



# Citizen portal registration and login

## How to register for the citizen portal

Home / Departments / Development Services / Permits & Code Enforcement

### Permits & Code Enforcement

#### Permits & Code Enforcement

To apply for permits, register as a contractor, pay for permits or registrations and request inspections choose My Portal and select GO. To report a code concern choose Contact Us and select GO.

#### Building Permits & Contractor Registration

The City of Port Lavaca requires permits for many residential and non-residential projects. You may apply online using the public portal application or download the documents below and bring the completed forms to the City of Port Lavaca permit office. In this application you can apply for permits, register as a contractor, pay for applications online, and request inspections.

<https://ci-portlavaca-tx.smartgovcommunity.com/ApplicationPublic/ApplicationHome>

#### Account

Enter your email address. *\*Note: This email address must be valid. It will be stored as your contact email address in SmartGov. Once registration is completed, a verification email will be sent to the address provided.*

Enter a password of at least 8 characters and then enter the same password in the Confirm Password field.

Enter an access code, if applicable, to associate the new portal account with any permits you have already applied for. *\*Note: If you do not have an access code, skip this step or contact your jurisdiction for more information.*

Click next .

#### Navigation

Visit: <https://portlavaca.org/> and navigate to:

[Home](#) / [Departments](#) / [Development Services](#) / [Permits & Code Enforcement](#)

Click the hyperlink: <https://ci-portlavaca-tx.smartgovcommunity.com/ApplicationPublic/ApplicationHome>

In the top right corner of the page, click **Sign Up**. This will open the three step account registration wizard

The screenshot shows a three-step registration wizard. Step 1 is 'Account', Step 2 is 'Contact', and Step 3 is 'Review'. The 'Account Sign Up' form includes:

- Email Address:** A text field containing 'dudesolutions@dude.com' with a 'Valid Email Address' validation icon.
- Password:** A text field with masked characters and a 'Minimum 8 characters' validation icon.
- Confirm Password:** A text field with masked characters and a 'Re-enter password' validation icon.
- Access Code:** A section with a link 'How to join an existing account'. Below it, a text field for 'Code:' is shown with the note: 'The access code will help associate your new account with any permits you may already have applied for. Don't have one? Skip this step.'

At the bottom of the form are 'CANCEL' and 'NEXT' buttons.

## Contact

Enter all required contact information, such as First Name, Last Name, Address, and Phone #. *\*Note: Required fields are indicated with an asterisk (\*).*

## Review

Verify that all information you have provided is correct.

If changes need to be made, click Edit next to that section of the account application. This will bring you back to the step that you want to edit and will walk you through the rest of the wizard again.

Click Terms and Conditions to view the terms of use provided by your jurisdiction in a new tab.

Once you have reviewed the terms and conditions, check the box at the bottom of the page to agree to these terms.

Click Create My Account once all information has been reviewed and changes have been made. *\*Note: This will trigger the verification email to be sent to the email address you have provided. If you do not receive an email shortly after creating your account, please check your spam or junk folders. You must verify your registration before logging into the portal.*

The screenshot shows the 'Contact' step of a three-step wizard. The steps are labeled '1 Account', '2 Contact', and '3 Review'. The 'Contact' step is active. The form is titled 'Your Contact Information' and contains the following fields: 'First Name\*' with the value 'Dude', 'Last Name\*' with the value 'Citizen', 'Display Name\*' with the value 'Citizen, Dude', 'Address\*' with the value '11000 Regency Parkway', 'City\*' with the value 'Cary', 'State\*' with a dropdown menu showing 'NC', 'Zip Code\*' with the value '27518' and a hint 'e.g. 12345 or 12345-6789', 'Phone #' with the value '(555) 555-1234' and a hint 'e.g. (555) 555-5555', and 'Phone Type\*' with a dropdown menu showing 'CELL'. At the bottom of the form are two buttons: '← PREVIOUS' and 'NEXT →'.

The screenshot shows the 'Review' step of the three-step wizard. The steps are labeled '1 Account', '2 Contact', and '3 Review'. The 'Review' step is active. The form is titled 'Review the information below' and contains two sections: 'Account edit' with the email address 'dudesolutions@dude.com' and 'Contact edit' with the address 'Dude Solutions, 11000 Regency Parkway, Cary, NC 27518, P: 555-555-1234'. Below these sections is a checkbox labeled 'I agree to the Terms And Conditions'. At the bottom of the form is a large blue button labeled '✓ CREATE MY ACCOUNT'.

## How to log in to the citizen portal

Go to the Citizen Portal link associated with your jurisdiction. Bookmark this page or create a shortcut on your desktop to make it easy to come back to this page later.

In the top right corner of the page, click Log In. *\*Note: If you have not yet registered for an account, you will need to [register](#) before continuing.*

The screenshot shows a login page with a text input field for the email address 'dude@dudesolutions.com', a password input field with masked characters, and a blue button labeled 'LOG IN'. Below the button is a link that says 'Forgot your password?'. At the bottom of the page is a link that says 'Don't have an account? Sign Up!'.

**With and questions or concerns please contact Development Services at 361-552-9793 x232 or email [buildingdepartment@portlavaca.org](mailto:buildingdepartment@portlavaca.org)**