



THE TOWN OF
WESTLAKE

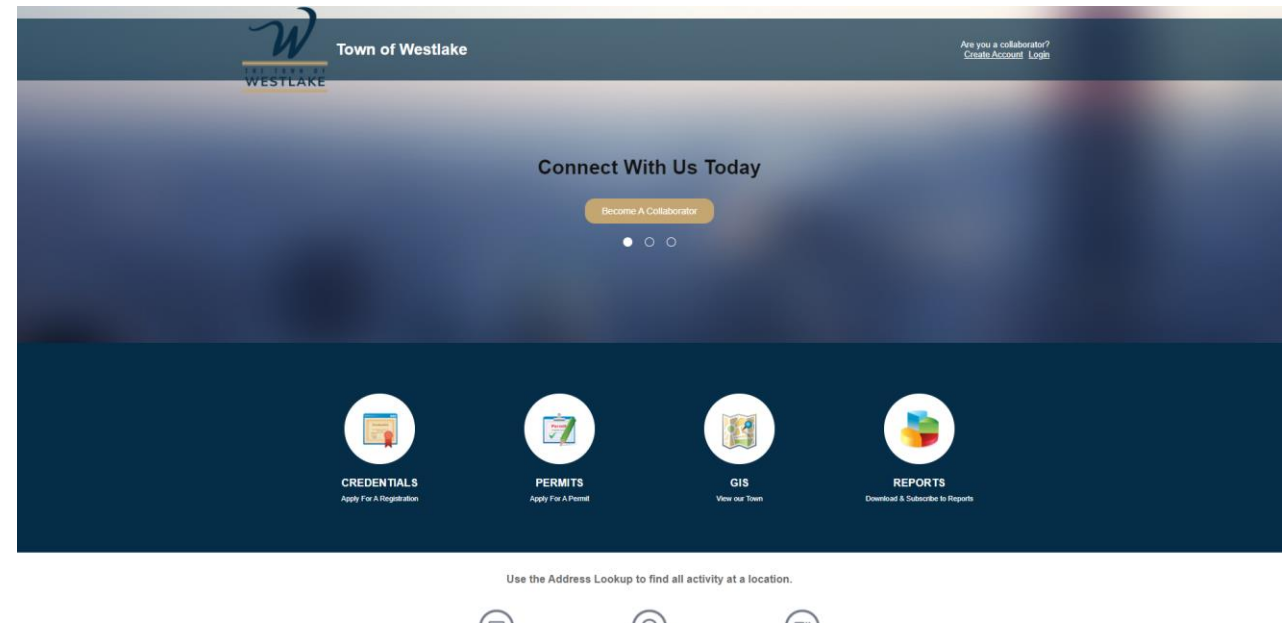
DISTINCTIVE BY DESIGN

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](#)

