

Civic Access

How to apply for a permit

Start from The Woodlands Township Homepage



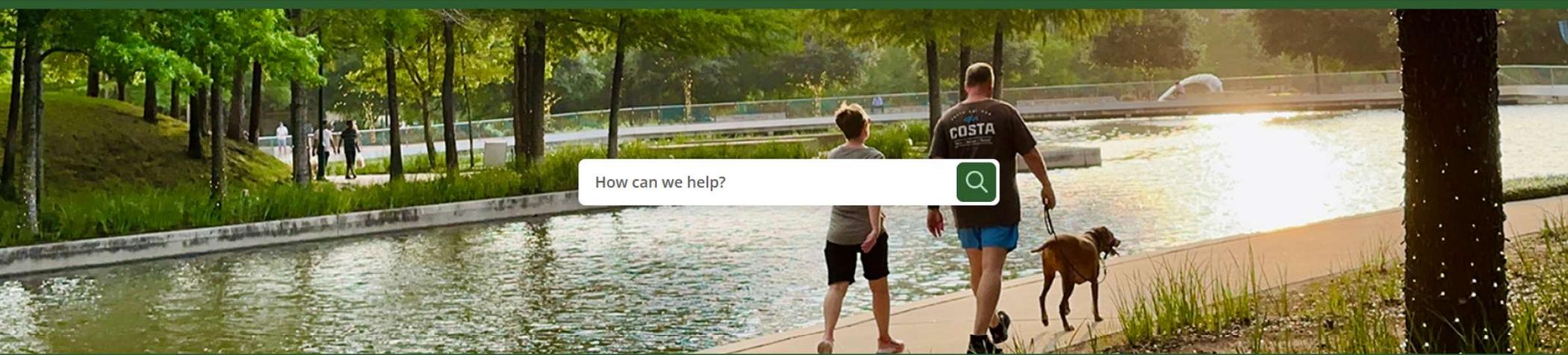
THE WOODLANDS
TOWNSHIP

COMMUNITY

GOVERNMENT

DEPARTMENTS

EXPLORE MORE



Permits & Covenants



Recycling & Trash



311 Report a Concern



Job Opportunities



Resident Support



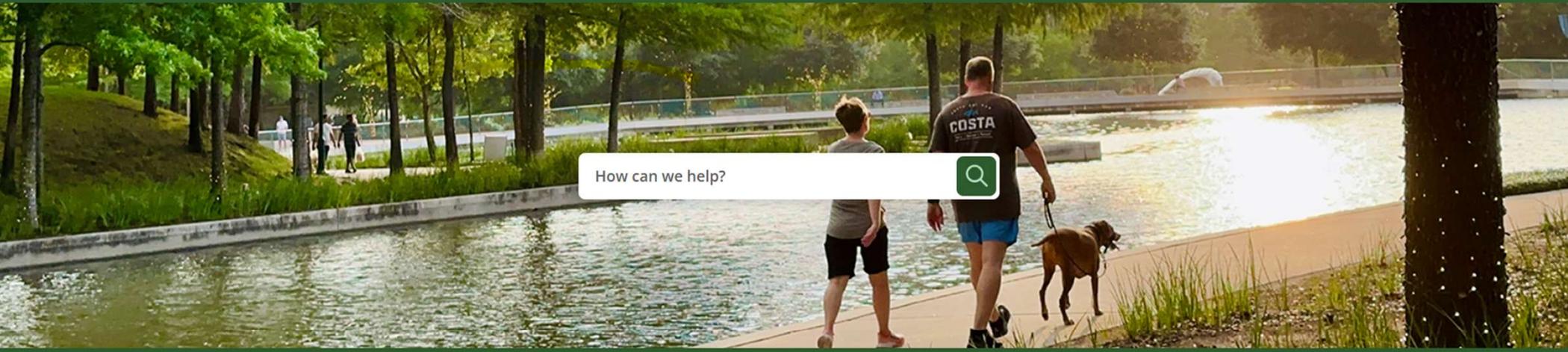
Parks & Recreation



Express Bus & Trolleys



Emergency Notifications



How can we help?



