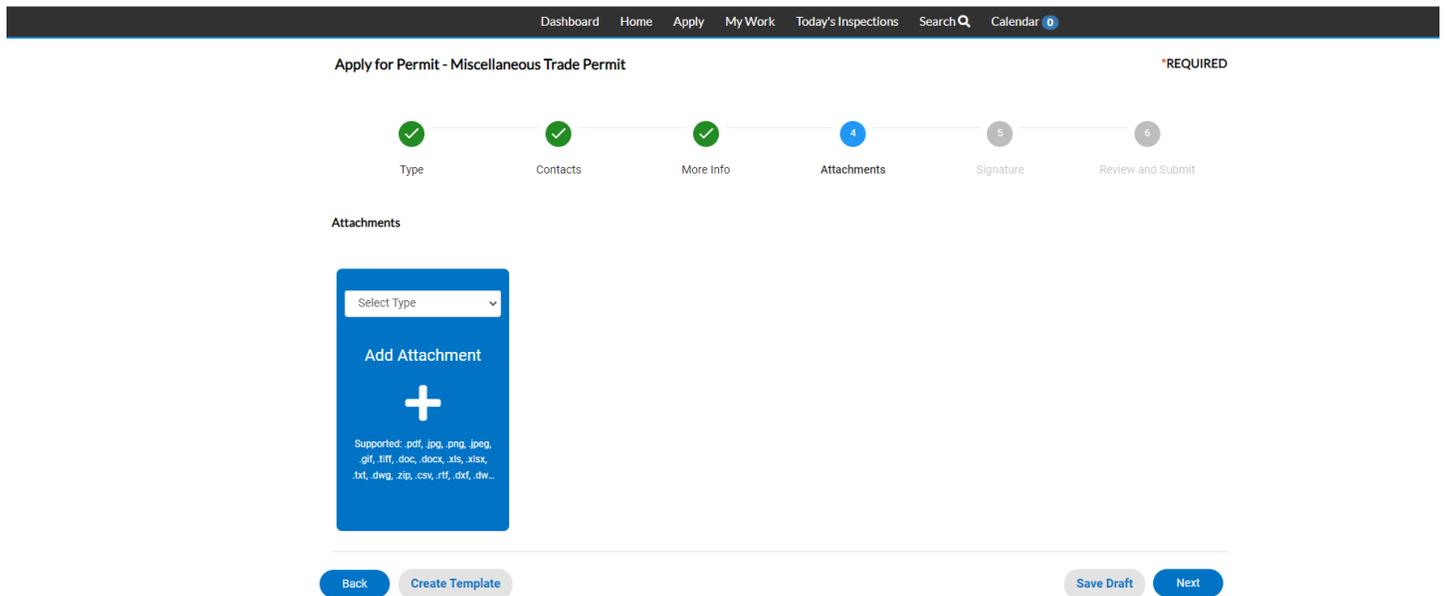
4. Attachments

- Adding Attachments: To upload attachments, first click on the down arrow to select the category that the file best describes. If you are unsure, please select other. Then click the “+” button. Please upload all REQUIRED attachments.

NOTE: If you are having issues uploading attachments after submitting your application you will need to contact Kaily Haggard at (khaggard@dfwairport.com) or Morgan Springfield at (mspringfield@dfwairport.com)

DFW Contractor Self-Service

Good Afternoon, Kaily Haggard -  0



Dashboard Home Apply My Work Today's Inspections Search  Calendar 

Apply for Permit - Miscellaneous Trade Permit *REQUIRED

Type Contacts More Info **Attachments** Signature Review and Submit

Attachments

Select Type

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dw...

Back Create Template Save Draft Next

5. Signature

- Please read through the document before signing.

I agree to abide by all laws and provisions governing this construction, including the Submittal Requirements and Terms and Conditions described herein, and hereby certify that I have read and examined this application and know the same to be true and correct.

* Please type your name as consent to electronically sign this application.

Enable Type Signature

Kaily Haggard
July, 29 2022

X Draw Signature Here

Clear

Back

Create Template

Save Draft

Next

6. Review and Submit

- Please review and make changes to your application if needed BEFORE submitting.