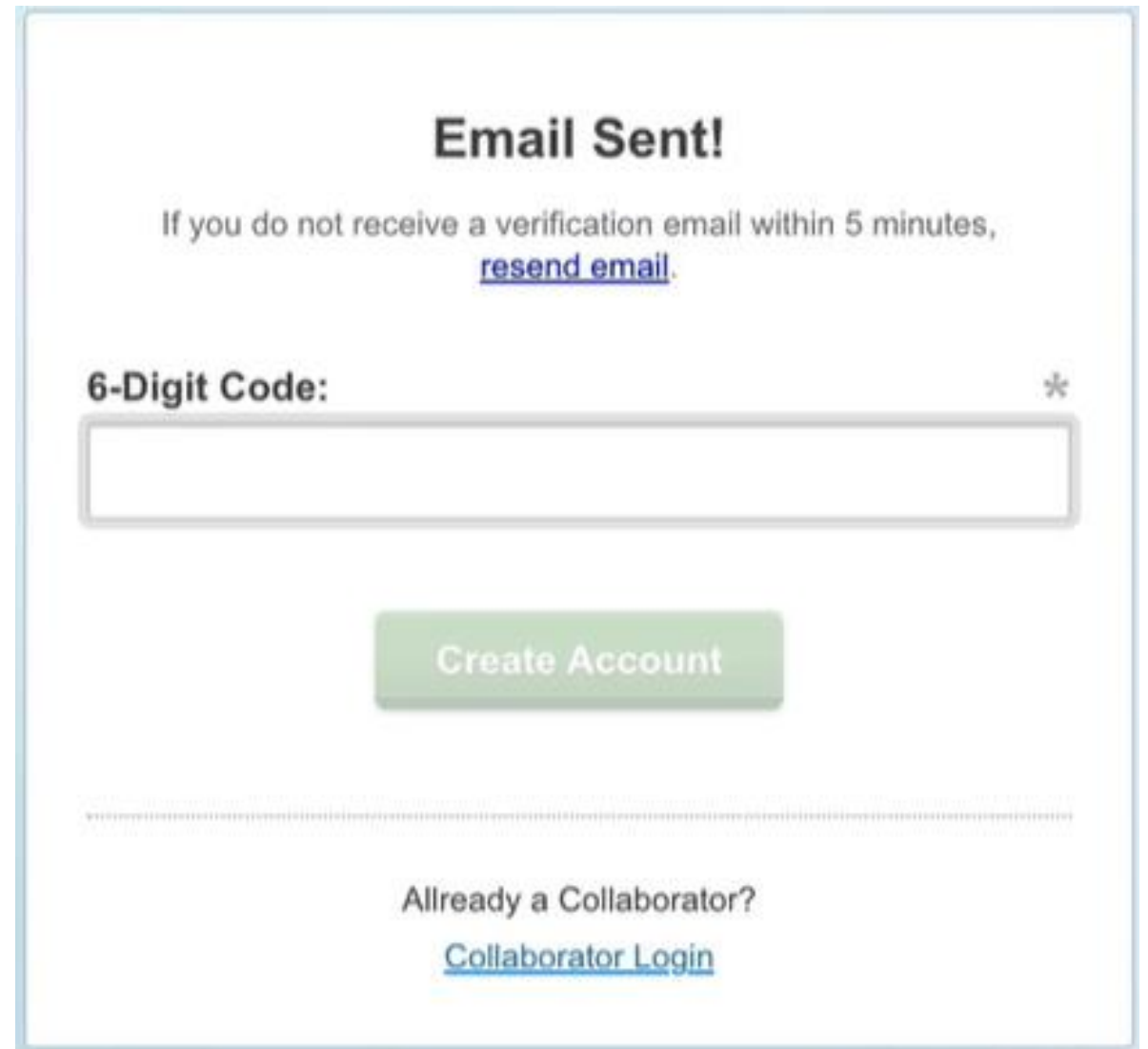
Validate Email

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



Email Sent!

If you do not receive a verification email within 5 minutes, [resend email](#).


6-Digit Code: *

Create Account

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



mygov

Agency Login

Collaborator Login
Please log in to your Collaborator account.

Email:

Password: [Forgot your password?](#)

☐ Remember me [Use a permalink](#)

