

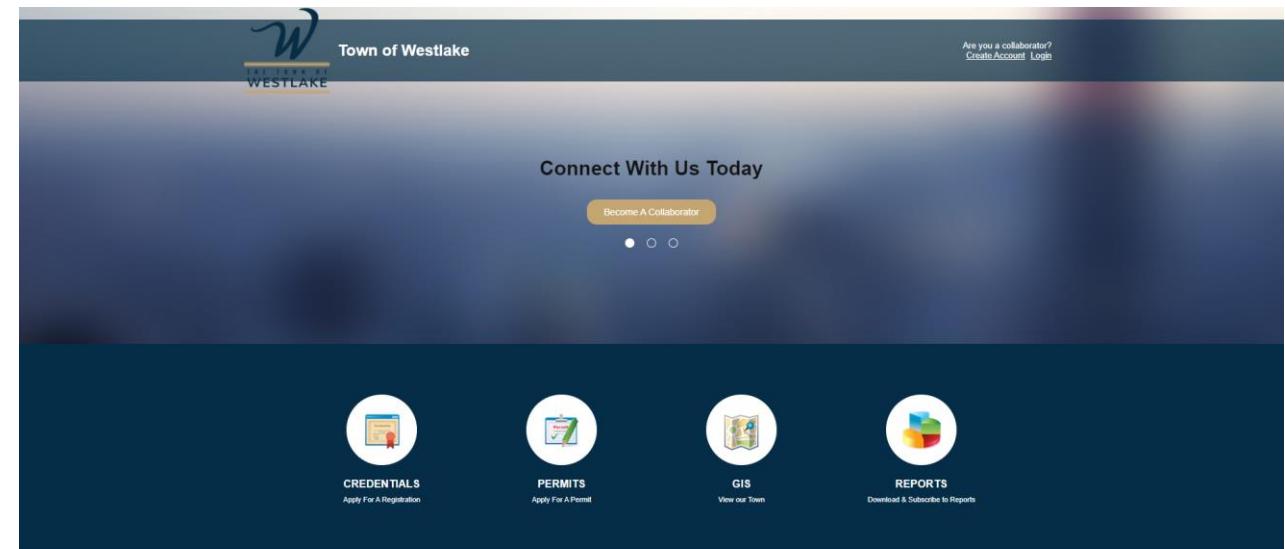


Town of Westlake

MyGov Guide
July 14, 2022

MyGov Westlake Portal

- Contractors/Applicants may reach our MyGov Public Portal by clicking the following link:
 - [MyGov Home](#)
- Contractors/Applicants should see a page that looks like the picture on the right.



Creating an Account

- If you do not have a MyGov account, click the “Become a Collaborator” button in the middle of the screen
- Fill out the required information fields
- Submit the form to validate your email
- Check your emails for a message to validate your email address

New Collaborator Account

Please use the form below to create a new Collaborator account.

First Name: *

Last Name: *

Email: *

Enter a password for your new account.
Make sure to include at least:

- ✖ 8 characters
- ✖ 1 letter
- ✖ 1 special character
- ✖ 1 number

Show password

Password: *

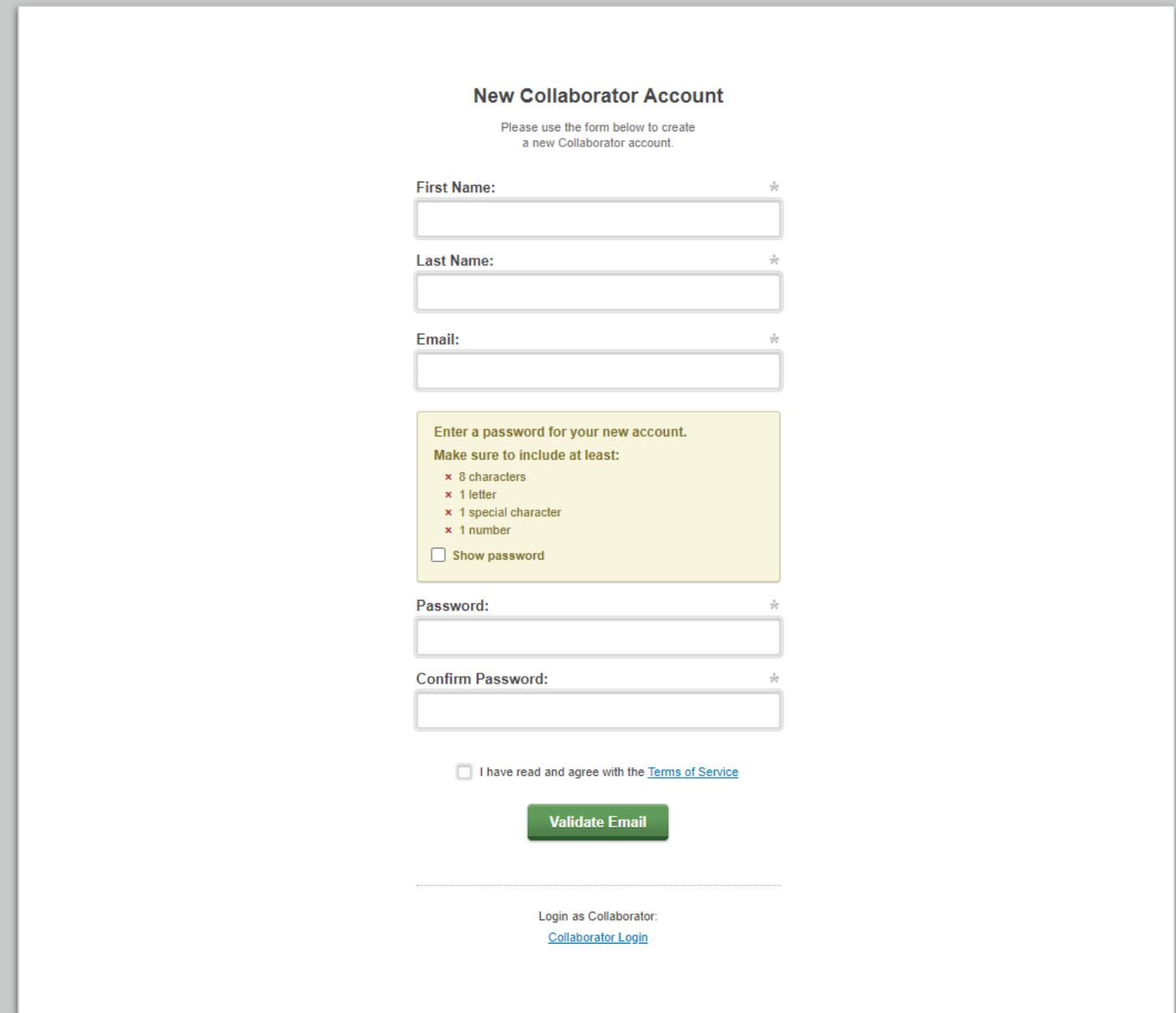
Confirm Password: *

I have read and agree with the [Terms of Service](#)

Validate Email

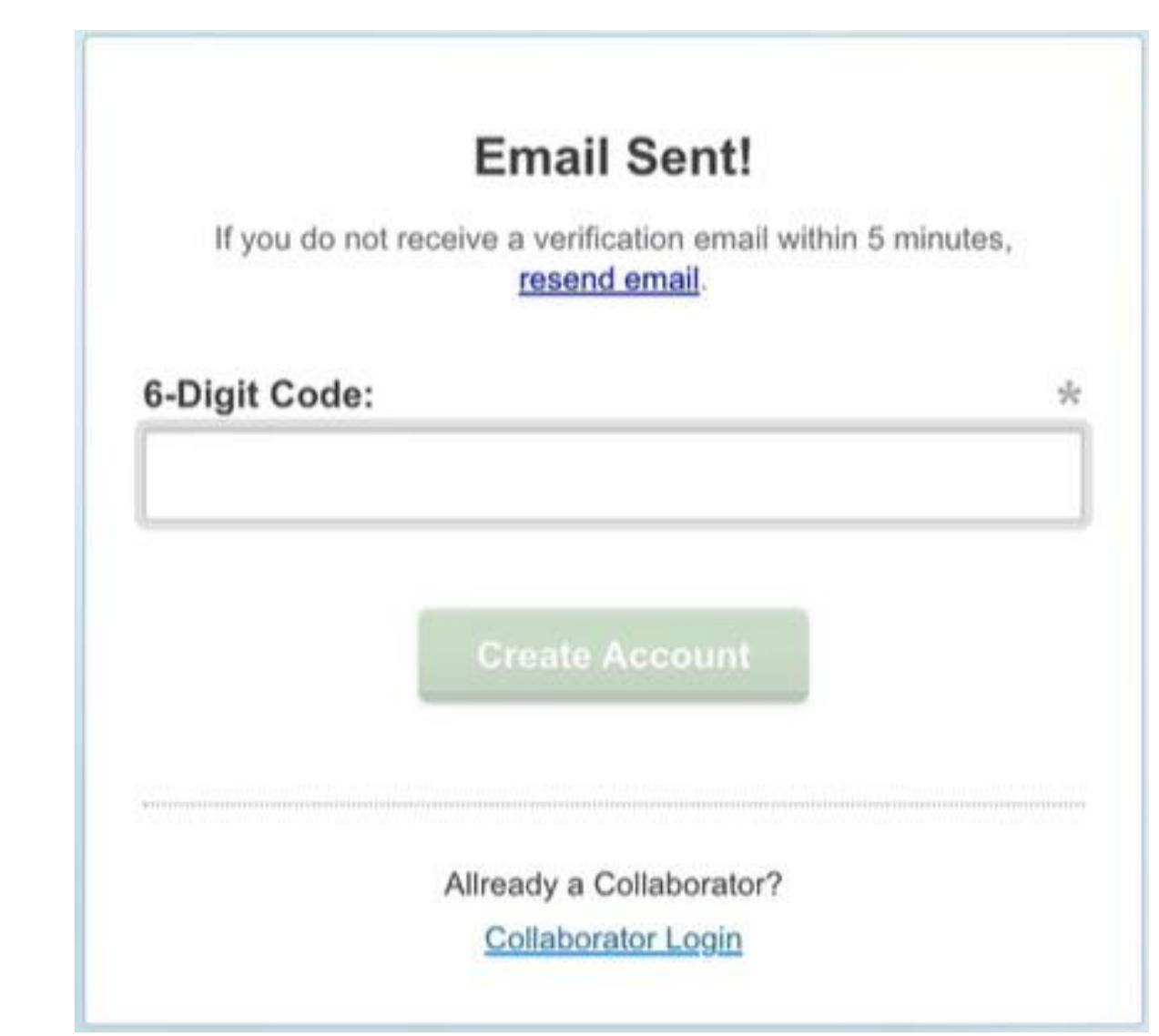
.....