Permits & Covenants



Recycling & Trash



311 Report a Concern



Job Opportunities



Resident Support



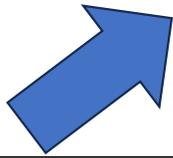
Parks & Recreation



Express Bus & Trolleys



Emergency Notifications



Click on Permits and
Covenants

Our Covenant Administration page will show up

Home / Departments / Covenant Administration

Covenant Administration

From here, click on our **Civic Access Portal** 
Menu

Apply for a Permit

Civic Access is The Woodlands Township's online permitting portal where you can apply for permits. You must register for an account before submitting an application.

[Open Civic Access >](#)

Contact Us

**The Woodlands Township
Town Hall**
2801 Technology Forest Blvd.
The Woodlands, TX 77381

Covenant Administration helps maintain community standards by assisting residents with exterior home improvement projects and ensuring compliance with The Woodlands Covenants and Standards. Staff review applications, issue permits, and address potential code violations. They work closely with the Residential Design Review Committees (RDRCs), elected resident volunteers who help preserve the character of each village, and also support the Development Standards Committee (DSC), which oversees commercial projects and complex requests.

Covenant Administration provides the following services:

- Deed restriction administration and enforcement. This includes the monitoring and enforcement of Residential & Commercial Covenants on properties for violations.
- Staff support for nine village Residential Design Review Committees (RDRC's). Our supervisors and team Specialists prepare applications for improvements to present to the RDRC Committees.
- Staff support for Development Standards Committee, which hears requests for variances or appeals to RDRC decisions and review of Commercial applications.
- Staff support for all incoming applications and technical review.
- Maintenance of all property records.

Please note: All residential and commercial permit applications must be submitted online through our Civic Access Portal. Certain permits that require additional processing may have fees. Fees must be paid by credit card or e-check; cash is no

You should now see the Civic Access Portal

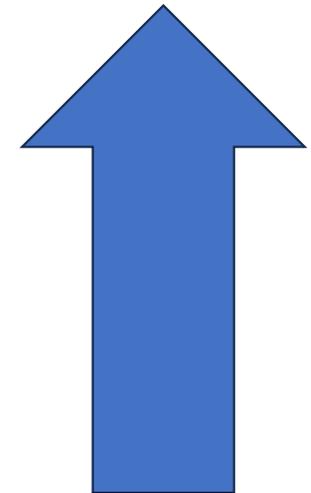


[Login or Register](#)

[Home](#) [Apply](#) [Search](#) [Calendar](#) [Schedule](#)

The Woodlands Township Civic Access Portal

 <p>Apply This tool can be used to apply for a permit.</p>	 <p>Search Public Records This tool can be used to search for existing permits and violation cases.</p>	 <p>Pay Invoice Use this tool to pay for individual invoices.</p>
 <p>Map Explore the map to see the activity occurring in your neighborhood.</p>	 <p>eService Portal Access Payments made to the Township, 311 Service Request, or interact with Vendor Access</p>	 <p>FAQ Frequently asked questions</p>



It is recommended to register for an account before trying to apply for a permit



Sign in to community access services.

Email address

Keep me signed in

Next

OR

Sign in with...



[Unlock account?](#)

[Help](#)

Create an account

Please click on the Create an Account button

Enter the information requested and then click Sign-Up



Sign up

Email

First name

Last name

Mobile phone

Optional

Password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Password can't be the same as your last 10 passwords

Sign Up

[Already have an account?](#)

You should see this page



Verify with your email

[Redacted Email Address]

We sent an email to [Redacted]. Enter the verification code in the text box.

Enter Code

Verify

[Return to authenticator list](#)

[Back to sign in](#)

From: Community Access Identity <noreply@identity.tylerportico.com>
Sent: Thursday, January 11, 2024 2:17:38 PM
To: [Redacted]
Subject: Welcome to your Community Access account

Hi [Redacted]

Welcome to your Community Access account!

Your organization uses Community Access and Tyler Technologies to manage access to applications which serve citizens.

Community Access provides access to all of your citizen applications and connects you to other public applications within Tyler Technology's ecosystem.

