

## 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.

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**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 Food Permit Application:

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

Step 2: Login to your portal account and select “Apply for a Permit” under the Fire & Health

[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Search for a Property](#)

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 Fire & Health 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 please upload any necessary documentation such as a copy of certified food manager, pre certificate of occupancy inspection, commissary, etc.

Step 4: Once submitted, please take note of your “Application Number” that is identified once application has been submitted “Fire & Health:”.

Step 5: Please email the Neighborhood Services at [healthinspector@schertz.com](mailto:healthinspector@schertz.com) and inform a staff member that you have completed your Fire & Health Application. In the email please include your Business name and the Application Number that was provided. 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.