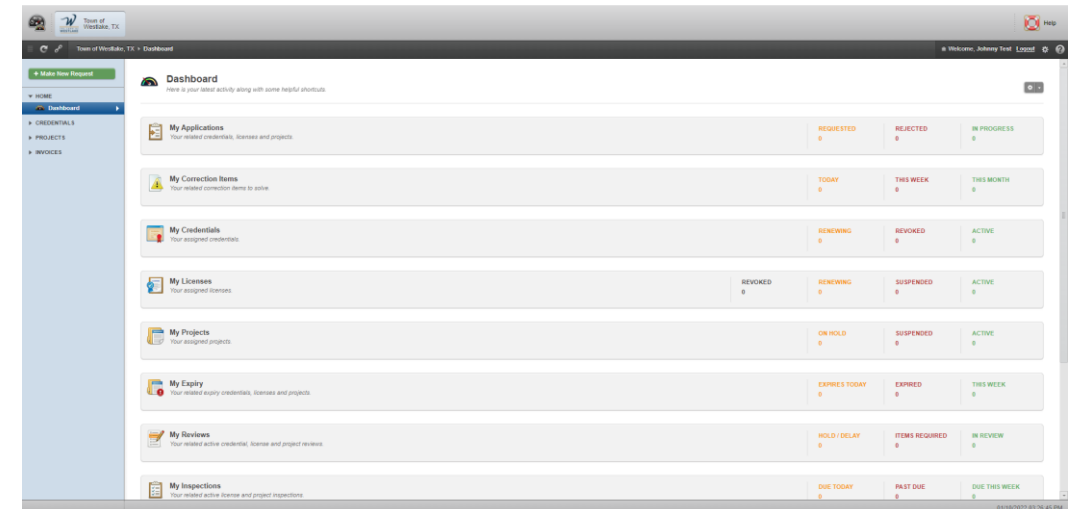
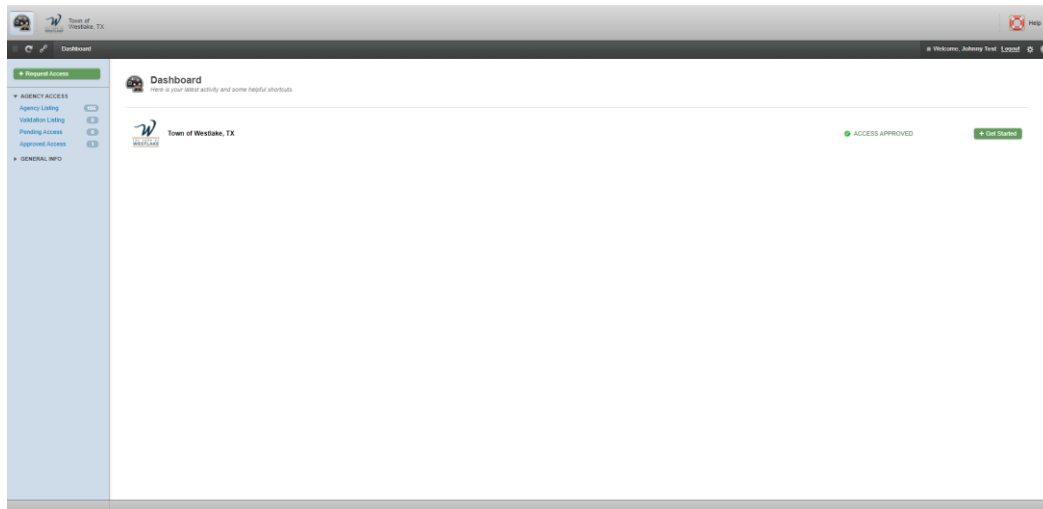
Login

Create new Collaborator Account:
[New Account](#)

[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 see something like the pictures below



