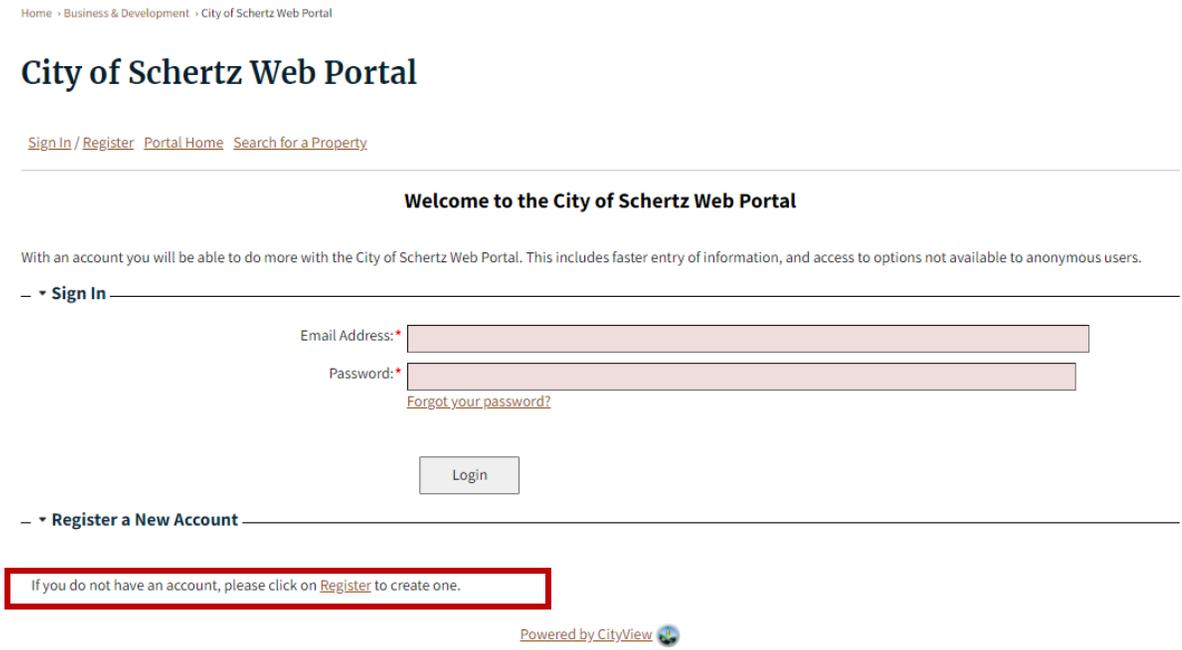The City of Schertz has exciting news! We just launched a new land use management software called CityView which will help automate business processes such as planning projects, permitting, inspections, contractors' registrations, and code enforcement. The new software will allow citizens and contractors to sign up and/or register to use an interactive web portal to submit, pay, request, and track their projects, permits and inspections online through the entire process.

How to Register for the City of Schertz Portal:

Step 1: Use this link to access the [City of Schertz Web Portal](#)

Step 2: Click "Register" under "Register a New Account"

Home › Business & Development › City of Schertz Web Portal

City of Schertz Web Portal

Sign In / Register   Portal Home   Search for a Property

Welcome to the City of Schertz Web Portal

With an account you will be able to do more with the City of Schertz Web Portal. This includes faster entry of information, and access to options not available to anonymous users.

− ▾ Sign In

Email Address: * [   ]

Password: * [   ]

Forgot your password?

[Login]

− ▾ Register a New Account

If you do not have an account, please click on Register to create one.

Powered by CityView

Step 3: Complete the following registration steps displayed. On step 2, Please answer "No" if you have not already registered as a Contractor within the new City of Schertz portal.

Step 4: Once you have completed the Portal Registration steps, you will receive an email to complete your registration. Please utilize the link within this email to complete your City of Schertz Portal account registration.

How to Submit a Contractor Registration:

Step 1:Use this link to access the [City of Schertz Web Portal](#)

Step 2: Login to your portal account and select "Register a Contractor" under the Contractor Registration

The city's new web portal is now online. Apply for permits, check the status of applications and inspections, submit complaints and check on planning applications - all from the comfort of home.

The CityView Portal is the first step in the city's plan to improve its service offerings for citizens. Watch for more updates coming soon.

Code Enforcement
Submit a New Complaint
Case Search

Building Department
Apply for a Permit
Estimate Fees
Request an Inspection
Application Search
Upload Submittals

Engineering & Public Works
Apply for a Permit
Estimate Fees
Request an Inspection
Application Search
Upload Submittals

Fire & Health
Apply for a Permit
Estimate Fees
Request an Inspection
Application Search
Upload Submittals

Planning & Community Development
Apply for a Planning Application
Application Search
Upload Submittals

Contractor Registration
Register a Contractor
Contractor Search

Powered by CityView

Step 3: Complete the following Contractor License Applications displayed. All fields with a red * are required to be completed before proceeding to the next step. Complete all fields on each step and submit your application. On Portal Step 5 please upload any necessary documentation such as a copy of liability insurance.

Step 4: Once submitted, please take note of your "Application Number" that is identified on the Portal Step 7 under "Contractor License Application-Submitted Application Number:".

Step 5: Please email the Inspections Division at Inspections@schertz.com and inform a staff member that you have completed your Contractor License Application. In the email please include your Business name and the Application Number that was provided on Portal Step 7. Once staff has reviewed your application, permits that are currently in the review process can be linked to your portal account. This will ensure you are able to utilize the web portal to review the status of your permit, upload resubmittals, and pay fees in order to obtain your permit.