Login as Collaborator:
[Collaborator Login](#)



Creating an Account

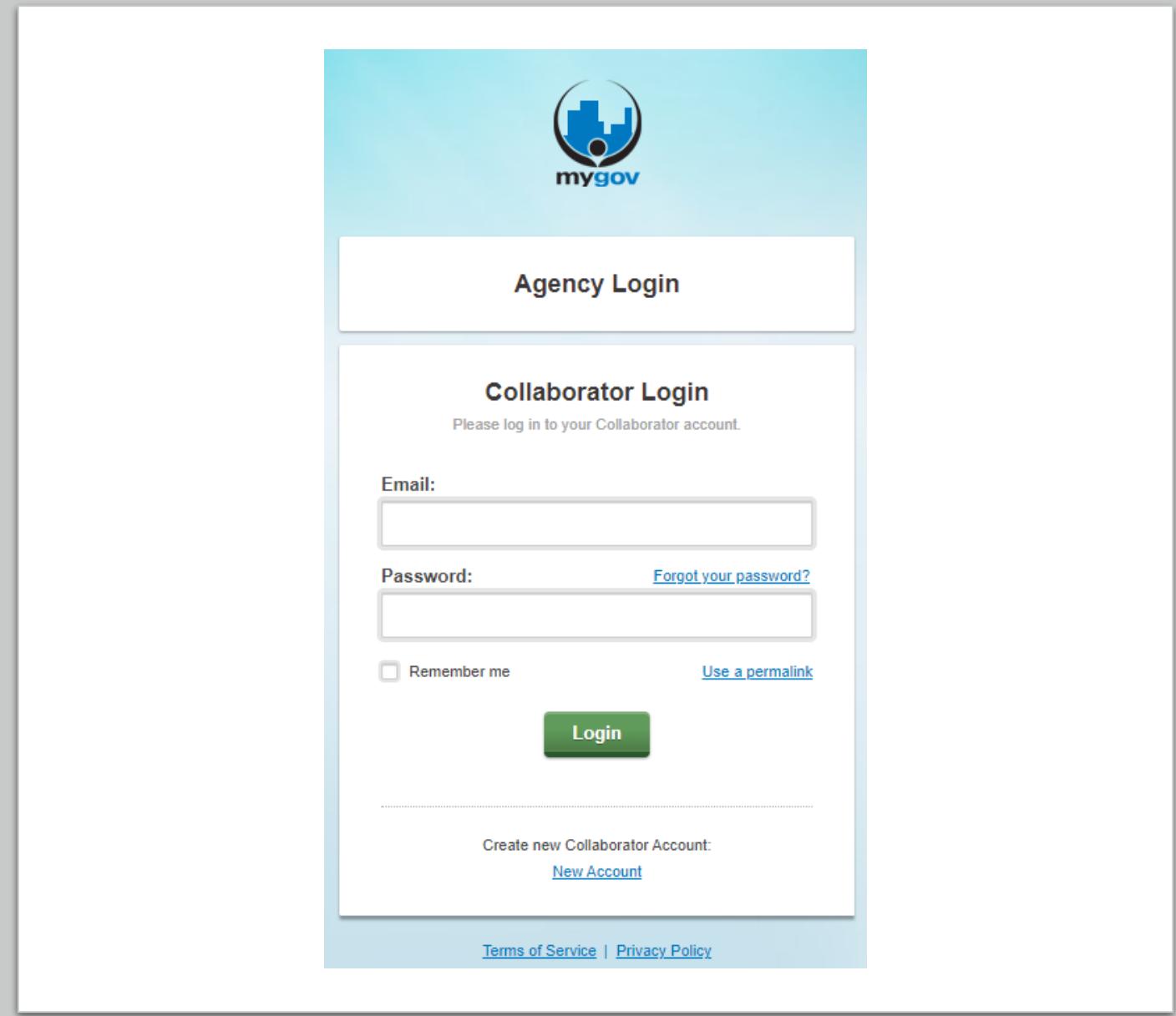
- If you do not see an email from MyGov in your inbox, check your spam/junk folder
- Enter the 6-digit code provided in your email
- Update any further contact information
- [This video](#) can help you further in your account creation



The image shows a screenshot of a web page titled "Email Sent!" with a light blue header. Below the header, a message says "If you do not receive a verification email within 5 minutes, [resend email](#)." A "6-Digit Code:" label with a required asterisk (*) is followed by a large empty text input field. A green "Create Account" button is centered below the input field. At the bottom of the page, there is a link "Already a Collaborator? [Collaborator Login](#)".

Already Have an Account?

