How to Apply for Permits Using the MyGov Online Portal
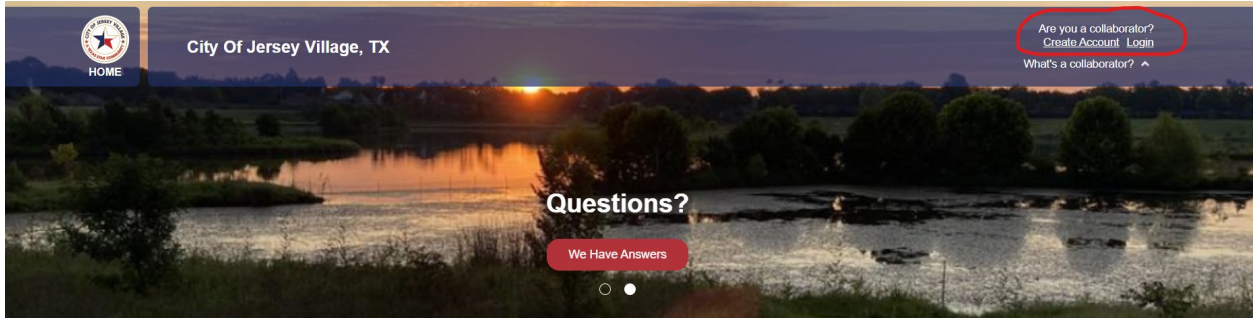

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How to Create Your Account

Step One:

- If you do not have an online account, select "**Create Account**" in the upper right corner. If you do have an account, select login.

Step Two:

- If you are creating your account for the first time, complete the information fields that pop up on the screen. Once you submit, you will then receive an email with a login code. If you have not received a login code after 15 minutes, please return to this screen, scroll down and click on "**Collaborator Login**" (see step below this one)

- If you are logging in to an existing account, scroll to the bottom of this screen and click on "**Collaborator Login**"

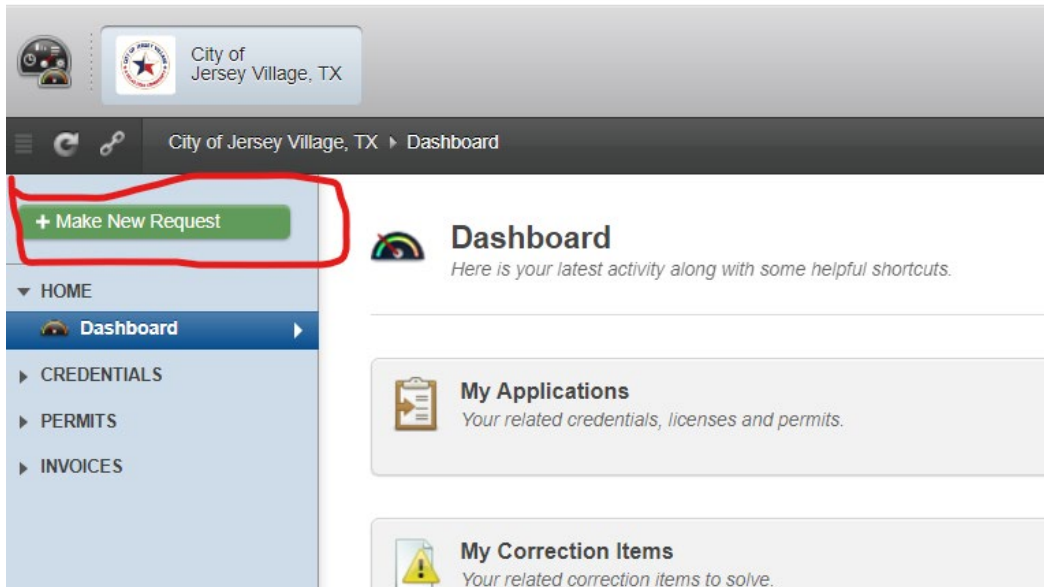## How to Complete your Credentials/ Contractor Registration

Step One:

- When you login to your account, you will land on your main dashboard. Here you will see the list of all the cities who utilize this system that you have created an account with. If you have already created an account for Jersey Village, you will click on "**Get Started**" to the right of City of Jersey Village, TX. If you do not see City of Jersey Village, TX, then you will want to click on "**Request Access**" in the upper left corner then type in City of Jersey Village, TX and click on the grey arrow to the right the send request.
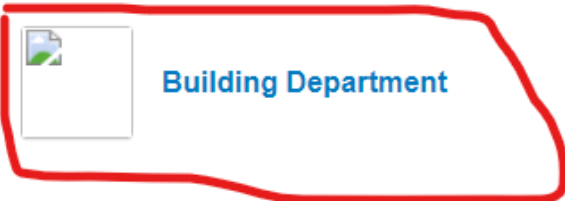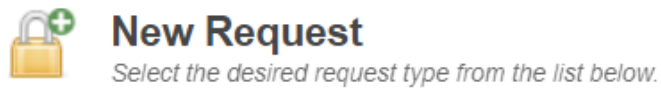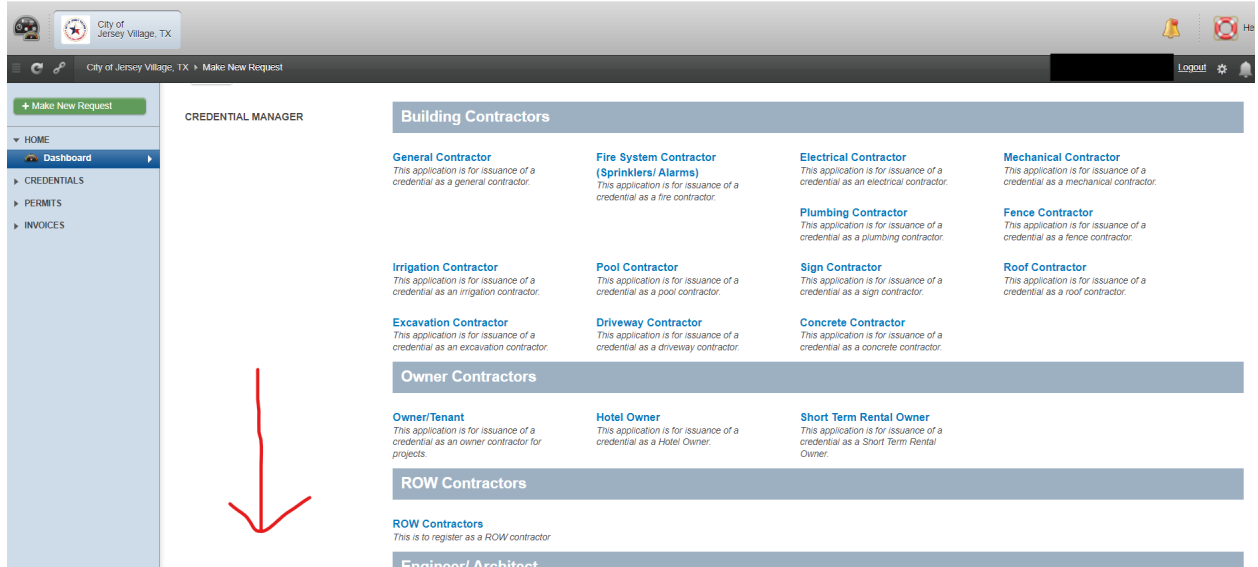
Step Two:

- Once you have access to the Jersey Village Dashboard, select "**Make New Request**" in the upper left corner

- Then click on "**Building Department**"

- Look for the applicable Credential type under credential manager, there are several so you may need to scroll down and search for the one applicable to you

Contractor Requirements: Not every credential is going to require the same documents.
- ROW Contractors must submit a surety bond (min $15k) in addition to the general liability.
- General Contractors, Pool Contractors, Excavation Contractors, Driveway Contractors, Sign Contractors, Concrete Contractors, fence Contractors, and Roof Contractors only need to submit their General Liability.
- Trade Contractors such as Electrical, Plumbing, Mechanical, Fire Systems, Irrigation will need to submit their state issued license in addition to their general liability.
- The Owner/ Tenant contractor credential is for Homeowners, Owners of Commercial property or Tenants who may be renting a commercial space—no insurance is required, simply scroll down and submit your request.
- Engineer/ Architect/ Permit Runner—no certificate of insurance is needed but an insured contractor will need to be added to the project before permit issuance.

Contractor Insurance Requirements: ALL CERTIFICATES OF INSURANCE **MUST** LIST THE CITY OF JERSEY VILLAGE AS THE ADDITIONAL INSURED, **NO EXCEPTIONS**. FAILURE TO PROVIDE WILL CAUSE A DELAY IN THE PROCESSING OF YOUR APPLICATION. YOUR CERTIFICATE MUST HAVE THE FOLLOWING INFORMATION:
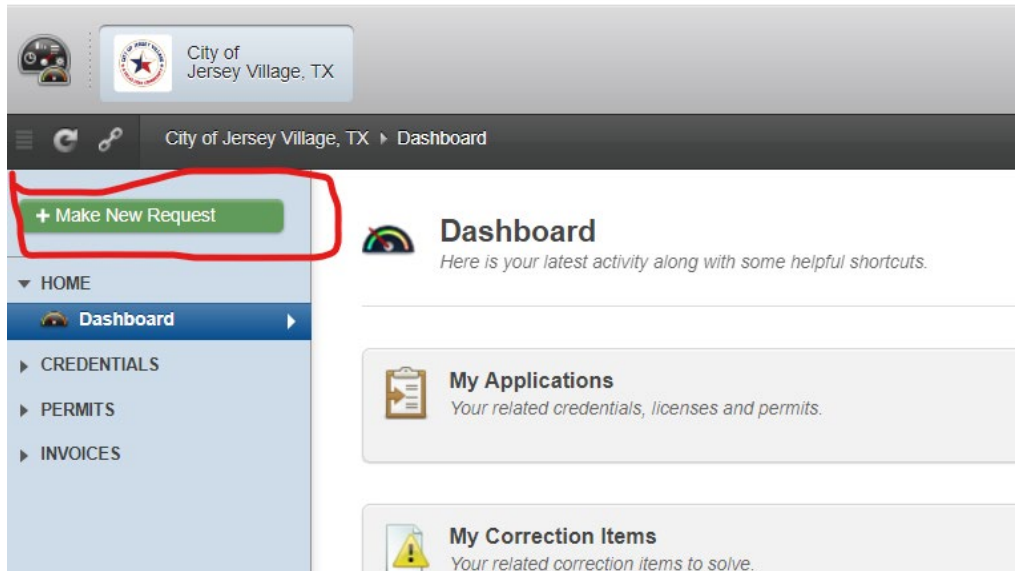
>   CITY OF JERSEY VILLAGE
>   16327 LAKEVIEW DR
>   JERSEY VILLAGE, TX 77040

