

NOTE: EFFECTIVE JUNE 14, 2019, ALL PERMIT APPLICATIONS MUST BE SUBMITTED ONLINE AT:

WWW.MYGOVERNMENTONLINE.ORG

RESIDENT AND CONTRACTOR PERMIT APPLICATION

Residents and contractors have the ability to use the county's online permitting portal. The online portal enhances the permit application submittal and payment process for residents and contractors by allowing them to:

- Apply Online for Permits and Subdivision/Commercial Development
- Pay Fees Online
- Submit Plans "Paperless" in PDF Format
- Track Application Progress
- Print Copies of Your Permit(s) Any Time
- Print Reviewed Building Plans
- Request Inspections Online
- View and Print Completed Inspection Reports
- Receive Real-Time E-mail Notifications When an Inspection is Completed


You may create your free customer portal account as soon as you are ready to start the process. If you don't already have one please take the time to download a copy of the MyGovernmentOnline customer portal instruction document; This will help you as you navigate the site and apply online.

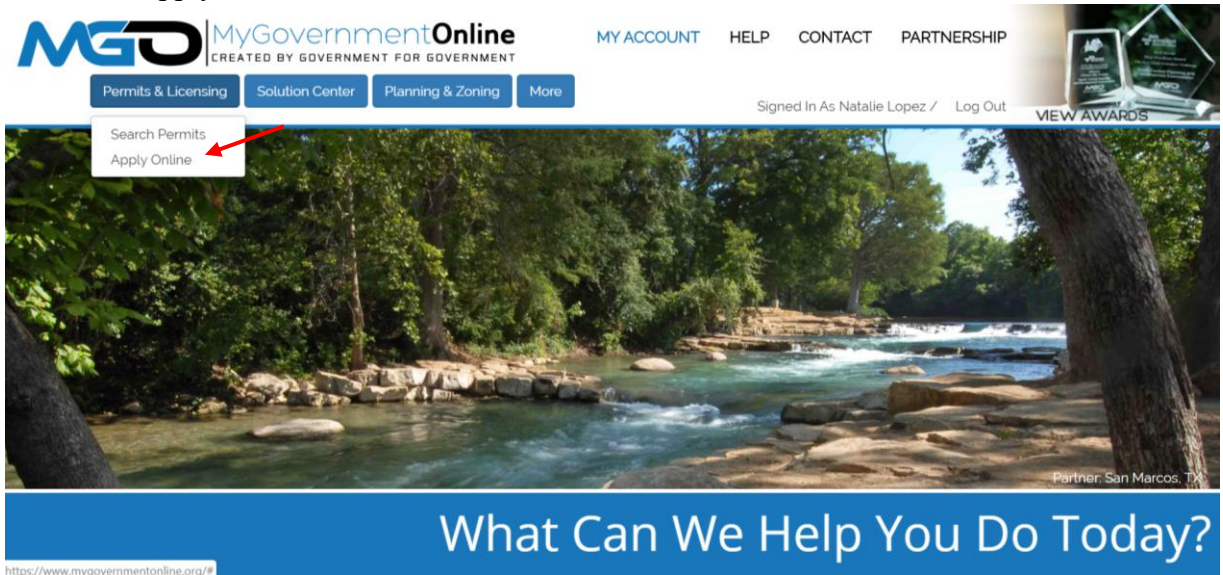
Once you start working with MyGovernmentOnline, you'll see how easy and time saving this is. No traveling to county offices or waiting in line required. You just upload PDFs of the required documents, fill out the online forms, and you are on your way!

TECHNICAL SUPPORT

If you need any assistance with using the MyGovernmentOnline portal, please call the technical support line at **1-866-957-3764**, option I for assistance. The agents can assist with any software related questions.

How to Apply Online

1. Open google Chrome 
2. Go to <https://www.mygovernmentonline.org/apply/>
3. Create an account or log in
4. Hover mouse over **Permits & Licensing** tab
5. Click on “Apply Online”



6. The following screen should pop up. Make sure to fill out the following information as shown and click next.


Apply Online

Jurisdiction and Request Type *

Some jurisdictions do not accept online applications.
If your jurisdiction or jurisdiction's department is not listed please contact that jurisdiction directly for their application procedure.

Country: * State: *

Jurisdiction: *

Project Type: * 

7. Select “Get Started on a New Application”

Apply Online

Jurisdiction and Request Type *

Online Permitting Application *



8. Under the drop down box that says “Select Option” click on “Commercial Development Application” and select next.

A screenshot of a web form. At the top, there is a dropdown menu with the text "Select an Option -". The dropdown is open, showing a list of options: "911 Address", "Commercial Development Application", "Commerical Building Permit Application", "Commerical Septic Permit Application", "Electrical Application", "Fire Inspection", and "- Select an Option -". A red arrow points to "Commerical Septic Permit Application". Below the dropdown, there are two buttons: "Back" and "Next".

9. Fill out the following information and click next.

A screenshot of a web form titled "Online Permitting Application". Below the title is a dropdown menu "Select an Application Type". The main section is titled "Physical Address or Location". It contains a text box with the instruction "Please provide the physical address or location of your project. or [modify an existing permit](#)". Below this is a radio button labeled "My Project has been addressed by the Jurisdiction." followed by three input fields: "Address or Location:", "City:", and "Zipcode:". At the bottom left is a "Next" button.

10. Contact information will be required for Owner’s, Contractors, and Applicant. Once the Owner’s contact information has been submitted click next to continue adding the Contractors and Applicants contact information.

A screenshot of a web form titled "Owner's Contact Information". It contains several input fields: "First Name", "Last Name", "Suffix", and "Business Name". Below these is a "Mailing Address" section with fields for "Address", "City", "State" (a dropdown menu currently showing "Texas"), and "Zipcode". There is also an "Email" field with a "Notify" checkbox. Below the email field are three phone number fields: "Cell Phone", "Home Phone", and "Work Phone", each with a "Notify" checkbox. At the bottom left are "Back" and "Next" buttons.

11. Select what development type in which you are applying for fill out all corresponding information and click next. **(The more information the better!)**

Commercial Development Application *

Development Type *
Please make a selection. - Select Option -

DRC Meeting Date He
Subdivision Development
Commercial Development

Brief Description of Project:
Please provide your answer in ALL CAPITAL LETTERS 4000 char(s) available.

Legal Description and Recording Property info:
Please provide your answer in ALL CAPITAL LETTERS 4000 char(s) available.

Square Footage

Name of Subdivision
Please provide your answer in ALL CAPITAL LETTERS

Parcel(s) Tax ID Number(s)
4000 char(s) available.

Septic Installer
Please provide your answer in ALL CAPITAL LETTERS

License/Certification #

Electrical Service Provider Account/ESI ID#

Total Acreage

of existing units
Please provide your answer in ALL CAPITAL LETTERS

Property Platted? - Select Option -

ETJ
Make a selection - Select Option -

Application Acknowledgement (Full Name)
The applicant of this permit does hereby covenant and agree to comply with the building / fire codes and all other ordinances of this jurisdiction, pertaining to said building and site, and to construct the proposed building or structure or to make the proposed change or alteration in accordance with the plans and specifications submitted herewith, and certify that the information and statements given on this application, drawings, and specifications are to the best of their knowledge, true and correct. Please provide your answer in ALL CAPITAL LETTERS

Back Next

Files Upload

Review

12. Attach any supporting documents to the application and click next
13. Once everything is completed click save.