NOTE: Once you submit your application, changes or revisions will only be possible by contacting Kaily Haggard at (khaggard@dfwairport.com).



Good Afternoon, Kaily Haggard 0

[Dashboard](#) [Home](#) [Apply](#) [My Work](#) [Today's Inspections](#) [Search](#) [Calendar](#)

Apply for Permit - Miscellaneous Trade Permit

*REQUIRED



Submit

Basic Info

Type	Miscellaneous Trade Permit
Description	test
Applied Date	07/29/2022

Contacts

Applicant	Kaily Haggard DFW Airport,
-----------	-------------------------------

More Info

General Information

Project Address / Work Site Location	test
--------------------------------------	------

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How to Access your Permit(s)

After registering and creating an account you will now be able to see your permit(s) on your Dashboard.

The screenshot shows the DFW Contractor Self-Service Dashboard. The top navigation bar includes the DFW logo, the text "Contractor Self-Service", and the user name "Good Afternoon, Kally Haggard". A "Dashboard" button is highlighted with a red box. Below the navigation bar, the "My Permits" section displays five categories: Attention (0), Pending (0), Active (0), Recent (0), and Draft (0). Below this is a "View My Permits" link. The "My Inspections" section displays three categories: Requested (0), Scheduled (0), and Closed (0), with a "View My Inspections" link. The "My Invoices" section displays a table with three rows: Current (0, \$0.00), Past Due (0, \$0.00), and Total (0, \$0.00), with a "View My Invoices" link.

Category	Count
Attention	0
Pending	0
Active	0
Recent	0
Draft	0

Category	Count
Requested	0
Scheduled	0
Closed	0

Category	Count	Amount
Current	0	\$0.00
Past Due	0	\$0.00
Total	0	\$0.00

On the Dashboard you can see “My Permits”, “My Inspections”, and “My Invoices”

Under “My Permits” you can see:

- Permits needing attention
- Pending Permits (Not Issued)
- Active Permits (Issued)
- Recently Visited Permits
- Drafts for Permit Applications

Check Plan Review Status

NOTE: You will only be able to see the plan review status/comments once the review sessions are closed. (This excludes Misc. Trade Permits and Certificate of Occupancy)

- If the review was failed or a resubmittal was requested, it will highlight red and give an alert.

Permit Number: D22-0075

Permit Details | Tab Elements | Main Menu

Type:	Development Construction Permit	Status:	In Review	Project Name:	
IVR Number:	15208	Applied Date:	07/12/2022	Issue Date:	
District:	Blank	Assigned To:	Estrada, Helen	Expire Date:	
Finalized Date:					
Description:	Bertha Wrapper installing in Uline T7				

Summary Locations Fees **Reviews** Inspections Attachments Contacts Sub-Records More Info

DFW Commercial Development Review	Submittal Status	Received Date	Due Date	Completed Date
	Requires Re-submit	07/12/2022	07/26/2022	08/01/2022
	Code-ITS/Communication	Requires Re-submit	Peoples James	Completed : 07/14/2022
	Code-Environmental	Requires Re-submit	Henson Lauren	Completed : 07/14/2022
	Code-Building	Requires Re-submit	Adams Nora	Completed : 07/18/2022
	Code-Electrical	Not Required	Wilson Denny	Completed : 07/21/2022
	Code-DPS Fire Marshall	Approved With Comments	McNulty Sullivan Keith	Completed : 07/18/2022

- You will also be able to review their comments to see what is needed

Summary Locations Fees **Reviews** Inspections Attachments Contacts Sub-Records More Info

DFW Commercial Development Review	Submittal Status	Received Date	Due Date	Completed Date
	Requires Re-submit	07/12/2022	07/26/2022	08/01/2022
	Code-ITS/Communication	Requires Re-submit	Peoples James	Completed : 07/14/2022
	Code-Environmental	Requires Re-submit	Henson Lauren	Completed : 07/14/2022
	Code-Building	Requires Re-submit	Adams Nora	Completed : 07/18/2022
	Code-Electrical	Not Required	Wilson Denny	Completed : 07/21/2022
	Code-DPS Fire Marshall	Approved With Comments	McNulty Sullivan Keith	Completed : 07/18/2022