[Learn more about Community Access.](#)

To verify your email address and activate your account enter the verification code [Redacted]

This is an automatically generated message from Community Access. Replies are not monitored or answered.

Check your email. You should get a similar email with a 6-digit code. Type the code in yellow highlighted area and click Verify

Registration

Step 1 of 3: Acknowledgement

We have recently enhanced our security. Click on continue to validate your user information or create your profile with us.

Continue

Registration

Step 2 of 3: Personal Info

*REQUIRED

First Name

Middle Name

Last Name

Company

* Contact Preference

* Email Address

Additional Contact Information

Business Phone

Home Phone

Mobile Phone

Back

Next

Click
continue

1. Make sure your name is correct
2. Select your Contact Preference
3. Type in a phone number
4. Click Next

Registration

Step 3 of 3: Address

***REQUIRED**

Country Type	US	▼
* Address Line 1	[REDACTED]	
Pre Direction		▼
Address Line 2	[REDACTED]	
Street Type		▼
Post Direction		▼
Unit Or Suite		
City	the woodlands	
State	TX	▼
Postal Code	77382	
County		
* Address Type	Home / Business	▼

[Back](#) [Submit](#)

Make sure your address is correct and hit Submit

Before you proceed

- Have your documents ready to be uploaded which could include:
 - Signed Hold Harmless Agreement – Required for all applications
 - Property survey with improvement marked if needed.
 - Qualified Third Party Inspector if needed
 - Building plans for the improvement if needed.

The Interactive Map in the application does not work if pop up blockers are on for the site.

Please contact the Covenant Administration Department if you have any questions regarding required documents for your improvements.

To Apply, choose a permit from the list or use the search bar



Dashboard Home Apply My Work Search Calendar Schedule

Application Assistant

Search for application names and keywords

[All](#) [Trending](#) [My History](#) [Permits](#)

[Show Categories](#) [Show My Templates](#)

	Commercial Demolition Category Name: Commercial	Description: Commercial demolitions require an application for review and approval prior to commencement.	Apply
	Commercial Permanent Improvement Category Name: Commercial	Description: Commercial permanent improvements require an application for review and approval prior to commencement.	Apply
	Commercial Signs Category Name: Commercial	Description: Commercial signage requires an application for review and approval prior to commencement.	Apply
	Commercial Temporary Events Category Name: Commercial	Description: Commercial temporary events require an application for review and approval prior to commencement.	Apply

All permits have a description. If you are unsure of which permit to use, please read through the descriptions or give us a call.

Once you have chosen your Permit Type, click Apply

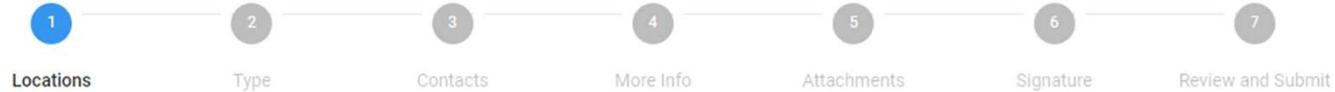
You should see this page. This means your account has been created and you can now apply for a permit.

The screenshot shows the Covenant Administration dashboard. At the top left is the logo for 'THE WOODLANDS TOWNSHIP COVENANT ADMINISTRATION'. The navigation bar includes 'Dashboard', 'Home', 'Apply' (circled in red), 'My Work', 'Search', 'Calendar', and 'Schedule'. Below the navigation bar, there are two main sections: 'My Permits' and 'My Plans'. Each section contains five status boxes: 'Attention' (0), 'Pending' (0), 'Active' (0), 'Recent' (0), and 'Draft' (0). A link 'View My Permits' is located below the 'My Permits' section. At the bottom left, a URL is visible: <https://woodlandstownshiptx-energovweb.tylerhost.net/apps/selfservice/WoodlandsTownshipTXProd#/dashboard>

If you do not see this page, please contact us

Apply for Permit - Color

*REQUIRED



LOCATIONS

Please enter the property address where the improvement will be located.

A blue rectangular form with a 'Location' dropdown menu at the top. In the center, there is a white plus sign (+) surrounded by a red circle. Below the plus sign, the word 'REQUIRED' is written in white capital letters.