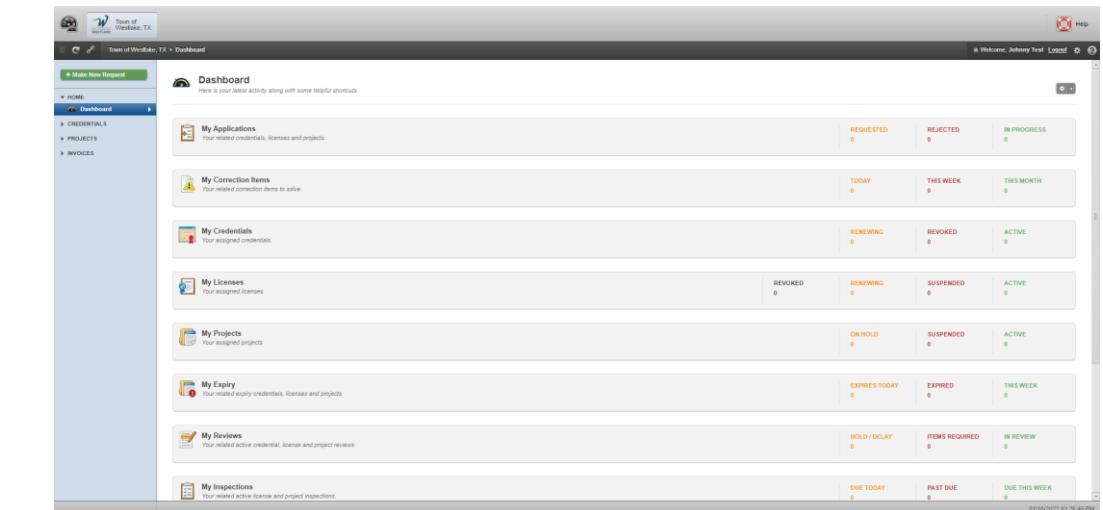
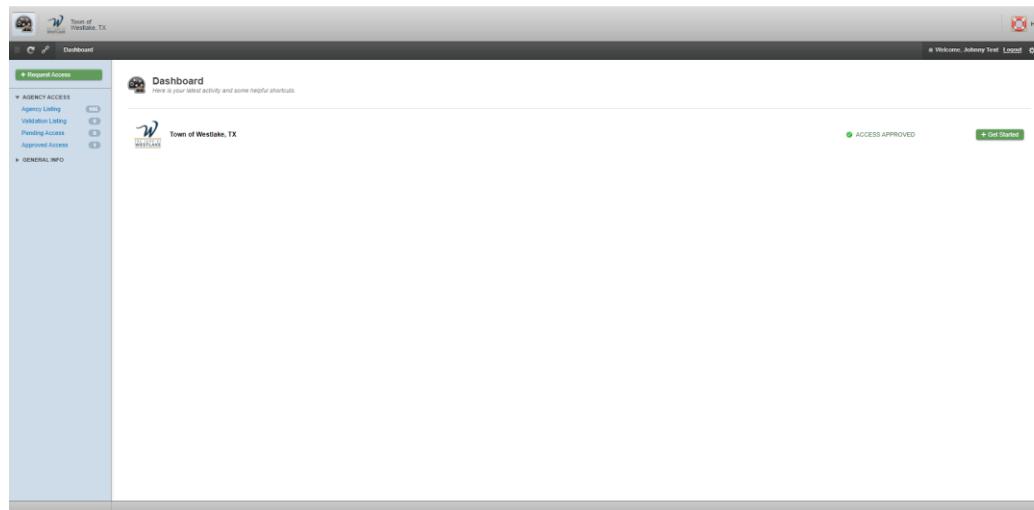
- If you already have an account with us, you can use [this link](#) to get started
- Use the “Collaborator Login” dropdown to login into your account



The image shows the mygov login interface. At the top is the mygov logo, which consists of a blue circular icon with a stylized city skyline and the word "mygov" in blue lowercase letters. Below the logo are two login options: "Agency Login" and "Collaborator Login". The "Collaborator Login" section is expanded, showing a form with fields for "Email" and "Password", a "Remember me" checkbox, and a "Login" button. To the right of the password field is a link "Forgot your password?". Below the login form is a link "Use a permalink". At the bottom of the login section is a link "Create new Collaborator Account: New Account". At the very bottom of the page are links "Terms of Service | Privacy Policy".

Dashboard

- Clicking the “Town of Westlake” logo will bring you into your dashboard for all the projects and credentials your company has on file with us
- Once logged into MyGov you should something like the pictures below



Contractor Registration

- Contractors may request a new registration if they are not already registered
- Click the green “+ Make New Request” button



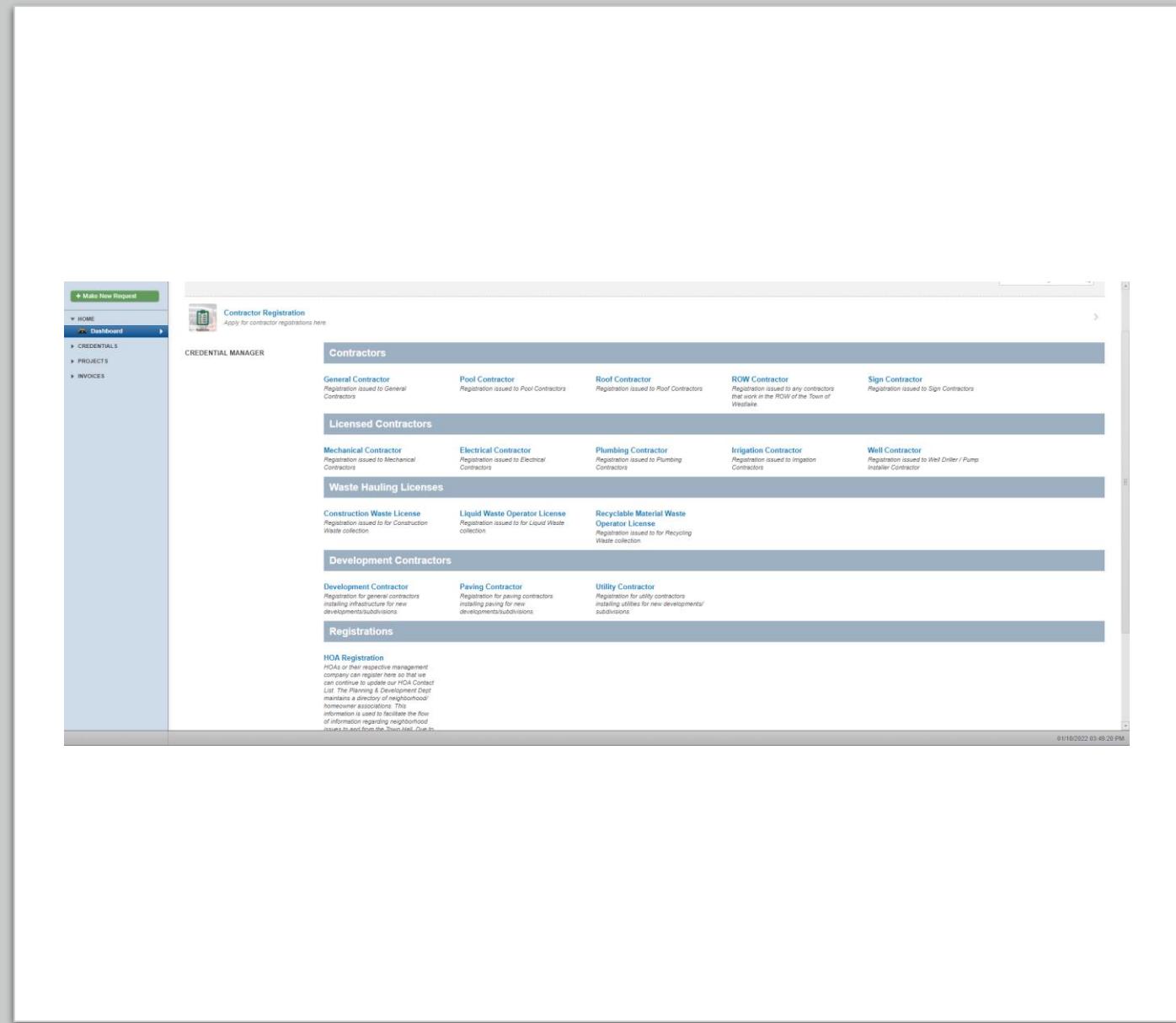
The screenshot shows a web application interface for the Town of Westlake, TX. The top navigation bar includes a logo, the text "Town of Westlake, TX", and links for "Welcome, Johnny Test", "Logout", and "Help". On the left, a sidebar menu lists "HOME", "Dashboard", "CREDENTIALS", "PROJECTS", and "INVOICES". A green button labeled "+ Make New Request" is visible. The main content area is titled "New Request" and contains three items:

- Contractor Registration** (highlighted with a blue box): "Apply for contractor registrations here."
- Permits & Inspections**: "Apply for permits and schedule inspections here."
- Special Event Permits**: "Apply for special event permits here."

A search bar labeled "Search this listing" is located in the top right of the main content area.

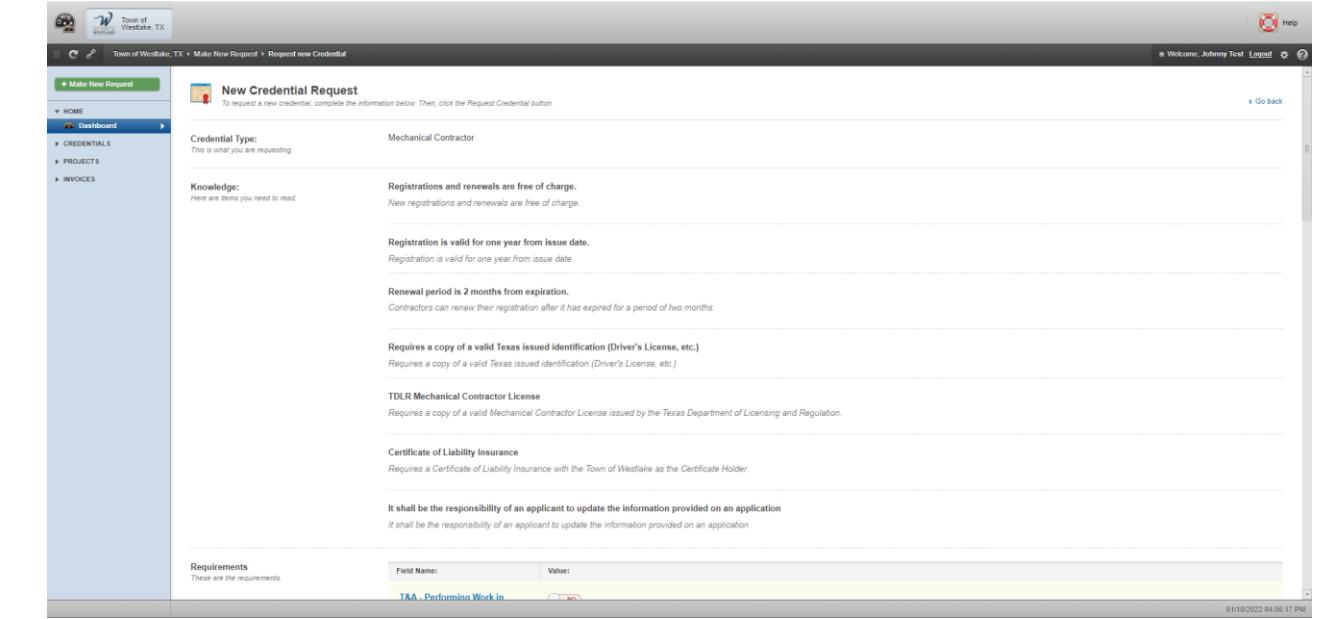
Contractor Registration

- Clicking on “Contractor Registration” will dropdown a list of contractor types you can apply for
- Selected an application and fill out the required information.
- Verify and submit your credentials



Contractor Registration

- Some contractors may be required to enter additional information such as their trade licenses and uploading a picture of the license as well, for example:
 - Mechanics
 - Electricians
 - Plumbers



The screenshot shows a web application for contractor registration. The header includes the Town of Westlake logo, a search bar, and navigation links for HOME, Dashboard, CREDENTIALS (which is selected), PROJECTS, and INVOICES. The main content area is titled 'New Credential Request' and specifies 'Mechanical Contractor' as the credential type. It contains several sections with requirements:

- Credential Type:** Mechanical Contractor
- Knowledge:** Registrations and renewals are free of charge. (New registrations and renewals are free of charge.)
- Registration:** Registration is valid for one year from issue date. (Registration is valid for one year from issue date.)
- Renewal:** Renewal period is 2 months from expiration. (Contractors can renew their registration after it has expired for a period of two months.)
- Identification:** Requires a copy of a valid Texas issued identification (Driver's License, etc.). (Requires a copy of a valid Texas issued identification (Driver's License, etc.))
- License:** TDLR Mechanical Contractor License. (Requires a copy of a valid Mechanical Contractor License issued by the Texas Department of Licensing and Regulation.)
- Insurance:** Certificate of Liability Insurance. (Requires a Certificate of Liability Insurance with the Town of Westlake as the Certificate Holder.)
- Responsibility:** It shall be the responsibility of an applicant to update the information provided on an application. (It shall be the responsibility of an applicant to update the information provided on an application.)