Code-Building • Requires Re-submit • Adams Nora • Completed : 07/18/2022

Due Date	Completed Date
07/26/2022	07/18/2022

Comment

1.Please verify that's the machine equipped with automatic limit switches that will shut off the power in an emergency and automatically stop all operation of the device.
2. All penetrations through walls or floors must be patched with 2 hour rated materials in type IB buildings.
3.Please provide stamped Life safety plan. plans will be utilized to verify any impacts to egress from the installation .
4. please provide the SPECS sheet for the machine .

- If the plan reviewer has approved everything it will be highlighted green. Some will also leave comments, which you can review as well.

Summary Locations Fees **Reviews 1** Inspections Attachments ⚠ Contacts Sub-Records More Info

DFW Commercial Development Review

Submittal Status	Received Date	Due Date	Completed Date
Requires Re-submit	07/12/2022	07/26/2022	08/01/2022

❗ Code-ITS/Communication • Requires Re-submit • Peoples James • Completed : 07/14/2022

❗ Code-Environmental • Requires Re-submit • Henson Lauren • Completed : 07/14/2022

❗ Code-Building • Requires Re-submit • Adams Nora • Completed : 07/18/2022

✅ Code-Electrical • Not Required • Wilson Denny • Completed : 07/21/2022

✅ Code-DPS Fire Marshall • Approved With Comments • McNulty Sullivan Keith • Completed : 07/18/2022

Due Date	Completed Date
07/26/2022	07/18/2022

Comment

Comments also noted on Drawings:

- * Any obstruction 4 feet wide or greater shall have Fire Protection coverage beneath. *
- * No Combustible storage under Conveyor system.

NOTE: If you have any questions regarding review comments or results you can email the plan reviewer directly by clicking the blue envelope next to their name.

DFW Concessions Plan Review

Submittal Status	Received Date	Due Date	Completed Date
Not Required	10/19/2022	10/25/2022	10/24/2022

✅ Code-Plumbing • Not Required • Parr Jay ✉ • Completed : 10/24/2022

✅ Code-Mechanical • Not Required • Parr Jay ✉ • Completed : 10/24/2022

✅ Code-Environmental • Not Required • Henry Deena ✉ • Completed : 10/24/2022

✅ Code-DPS Fire Marshall • Not Required • McNulty Sullivan Keith ✉ • Completed : 10/24/2022

✅ Code-Building • Not Required • Adams Nora ✉ • Completed : 10/20/2022

Check Markups on Attachments

- If markups have been made to attachments, there will be an alert. It will also show which attachment had markups.

Summary Locations Fees Reviews **Attachments** Contacts Sub-Records More Info

Attachments | Next Tab | Permit Details | Main Menu

Attachments Sort Needs Action

Architectural / Building
SLA01018-Model_v1.pdf
Version: 1
Status: Corrections Added
Markups

Architectural / Building
ULINE T7 ISSUE FOR CONSTRUCTION_220614
Version: 1
Status: Corrections Added
Markups

Attachment
DFW_Dev_Application_for_Construction_Bertha Permit.pdf
Uploaded: 07/12/2022
Notes: Permit App

Attachment
Spill Response Plan Fillable 7-6-2022.pdf
Uploaded: 07/18/2022
Notes: Approved SRP

Attachment
WMP Fillable 7-6-2022.pdf
Uploaded: 07/18/2022
Notes: Approved WMP

Select Type

Add Attachment

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text/plain, dwg, zip, csv, rtf...

1. To view markups, hit “Markups” at the bottom of the attachment

Markups

Text	Added By	Page
Submit Drawing for network scope of work.	James Peoples	3
Project requires as SRP, WMP, and Asbestos Survey. Please provide for EAD review and approval.	Lauren Henson	4

Close

Architectural / Building
SLA01018-Model_v1.pdf

Architectural / Building
ULINE T7 ISSUE FOR CONSTRUCTION_220614

Attachment
DFW_Dev_Application_for_Construction_Bertha Permit.pdf

Attachment
Spill Response Plan Fillable 7-6-2022.pdf

- After viewing the markups, you will be able to upload revisions/addendums if needed.