This is the first step for applying.

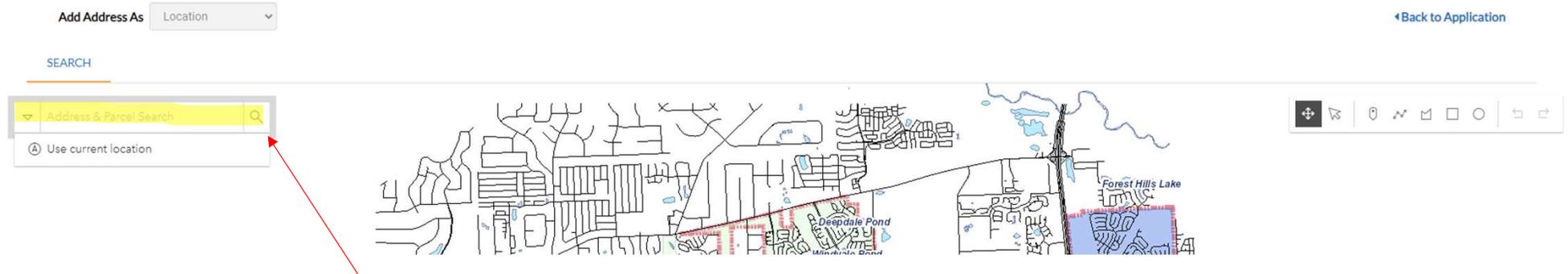
Click on the + sign to add the location

Create Template

Save Draft

Next

You should see the Search bar (in yellow)



Type in your address and hit the Search Icon

Is your address not showing up?

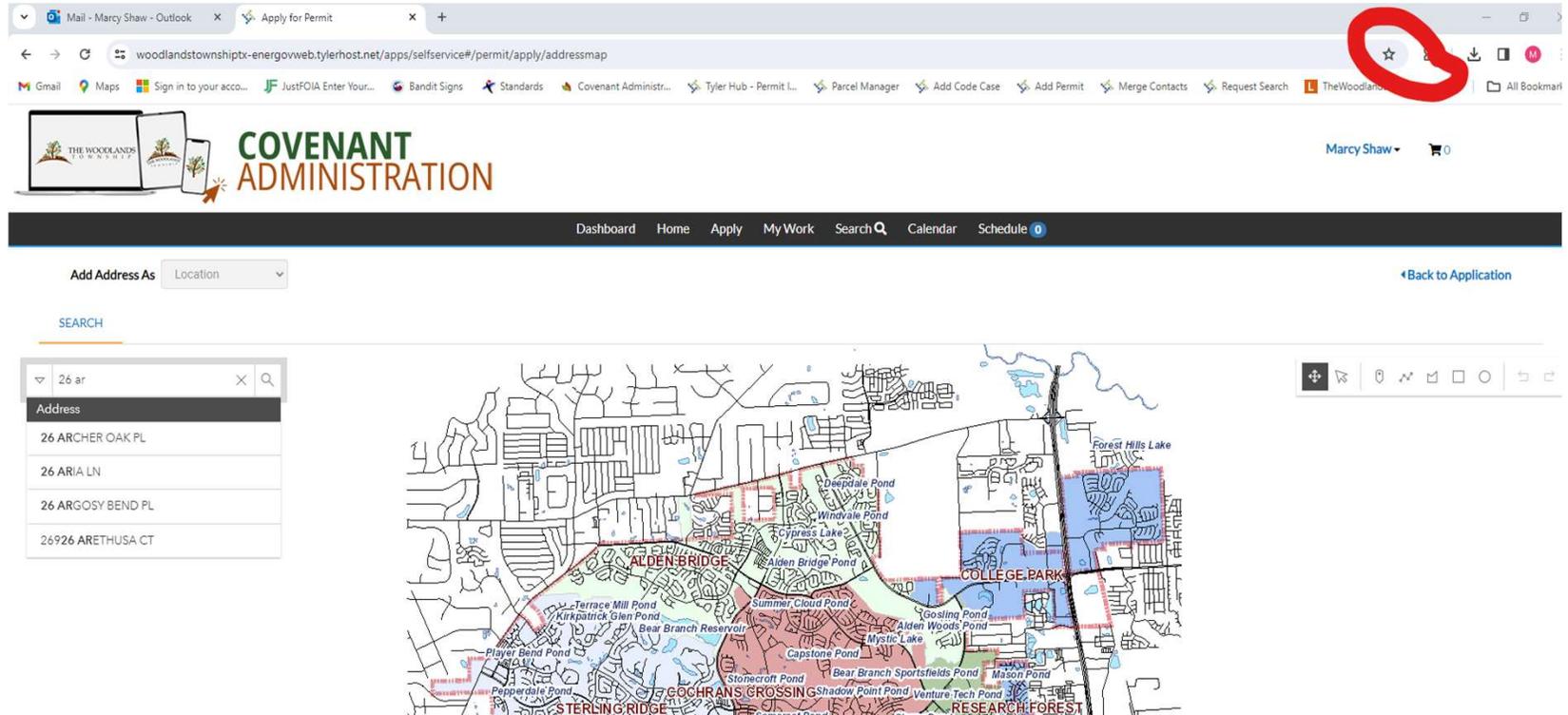
If it has North, South, West or East = make sure you do not spell them out. Use N, S, W, or E instead.