At the bottom, there is a 'Requirements' section with a table for entering field names and values, and a note: 'TAA - Performing Work in'. The footer shows the date '8/10/2022 04:06:17 PM'.

Contractor Registration

- The Permit Technician will check/verify the application and any applicable contractor credentials
- Contractors can pay for their registration online with a credit/debit card when prompted
- Contractor certificates automatically emailed and can be accessed as a generated document

The screenshot shows a software interface for managing a contractor registration application. The top bar displays the application number (#21-042412 - General Contractor), the status (ARCHIVED), and the start date (08/03/2017). Below the top bar, there are tabs for Overview, Reviews, Payments, and Documents. The Overview tab is selected. The main content area displays a timeline of application steps:

Step	Manager	Status	Timestamp
Application Request	Dianna Orender	Accepted	08/03/2017 at 3:16 AM
Review	Dottie Samaniego	In Review	08/03/2017 at 3:16 AM
Payment	Nick Ford	Active	08/03/2017 at 3:16 AM
Issue Credential			
Archived			

Request a Permit

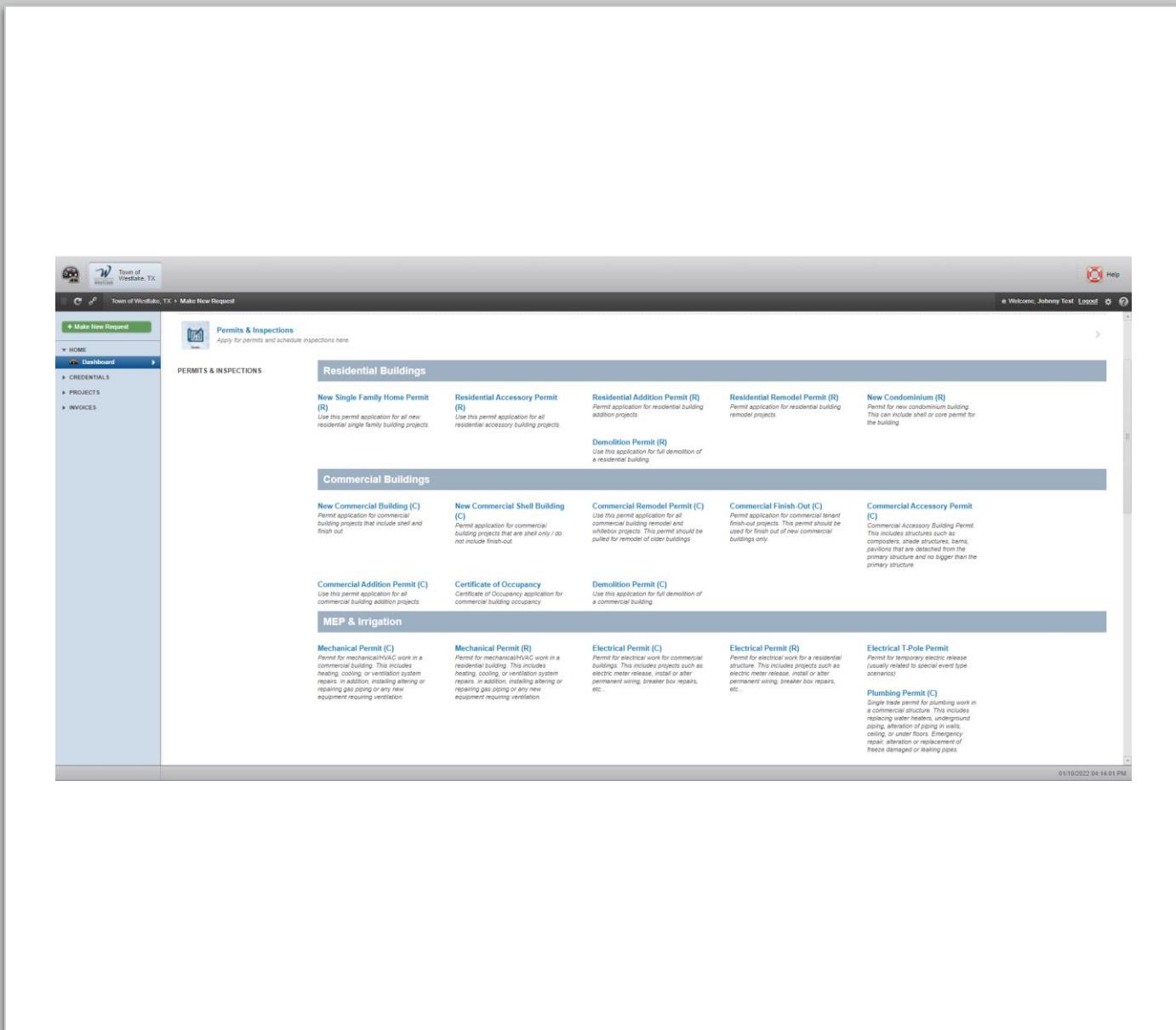
- Click the green “+ Make New Request” button
- Applicants / Contractors may request a permit for a new project by clicking the “Permits & Inspections” dropdown



The screenshot shows the 'New Request' page of the Town of Westlake, TX website. The page has a header with the town logo and navigation links for 'Welcome, Johnny Test', 'Logout', and 'Help'. On the left, there's a sidebar with links for 'HOME', 'Dashboard', 'CREDENTIALS', 'PROJECTS', and 'INVOICES'. A green button labeled '+ Make New Request' is at the top left. The main content area has a heading 'New Request' with the sub-instruction 'Select the desired request type from the list below.' Below this are three items: 'Contractor Registration' (with a brief description and a 'Go back' link), 'Permits & Inspections' (with a brief description and a 'Search this listing' search bar), and 'Special Event Permits' (with a brief description and a right-pointing arrow). Each item has a small icon to its left.