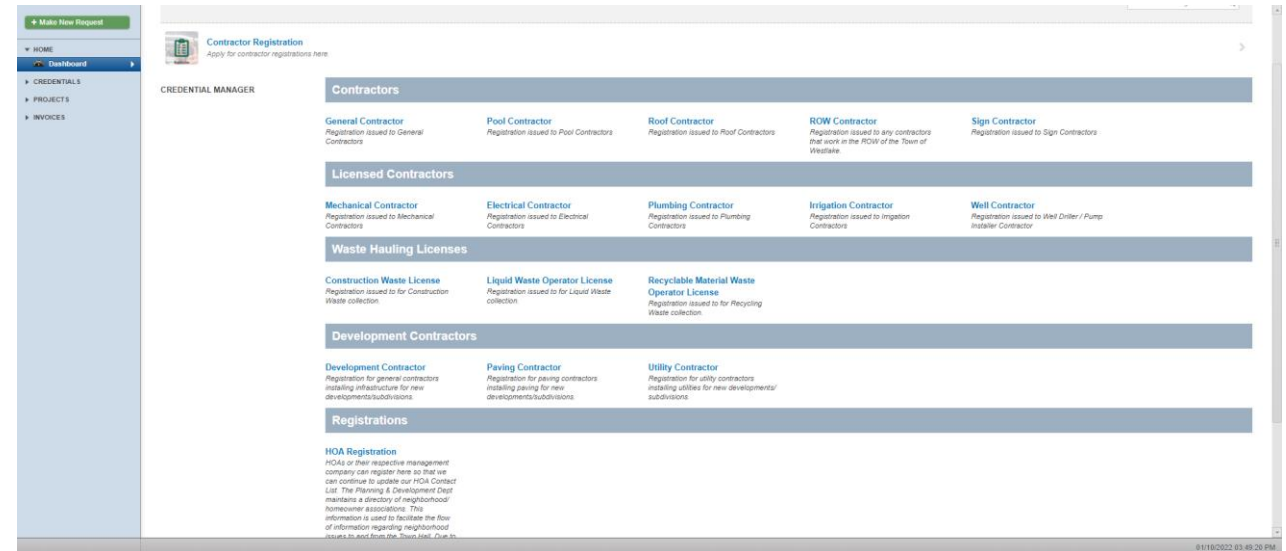
Contractor Registration

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



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 browser window with the URL 'Town of Westlake, TX > Make New Request > Request new Credential'. The page title is 'New Credential Request'. The form is for a 'Mechanical Contractor'. It includes sections for 'Knowledge' with instructions on registration fees, validity, renewal, and required documents (Texas ID, TDLR License, and Liability Insurance). A 'Requirements' section at the bottom has a table with 'Field Name' and 'Value' columns, showing 'TAA - Perform Work in'.

New Credential Request
To request a new credential, complete the information below. Then, click the Request Credential button.

Credential Type:
This is what you are requesting: Mechanical Contractor

Knowledge:
Here are some you need to read:

Registrations and renewals are free of charge.
New registrations and renewals are free of charge.

Registration is valid for one year from issue date.
Registration is valid for one year from issue date.

Renewal period is 2 months from expiration.
Contractors can renew their registration after it has expired for a period of two months.

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.)

TDLR Mechanical Contractor License
Requires a copy of a valid Mechanical Contractor License issued by the Texas Department of Licensing and Regulation.

Certificate of Liability Insurance
Requires a Certificate of Liability Insurance with the Town of Westlake as the Certificate Holder.

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.

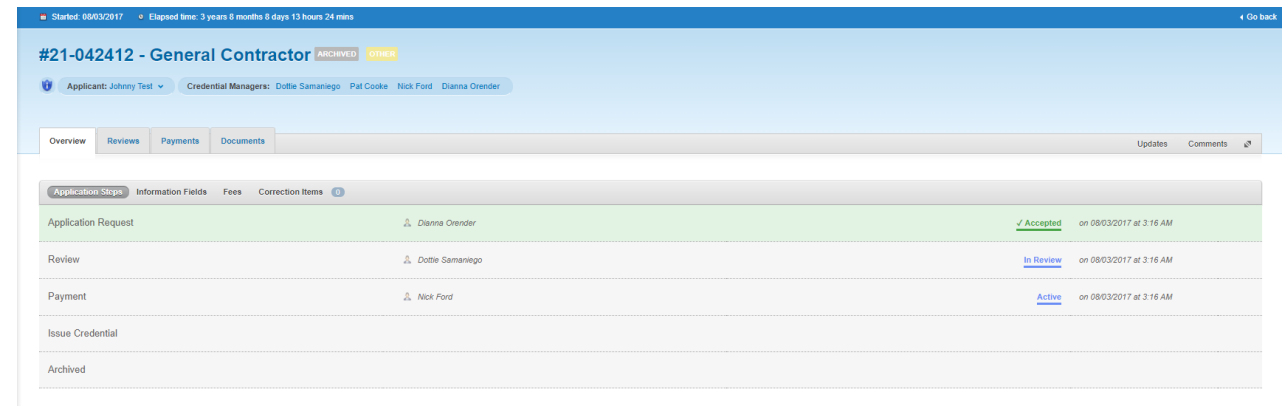
Requirements
These are the requirements:

Field Name:	Value:
TAA - Perform Work in	

01/19/2023 04:50:17 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 web application interface for contractor registration. At the top, a blue header bar displays the application ID '#21-042412 - General Contractor' and its status as 'ARCHIVED'. Below this, a navigation bar includes tabs for 'Overview', 'Reviews', 'Payments', and 'Documents'. The main content area is titled 'Application Status' and shows a table of application stages. The stages are: 'Application Request' (Accepted), 'Review' (In Review), 'Payment' (Active), 'Issue Credential', and 'Archived'. Each stage is associated with a user and a timestamp.