Also don't include Drive, Circle, Trail, Boulevard etc.

Example: 23 North Heritage Hill Cir —————> 23 N Heritage Hill

If nothing is working, please call us so we can troubleshoot with you

If you are applying and cannot see the page below.

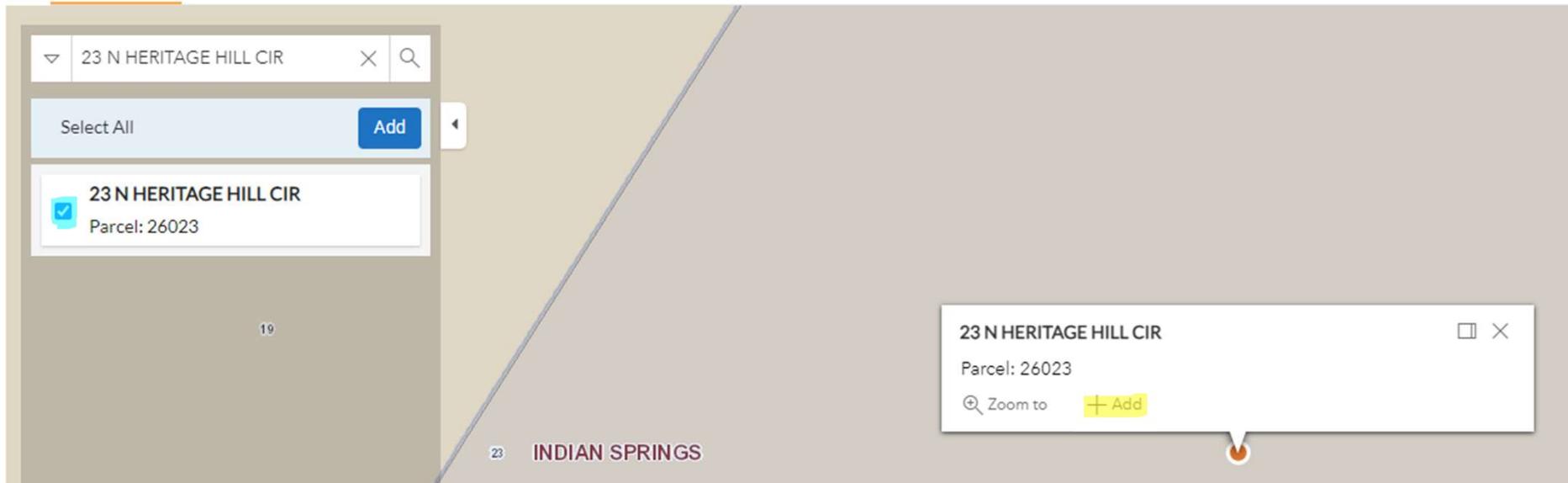


A Pop-up blocker may be stopping the map from showing up. We want to try and turn this off. Ask them if you may have a Pop-Up blocker on. If you do have one, It will show up in somewhere near the red circle.