Request a Permit

- Select from the dropdown list the type of project you wish to submit for permit
- Read through the Knowledge items carefully to understand the requirements specific to your project
- Enter a Title for your project if it has one
- Select the address of your project



Request a Permit

- Enter a description or scope of work of your project
 - New home construction
 - New inground pool
 - 200 sf Addition to kitchen
 - Remodel for new tenant office
 - New multi-tenant retail/restaurant building
 - Clay tile re-roof
- Enter information to the required fields
- Select your required subcontractors

The screenshot shows a software interface for requesting a permit. At the top, there is a search bar with the placeholder text "WA Addition". Below the search bar, there are fields for "Project Title" (with "ex. Remodel Pharmacy in Walmart" as an example) and "Location" (with "Select an existing location from Location Manager" and a dropdown menu showing "Address" and "Westlake Academy, 2600 J T Ottinger Rd., Westlake, TX 76262 Property# 40460045"). A "Pick GIS Location" button is also present. Below these, a section titled "Existing Projects for this Location" shows a table with columns "Active" (0), "Archived" (5), and "All" (5). A "Permits & Inspections" button is located next to the table. The main workspace is titled "Addition to WA" and contains a large text area for project description. Below this, a "Requirements" section lists fields: "Declared Valuation" (Total value of the work being completed), "Valuation" (Total value of the work being completed), "A/C Square Feet" (Air Conditioned square footage), and "Total Square Feet" (Total unconditioned square footage of the). Each requirement has a "Field Name" and "Value" column.

Request a Permit - Addresses

- All town approved addresses are in MyGov
- Addresses can be searched by typing the Street No., Street Name, Suite Number, Place Name, or Property ID
- Addresses can also be found using a GIS Map and finding it by parcel instead
- If an address is not showing up broaden your search or contact building@westlake-tx.org



Request a Permit

- Upon pressing “+ Request Project” you may be required to upload building plans related to your project
- Upload plan sheets to the correct category and any additional supporting documents as requested

- Architectural
 - Site Plan
 - Floor Plans
 - Elevations
 - Roof Plans
 - Doors/Windows
- Structural
 - Foundation
 - Framing/Wall Bracing
- Civils
 - Grading / Drainage

The screenshot shows a user interface for requesting a permit. It includes a navigation bar with steps: 01. Upload Plans, 02., and 03. The main area is titled "ON THIS PAGE" and contains a box for uploading plans to categories. A "PLAN CATEGORIES" section lists various categories with upload buttons. Below this are sections for "Building Plan Set (R)*", "Energy Check Report", "Foundation Design Letter*", and "HOA/POA Approval Letter", each with its own upload button and accepted file types.

ON THIS PAGE:

Upload plans to categories below.
Required categories marked with an asterisk (*)

PLAN CATEGORIES:

Category	Count	Upload
Architectural	4	Upload
Civils	1	Upload
Structural	13	Upload
Framing	1	Upload
Mechanical	1	Upload
Electrical	1	Upload
Plumbing	1	Upload

Building Plan Set (R)*
Construction plans for residential projects. Most plans will require the following: a) Site Plan b) Approved and filed plat c) Utilities d) Grading / Erosion Control e) Tree Conservation / Mitigation Plans f) Outdoor Lighting Plan g) Landscape Plans h) Floor Plans i) MEP Plans j) Wall Bracing Plans k) Engineered Foundation Plans l) Door/Window Schedules m) Framing Details n) Architectural Elevations

Energy Check Report
Upload a copy of your energy compliance report in conformance with the 2018 IECC.

Foundation Design Letter*

HOA/POA Approval Letter
If your property is governed by an HOA/POA upload a copy of a letter from your governing Homeowner's Association stating their approval of the requested project.

Staging Plans

- Upon submitting all documents required MyGov will ask you to stage the plans
- This means assigning the Sheet ID and the Sheet Title for each of your uploaded sheets
- These can be automated or manually entered
- Sheet ID Examples:
 - A1.01, C-1, L1, E1, M1, etc...
- Sheet Title Examples:
 - Floor Plan, Grading Plan, Landscape Plan, Electrical Plan, etc...
- Clicking the green question mark button will give a quick tutorial on how to automate the sheet ID and title process

STEPS:

01. 02. 03. Stage Sheets

ON THIS PAGE:

For each category, fill in the fields below or click "Automate".

Current Category:

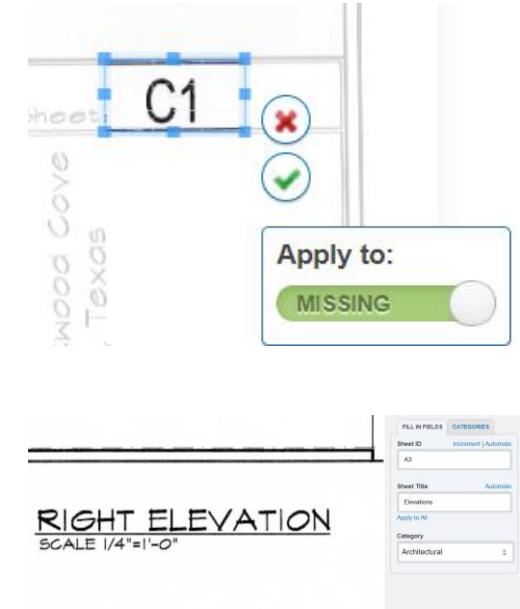
All (10)