2. Click the down arrow to select the category that best describes the file being attached. If you are unsure, select other.
3. Hit the “+” button and then hit “Submit”.

Summary Locations Fees Reviews **Inspections** **Attachments** Contacts Sub-Records More Info

Attachments | Next Tab | Permit Details | Main Menu

Attachments Sort Needs Action

 Architctural / Building SLA01018-Model_v1.pdf Version: 1 Status: Corrections Added Markups	 Architctural / Building ULINE T7 ISSUE FOR CONSTRUCTION_220614 Version: 1 Status: Corrections Added Markups	 Attachment DFW_Dev_Application_for_Construction_Bertha Permit.pdf Uploaded: 07/12/2022 Notes: Permit App	 Attachment Spill Response Plan Fillable 7-6-2022.pdf Uploaded: 07/18/2022 Notes: Approved SRP
 Attachment WMP Fillable 7-6-2022.pdf Uploaded: 07/18/2022 Notes: Approved WMP	<div style="border: 2px solid red; padding: 5px;"><p>Other</p><p>Add Attachment</p><p>+</p><p>Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt</p></div>		Submit

➤ NOTE: You will only be able to see the markups after the plan review session is closed

How to Attach files for Resubmittals

1. Click on the “Attachments” tab



Dashboard Home Apply My Work Today's Inspections Pay Invoices Search Calendar

Permit Number: MT22-0000

Permit Details | Tab Elements | Main Menu

Type:	Miscellaneous Trade Permit	Status:	Issued	Project Name:	
IVR Number:	15206	Applied Date:	07/11/2022	Issue Date:	07/11/2022
District:	Blank	Assigned To:	Estrada, Helen	Expire Date:	01/09/2023
Finalized Date:					
Description:	Emergency Response to Terminal E Sanitary Sewer possible repair.				

Summary Locations Fees Inspections **Attachments** Contacts Sub-Records More Info

Progress: 4% Completed

Workflow:

- Confirm application complete - Passed : 07/11/2022
- Issue Permit - Passed : 07/11/2022
- Pavement - Passed : 07/11/2022
- Plumbing Sewer Service - Re-inspection required

Available Actions:

- Request Inspection AACs Conduit
- Request Inspection AACs Devices

2. Click the down arrow to select the category that best describes the file being uploaded. If unsure, select other.
3. Click the plus button to upload a new file (pdf files are preferred). Then click submit.

Summary Locations Fees Inspections **Attachments** Contacts Sub-Records More Info

Attachments | Next Tab | Permit Details | Main Menu

Attachments Sort Needs Action

<p>Attachment</p> <p>Permit.pdf</p> <p>Uploaded: 07/11/2022</p> <p>Notes: f81253f2-74c0-43d8-9927-fe94f7d580df 7/11/2022</p>	<p>Other</p> <p>MH 2581-2579_10inch VCP SS Plan Layout_Lower</p> <p>Uploaded: 07/11/2022</p> <p>Notes: Other</p> <p>History</p>	<p>Other</p> <p>Concrete Test Result_v1.pdf</p> <p>Version: 1</p> <p>Status: Under Review</p>	<p>Plumbing</p> <p>MH 2576-2557_10inch VCP SS Rehab Plan Layout_Lower</p> <p>Version: 1</p> <p>Status: Under Review</p>
<p>Plumbing</p> <p>REVISED MH 2579_10inch VCP SS Rehab Plan Layout_Lower</p> <p>Version: 1</p> <p>Status: Under Review</p>	<p>Utilities / Civil / Paving</p> <p>TX DOT Detail sheet_v1.pdf</p> <p>Uploaded: 07/11/2022</p> <p>Notes: Utilities / Civil / Paving</p> <p>History</p>	<p>Select Type</p> <p>Add Attachment</p> <p>Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text/plain, dwg, zip, csv, rtf, ...</p>	<p>Submit</p>

How to Request Inspections

1. Click on your Dashboard then go to your “Active” Permits

DFW Contractor Self-Service

Good Afternoon, Kaily Haggard

The screenshot shows the 'My Permits' section of the DFW Contractor Self-Service dashboard. The navigation bar includes 'Dashboard', 'Home', 'Apply', 'My Work', 'Today's Inspections', 'Pay Invoices', 'Search', and 'Calendar'. The 'My Permits' section contains five cards: 'Attention' (0), 'Pending' (0), 'Active' (1), 'Recent' (1), and 'Draft' (0). The 'Active' card is highlighted with a red border and shows a list item 'Miscellaneous Trad...' with a count of 1. A link 'View My Permits' is located below the cards.