- As you type the address, the address might show up.
- If it does, click here.
- If it does not, click on the search button

SEARCH



Add the location to the permit by either clicking the box in blue and hitting Add or by clicking the Add button highlighted in yellow

You should see this screen again. Click Next to Continue

Apply for Permit - Color

*REQUIRED



LOCATIONS

Please enter the property address where the improvement will be located.

Type: Location
23 N HERITAGE HILL CIR
THE WOODLANDS TX
77381-1405

Main Address

Parcel Number
26023

Main Parcel

[Remove](#)

Create Template

Save Draft

Next

Apply for Permit - Color

*REQUIRED



PERMIT DETAILS

Please describe the improvement.

* Permit Type

Description

A large, empty text input box for the permit description, highlighted with a red oval.

You can enter details about the application in the Description box

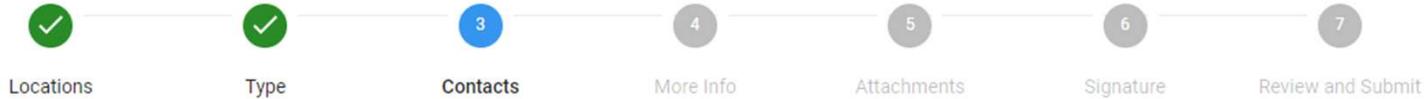
Back Create Template Save Draft Next



If you don't want to enter details. Click Next to Continue

Apply for Permit - Color

*REQUIRED



CONTACTS

Please provide all contacts for this improvement. If the improvement requires a code inspection, include a [qualified 3rd party inspector](#) as a contact.

If you are submitting on behalf of the homeowner, please add them as a contact and **include a valid email address and phone number**. The homeowner must create an account for the permit to be processed.

The screenshot shows three panels. The left panel is titled 'Applicant' and contains a person icon, a redacted name, a redacted phone number, and the address 'woodlands, TX, 77382'. The middle panel is blue and titled 'Owner', with 'Add Contact' and a plus sign circled in red. Below this panel is a grey bar with the word 'REQUIRED'. The right panel is blue and titled 'Add Contact', with a plus sign and a dropdown menu labeled 'Applicant'.

- Here is where you can add contacts.
- Remember to add the Owner and a 3rd Party Inspector, if you need one.
- If it says Required, it must be filled in before we can continue.

Back

Create Template

Click Add Contact to add someone to the application

Save Draft

Next

[Back to Application](#)

Add Contact

Add Contact As : Owner

[Search](#) [My Favorites](#)

Search 

- Search for the contact by entering their Name, Email, or Company and then hitting Search
- Once you see the contact, please hit Add

[Search](#) [My Favorites](#)

Search 

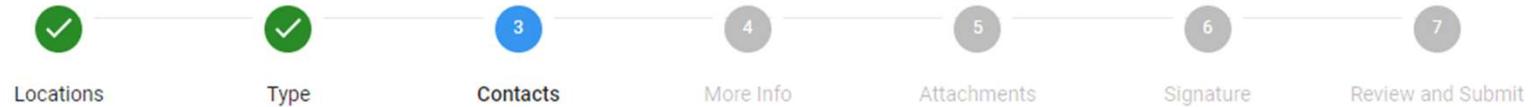
Sort Relevance 

Favorite	First Name	Last Name	Address	Company	Action
	[Redacted]	[Redacted]	[Redacted] the woodlands TX 77382		Add

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

Apply for Permit - Color

*REQUIRED



CONTACTS

Please provide all contacts for this improvement. If the improvement requires a code inspection, include a [qualified 3rd party inspector](#) as a contact.

If you are submitting on behalf of the homeowner, please add them as a contact and **include a valid email address and phone number**. The homeowner must create an account for the permit to be processed.