Completed: 0 Not Completed: 10

Sheet ID

Sheet Title

Category



FILL IN FIELDS CATEGORIES

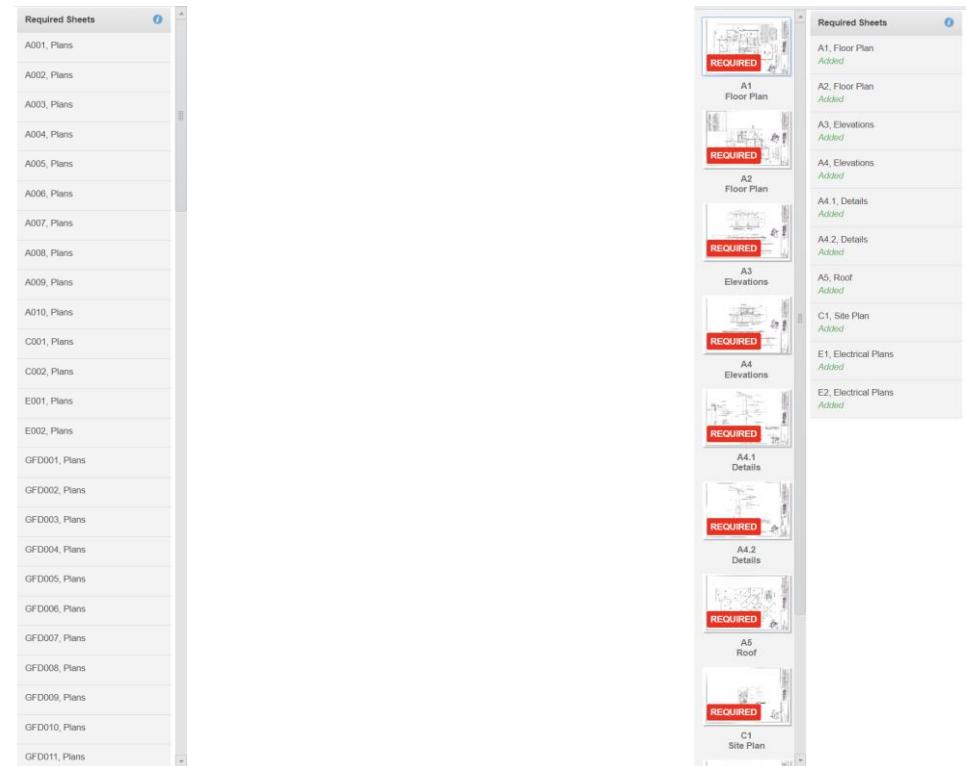
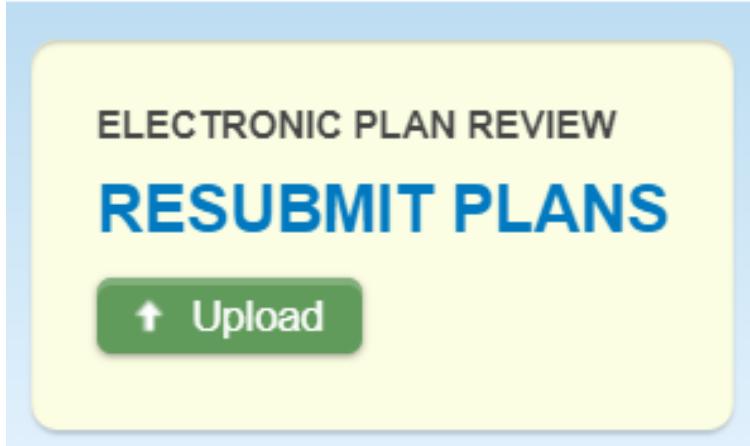
Sheet ID: A1 Increment | Automate

Sheet Title:

Category: Architectural

Resubmitting Plans

- In some cases the Chief Building Official may require plans to be resubmitted
- You can resubmit plan online by going into the specified project and clicking the green upload button found in the top right of your screen
- Upon clicking the button, a list of required sheets and supporting documents will be listed to resubmit



Request a Permit

- The projected will show up under “Projects” as a requested project upon submittal
- The application will be reviewed by the Permit Technician for completeness and accepted or denied
- Items in review or projects that require additional items will show up under “Reviews”

Request an Inspection

- Clicking “Inspections” will take the contractor to a screen that shows a list of all available inspections for all ongoing projects
- Alternatively, contractors can view each individual project and see the list of inspections available for that project
- Ensure your subcontractor’s licenses are up to date

Request an Inspection

- Inspection must be requested before 3:50PM for next day inspection
 - e.g. an inspection requested on January 10 @ 11:25 AM will be scheduled for January 11.
 - e.g. an inspection requested on January 10 @ 4:30 PM will be scheduled for January 12
- Provide any additional contact information such as homeowner cell phone number or gate access codes as a note in the inspection

Permit Completion

- Attach any final documentation necessary at the final such as:
 - Backflow tests
 - Drainage/Grade certificates
 - Energy Code reports
- Once a project is complete it will be archived by the Permit Technician
- Projects that have been archived are no longer visible to contractors

Special Event Permits

- Applicants for Special Event Permits may request a permit online by clicking “request a new permit”
- Applicants will upload all required documents and fill out all information related to their event
- Applicants can pay online via credit card/debit card
- Applicants can check the status of the application once they have submitted
- A copy of the permit will be sent by the Permit Technician once an application has been approved

Help Buttons

- Should you need any additional assistance you may click the “Help” or “?” button on the top right of your screen
- This will provide more in-depth assistance, including videos and pictures, with the task you are attempting to complete



Questions?



building@westlake-tx.org



817-430-0941



*1500 Solana Blvd, Suite
7200, Westlake, TX, 76262*