Once you have completed the information fields and uploading the applicable documentation, scroll down and submit your request. Please keep in mind to complete your application in its entirety otherwise there may be a delay in processing your request.
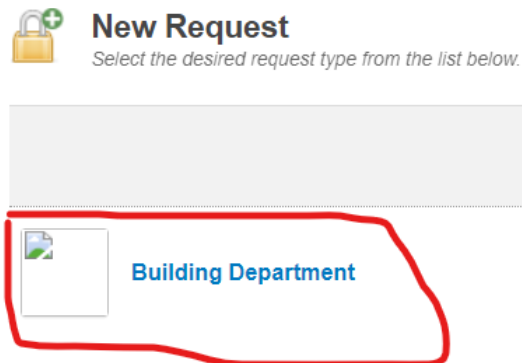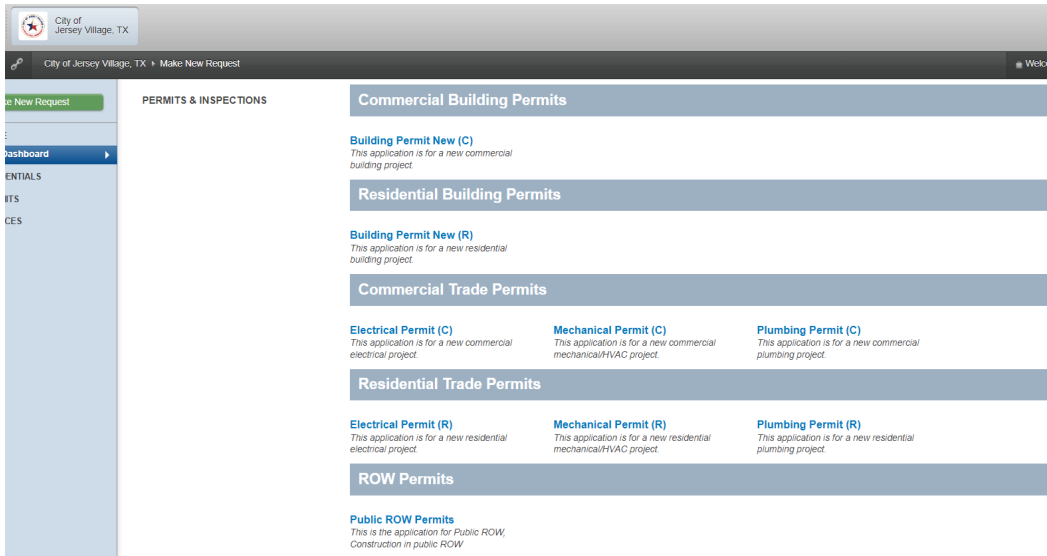
How to Complete your Permit Application

Step One:

- Select "**Make New Request**" in the upper left corner

- Then click on "**Building Department**"

- Scroll down to "**Permits & Inspection**" (It will be below the various Credential Types mentioned above and you may also need to scroll down). NOTE: Please keep an eye on the application you are selecting—Residential and Commercial have their own applications so be sure to grab the one applicable to your project. Staff cannot switch this one out and you will need to do a new application under the correct category if you complete the incorrect application.

- You will need to complete your application in its entirety to avoid delays. Please be as specific as possible in the description and if your application includes information fields such as these below, please ensure that everything applicable to your project is entered. Otherwise, your application will be denied and you will need to complete a new one, **NO EXCEPTIONS**

How to Request Inspections

Step One:

- To request inspection, you will want to open the project you are needing to request inspection for, make sure you are under the "**Overview**" tab, and then scroll down to find the inspection you need. To the far right, you will want to click that yellow button that says "**Request**" and follow the prompts.

Virtual Inspection Requests: We also have a virtual inspection option available. Simply contact our third party inspection team at 281-317-0537 prior to leaving the work site.

How to Locate Projects/Applications

Credentials: Click on the "**Credentials**" drop down menu on the left hand side. Here you will be able to see your applications, active credentials, etc. and you can view the data by clicking on the 8 digit number that appears on the right.

Permits: Click on the "**Permits**" drop down menu on the left hand side. Here you will be able to see all of your applications, active projects, etc. and you can view the data by clicking on the 8 digit number that appears on the right.