The screenshot shows the 'CONTACTS' form interface. On the left, there are two contact cards: 'Applicant' and 'Owner'. Each card has a person icon, a name field (partially redacted), and an address field (partially redacted). The 'Applicant' card has a 'Remove' button at the bottom. To the right of these cards is a blue 'Add Contact' button with a white plus sign. Below the 'Add Contact' button is a dropdown menu with 'Applicant' selected. At the bottom of the form, there are four buttons: 'Back', 'Create Template', 'Save Draft', and 'Next'. A red arrow points to the 'Next' button.

Enter as many contacts as you need for your application.

Hit Next to continue.



Back

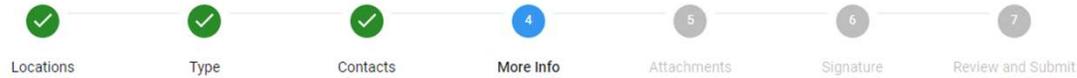
Create Template

Save Draft

Next

Apply for Permit - Color

REQUIRED



MORE INFO

Please fill in all fields. If there is a table, you can add rows by selecting the plus button or select the trash can to delete a row. If a field does not apply, enter N/A or 0.

Color Specifications

[Top](#) | [Main Menu](#)

Siding Color (Brand, Number, Name)

Shutters Color (Brand, Number, Name)

Front Doors Color (Brand, Number, Name)

Other Doors Color (Brand, Number, Name)

Trim Color (Brand, Number, Name)

Here is where you can enter the application information.

Each application is different so make sure to read everything

Once everything has been entered, scroll down and hit Next to Continue

Next we can add Attachments



Attachments

Please attach all documents related to this improvement. See drop down menu for document types.

Property survey must be to scale and have the location of the proposed improvement(s) indicated/marked on the survey.

Property survey must have the sections of fence proposed for installation, replacement, or relocation indicated/marked on the survey.

All applications require an "Owner Certification, Hold Harmless, Waiver and Release of Liability." signed by the property owner.

Additionally, this form can be found on [The Woodlands Township Covenant Administration page](#).

Please Note: The application cannot be submitted until all REQUIRED documents have been attached.

You will need to print, sign and scan or electronically sign the Hold Harmless

Three blue rectangular buttons for adding attachments. The first two buttons are circled in red. The first button is titled 'Marked Survey' and 'Add Attachment', with a white plus sign and a list of supported file formats (.pdf, .png, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, .dwf, .dwfx, .txt) and a 'REQUIRED' label at the bottom. The second button is titled 'Owner Signed Hold Harmless, Waiver, ...' and 'Add Attachment', with a white plus sign and the same list of supported file formats and 'REQUIRED' label. The third button is titled 'Add Attachment' and has a 'Select Type' dropdown menu at the top, a white plus sign, and the same list of supported file formats.

You will need to attach the signed Hold Harmless form. And any other required Attachments.

Back Create Template

Save Draft Next

Then you can submit the application

Apply for Permit - Fence.

REQUIRED



Submit

Locations

Location 2801 TECHNOLOGY FOREST BLVD {PreDirection} {StreetName} {StreetType}
{PostDirection} THE WOODLANDS TX 77381-3901

Parcel Number 27080

Basic Info

Type Fence.

Description fence

Applied Date 01/31/2025

Contacts This page will recap the information entered, you can hit submit on the top or scroll to the bottom

This is the submit option at the bottom of the page.

More Info

General Information

[Top](#) | [Main Menu](#)

How Many Trees are proposed for removal? 0

Will this enclose a Pool/Spa/Pond? No

[Fence Types](#)

If Other, Please Describe

Rot Board? No

Fence Specifications (Each Style)

Select Type	Fence Location	Color	Height (ft)	Height (in)	Le
A (wrought iron)	Rear		6	0	

Attachments

Marked Survey

Owner Signed Hold Harmless, Waiver, and Release of Liability



[Back](#)

[Create Template](#)

[Save Draft](#)

[Submit](#)

Congratulations! Your application has been submitted!

 **Your application was successfully submitted!**

You have successfully applied! Your application has been sent to the Village Team for review. Please allow 2-4 weeks for review and/or permitting. Should you have additional questions or concerns, including status update requests, please contact your Village Specialist. PLEASE KEEP IN MIND THAT NO WORK MAY BEGIN UNTIL THE PERMIT HAS BEEN ISSUED!

[Continue to permit](#)