2. Select the permit number you would like to request an inspection on

DFW Contractor Self-Service

Good Afternoon, Kaily Haggard

The screenshot shows the 'Permit Details' page for permit number MT22-0000. The permit is a 'Miscellaneous Trade Permit' with status 'Issued'. Key details include: IVR Number: 15206, District: Blank, Applied Date: 07/11/2022, Issue Date: 07/11/2022, Assigned To: Estrada, Helen, Expire Date: 01/09/2023, and Description: Emergency Response to Terminal E Sanitary Sewer possible repair. The page has tabs for 'Summary', 'Locations', 'Fees', 'Inspections', 'Attachments', 'Contacts', 'Sub-Records', and 'More Info'. The 'Summary' tab is active, showing a 'Progress' section with a 4% completion rate (4% Completed, 0% In Progress, 0% Not Started), a 'Fees' section showing \$0.00, and a 'Workflow' section with a list of steps: 'Confirm application complete' (Passed: 07/11/2022), 'Issue Permit' (Passed: 07/11/2022), 'Pavement' (Passed: 07/11/2022), 'Plumbing Sewer Service' (Re-inspection required: 07/22/2022), 'Building Wall Framing' (Passed: 07/28/2022), 'Utility Sanitary Sewer' (Passed: 07/29/2022), and 'Plumbing Sewer Service' (Passed: 07/29/2022). The 'Available Actions' section lists 'Request Inspection' buttons for various categories: AACS Conduit, AACS Devices, AACS FT1, and AACS FT3.

- You will then be directed to the main screen for that permit.

3. Click on the tab “Inspections” located in the middle of the screen.

Permit Number: MT22-0000



Permit Details | Tab Elements | Main Menu

Type:	Miscellaneous Trade Permit	Status:	Issued	Project Name:	
IVR Number:	15206	Applied Date:	07/11/2022	Issue Date:	07/11/2022
District:	Blank	Assigned To:	Estrada, Helen	Expire Date:	01/09/2023
Finalized Date:					
Description:	Emergency Response to Terminal E Sanitary Sewer possible repair.				

Summary Locations Fees **Inspections** Attachments Contacts Sub-Records More Info

Progress

4% Completed

Completed
In Progress
Not Started

Fees

\$0.00

Workflow

- Confirm application complete - Passed : 07/11/2022
- Issue Permit - Passed : 07/11/2022
- Pavement - Passed : 07/11/2022
- Plumbing Sewer Service - Re-inspection required : 07/22/2022
- Building Wall Framing - Passed : 07/28/2022
- Utility Sanitary Sewer - Passed : 07/29/2022
- Plumbing Sewer Service - Passed : 07/29/2022

Available Actions

- Request Inspection AACS Conduit
- Request Inspection AACS Devices
- Request Inspection AACS FT1
- Request Inspection AACS FT3

NOTE: Here you can see your “Existing Inspections”, “Request Inspections” and “Optional Inspections”

- Under “Existing Inspections” you will find all the inspections you have already requested on the permit.

