

How to pay rental registration fees on-line:

1. Go to this website link: <http://webpermits.coppelltx.gov/impactwebclients/permits/permitting.aspx>
2. Click on 'Contractors' and you will be directed to enter an access code. Enter 07342 and click NEXT.

THE CITY OF COPPELL
A Family Community For A Lifetime

Contractor Logon

Find a Permit
Contractors
Apply for a New Permit
City of Coppell

To connect to the City of Coppell's permitting system, please enter:
Your 5 digit contractor code*
07342

If you are not a registered contractor, please download the registration form.
[Contractor Registration Form](#)

NEXT

3. Enter the permit number associated with your rental property (this is a permit number assigned to your rental property for the 2014 registration year and can be found in the box at the top, right-hand corner of your rental registration form). It will be two letters (RI) followed by 6 numbers (example RI-14-1234). Click NEXT.

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Contractor Options

Contractors
Select A Permit
Pay Registration Fee
View All Scheduled Inspections
View All Active Permits
Research Closed Permits
Apply for a New Permit
City of Coppell

Contractor:
Owner Contractors

Please select an option from the menu on the left or, to schedule or cancel an inspection, enter a permit ID and press the Next button.
Permit ID
RI-14-XXXX

NEXT

4. Click 'Pay Permit Fees' and the next page will prompt you to enter your payment information.

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Permit Inspections

Find a Permit
Contractors
Select Another Permit
Schedule an Inspection
Cancel an Inspection
View Inspection Results
Pay Permit Fees
View All Scheduled Inspections
View All Active Permits
Research Closed Permits
Apply for a New Permit
City of Coppell

Permit:
RI-14-XXXX
100 Main St

Contractor:
Owner Contractors

Please select an option from the menu on the left, or press a button below to view and print a permit or receipt.
[View Receipt](#)

5. Enter your credit card information – all fields. Click SUBMIT only once.

Pay Permit Fees

Please enter your credit card information and press Submit.
Only press the submit button once to initiate payment.

Permit Fees Owed: \$5.00

Card Type
Type

Name (Exactly as on Card)
Billing Zip Code

Credit Card Number
Exp. Date: Month Year
Security Code

By pressing the Submit button you agree to have you credit card charged \$5.00 for permit fees.

This transaction will be securely processed by Authorize.Net.

Back Submit

6. We will receive an email once the fees have been paid and we will then verify that we have received your registration form. Please remember, when paying on-line, you must either fax (972-462-5318) or e-mail (inspect@coppelltx.gov) your completed registration form to complete the registration process. If you have any problems or questions with the process, please contact us at 972-304-3500.