



TO SUBMIT PLANS: PLEASE UTILIZE THE BINS PROVIDED OUTSIDE THE ONE STOP SHOP LOCATED AT 811 TEXAS AVENUE

TO SUBMIT PLANS ELECTRONICALLY OR TO **PAY ONLINE** PLEASE VISIT:

<https://epermits.elpasotexas.gov/CitizenAccess/>

TO PICK UP PLANS SEND AN EMAIL TO planpickup@elpasotexas.gov OR CALL THE ONE STOP SHOP AT (915) 212-0104.

TO RENEW LICENSES OR PERMITS: EMAIL osshelp@elpasotexas.gov OR CALL THE ONE STOP SHOP AT (915) 212-0104.

TO OBTAIN APPLICATIONS: VISIT OUR WEBSITE AT <http://www.elpasotexas.gov/planning-and-inspections/applications> .

FOR ALL OTHER QUESTIONS: PLEASE CALL (915) 212-0104 OR SEND AN EMAIL TO: osshelp@elpaso.gov.

LOBBY HOURS: Monday - Thursday from 8:00AM – 5:00PM and Friday 8:00AM – 11:00AM

CALL CENTER HOURS: Monday - Thursday from 7:00AM – 5:00PM and Friday 7:00AM – 11:00AM

PLEASE DO NOT LEAVE CASH OR CHECKS IN BINS OUTSIDE THE ONE STOP SHOP