Summary Locations Fees **Inspections** Attachments Contacts Sub-Records More Info

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections Sort: Description

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
000940-2022	Building Wall Framing	Passed	07/28/2022	07/28/2022	Morgan Tim	
000616-2022	Pavements (airfield, streets, parking, sidewalks, drive approaches)	Passed	07/11/2022	07/11/2022	Hall Damon	
000997-2022	Pavements (airfield, streets, parking, sidewalks, drive approaches)	Passed	08/01/2022	08/01/2022	Hall Damon	
000919-2022	Plumbing Sewer Service	Passed	07/27/2022	07/29/2022	Wempe Mike	
000839-2022	Plumbing Sewer Service	Re-inspection required	07/22/2022	07/22/2022	Wempe Mike	
000935-2022	Utility Sanitary Sewer	Passed	07/27/2022	07/29/2022	Wempe Mike	

Results per page 10 1 - 6 of 6

Request Inspections Sort: Order

Description	Reinspection	Action
AACS Conduit	No	<input type="checkbox"/>
AACS Devices	No	<input type="checkbox"/>
AACS FT1	No	<input type="checkbox"/>

5. **DO NOT** request inspections under “Request Inspections”, it will mark the inspection as a re-inspection.

Request Inspections Sort

Description	Reinspection	Action
AACS Conduit	No	<input checked="" type="checkbox"/>
AACS Devices	No	<input type="checkbox"/>
AACS FT1	No	<input type="checkbox"/>
AACS FT3	No	<input type="checkbox"/>
AACS Wire	No	<input type="checkbox"/>
Accessibility Preliminary	No	<input type="checkbox"/>
Airfield Pavement Markings	No	<input type="checkbox"/>
Airfield Pavements	No	<input type="checkbox"/>
All work involving fuel gas	No	<input type="checkbox"/>
Alt Fire Extinguishing Systems Test	No	<input type="checkbox"/>

Results per page 1 - 10 of 145 << < 1 2 3 4 5 > >>

[Request Inspection](#)

6. You will request ALL inspections under “Optional Inspections”

Optional Inspections

Description	Action
AACS Conduit	<input type="checkbox"/>
AACS Devices	<input type="checkbox"/>
AACS FT1	<input type="checkbox"/>
AACS FT3	<input type="checkbox"/>
AACS Wire	<input type="checkbox"/>
Accessibility Final	<input type="checkbox"/>
Accessibility Preliminary	<input type="checkbox"/>
Airfield Pavement Markings	<input type="checkbox"/>
Airfield Pavements	<input type="checkbox"/>
All work involving fuel gas	<input type="checkbox"/>

Results per page 1 - 10 of 144 << < 1 2 3 4 5 > >>

[Request Inspection](#)

7. Then fill in the required information. Please be sure to input comments and contacts in both “Comments/Gate Code” and “Location on Premise”.

1 #A22-149D X

Inspection Type: IT - AACST1 Case Type: Development Construction Permit

Address: 1051 Mustang DR DFW Airport, TX 75261

Please input your comments in both "Comments/Gate Code" and "Location on Premise".

* Requested Date 

Comments/Gate Code

More Info

Additional Inspection Info

Location on premise

[Submit](#)

1. Then click "Submit"

- If you have any questions, please contact Kaily Haggard at (khaggard@dfwairport.com) or Morgan Springfield at (mspringfield@dfwairport.com)

Existing Inspections Sort

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
003680-2022	Building Final	Re-inspection required	11/22/2022	11/22/2022	Morgan Tim	
003685-2022	DPS Fire & Life Safety Final	Passed	11/22/2022	11/22/2022	Lewis Jameson	
003681-2022	Electrical Final	Re-inspection required	11/22/2022	11/22/2022	Chatham Troy	
003682-2022	Mechanical Final	Passed	11/22/2022	11/22/2022	Thomas Christopher	
003683-2022	Mechanical Final	Passed	11/22/2022	11/22/2022	Thomas Christopher	
003684-2022	Plumbing Final	Re-inspection required	11/22/2022	11/22/2022	Thomas Christopher	

Results per page 1 - 6 of 6 << < 1 > >>

NOTE: If you have any questions about the result of your inspection you can click on the inspector's name and send them an email for clarification.

If you have questions, please contact Morgan Springfield at (mspringfield@dfwairport.com)

Check Inspection Status

1. Click on the “Inspections” tab and scroll down to Existing Inspections
 - Here you will be able to check the status of each inspection that has been scheduled or completed for the permit



[Existing Inspections](#) | [Request Inspections](#) | [Optional Inspections](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Existing Inspections

Sort ▼

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
000940-2022	Building Wall Framing	Passed	07/28/2022	07/28/2022	Morgan Tim	
000616-2022	Pavements (airfield, streets, parking, sidewalks, drive approaches)	Passed	07/11/2022	07/11/2022	Hall Damon	
000997-2022	Pavements (airfield, streets, parking, sidewalks, drive approaches)	Passed	08/01/2022	08/01/2022	Hall Damon	
000919-2022	Plumbing Sewer Service	Passed	07/27/2022	07/29/2022	Wempe Mike	
000839-2022	Plumbing Sewer Service	Re-inspection required	07/22/2022	07/22/2022	Wempe Mike	
000935-2022	Utility Sanitary Sewer	Passed	07/27/2022	07/29/2022	Wempe Mike	

Results per page 1 - 6 of 6 << < 1 > >>

2. Under the column “View Inspection” you will be able to open the inspection



[Existing Inspections](#) | [Request Inspections](#) | [Optional Inspections](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Existing Inspections

Sort ▼

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
000940-2022	Building Wall Framing	Passed	07/28/2022	07/28/2022	Morgan Tim	
000616-2022	Pavements (airfield, streets, parking, sidewalks, drive approaches)	Passed	07/11/2022	07/11/2022	Hall Damon	
000997-2022	Pavements (airfield, streets, parking, sidewalks, drive approaches)	Passed	08/01/2022	08/01/2022	Hall Damon	
000919-2022	Plumbing Sewer Service	Passed	07/27/2022	07/29/2022	Wempe Mike	
000839-2022	Plumbing Sewer Service	Re-inspection required	07/22/2022	07/22/2022	Wempe Mike	
000935-2022	Utility Sanitary Sewer	Passed	07/27/2022	07/29/2022	Wempe Mike	

3. After opening the inspection click on “Checklist”. Here you will be able to view the inspector’s comments if any were left

Inspection Number: 000919-2022

• Inspection cannot be printed at this time. You do not have access to it.

Inspection Details | Tab Elements | Main Menu

Inspection Type:	PLUM - Plumbing Sewer Service	Requested Date:	07/27/2022	Requested Time:	07:00 AM
Inspection Status:	Passed	Scheduled Date:	07/29/2022		
Permit Number:	MT22-0000	Completed Date:	07/29/2022	Completed Time:	8:38 AM
Inspector Name:	Mike Wempe				
Main Address:	2600 North International Parkway DFW Airport, TX 75261				

- Locations
- Contacts
- Checklist**
- Fees
- Attachments
- Previous
- More Info

Checklist | Next Tab | Inspection Details | Main Menu

Checklist

Sort Checklist Item

Checklist Item	Description	Passed	Comments	Order
General Comments		Yes	Will need video before final to assure pipe is correct after backfill for 6" main line.	1

Results per page 10 1 - 1 of 1 << < 1 > >>

Troubleshoot Assistance

- If you have any issues or questions regarding how to apply for a permit or how to access a certain area of your permit, please contact Kaily Haggard at (khaggard@dfwairport.com) or Helen Estrada at (hestrada@dfwairport.com)
- Once you submit your application, changes or revisions will only be possible by contacting Kaily Haggard at (khaggard@dfwairport.com) or Morgan Springfield at (mspringfield@dfwairport.com)
- If you need to add a new contact after submitting the application, you will need to contact Kaily Haggard at (khaggard@dfwairport.com) or Morgan Springfield at (mspringfield@dfwairport.com)
- If you are having issues uploading attachments after submitting your application, you will need to contact Kaily Haggard at (khaggard@dfwairport.com) or Morgan Springfield at (mspringfield@dfwairport.com)
- If you are having issues scheduling multiples of the same inspection for the same permit number, please contact Kaily Haggard at (khaggard@dfwairport.com) or Morgan Springfield at (mspringfield@dfwairport.com)

The Permit Department Contacts:

Construction Permit Manager

Helen Estrada at (hestrada@dfwairport.com)

Permit Coordinators

Kaily Haggard at (khaggard@dfwairport.com) – permit application intake

Morgan Springfield at (mspringfield@dfwairport.com) – inspections, MT/CO permits