Application Stage	Information Fields	Fees	Correction Items
Application Request	Dianna Orender	✓ Accepted	on 08/03/2017 at 3:16 AM
Review	Dotie Samaniego	In Review	on 08/03/2017 at 3:16 AM
Payment	Nick Ford	Active	on 08/03/2017 at 3:16 AM
Issue Credential			
Archived			

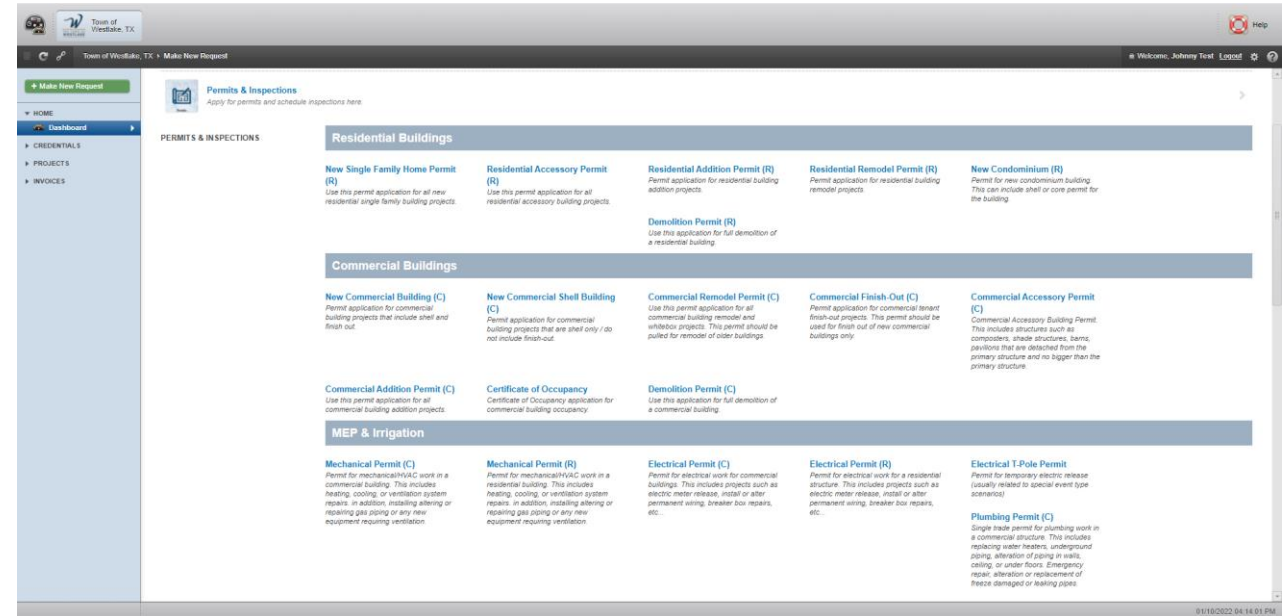
Request a Permit

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



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 web-based form for requesting a permit. The form is divided into several sections:

- Project Title:** A text input field containing "WA Addition".
- Location:** A section with a dropdown menu for "Address" and a text input field containing "Westlake Academy, 2600 J T Ottinger Rd., Westlake, TX 76262 Property# 40460045". Below this is a link "Pick GIS Location".
- Existing Projects for this Location:** A section with a tabbed interface showing "Active", "Archived", and "All" tabs. Below the tabs is a link "Permits & Inspections" and a count "0".
- Project Description:** A text input field containing "Addition to WA".
- Requirements:** A section with a table of requirements. The table has two columns: "Field Name:" and "Value:". The requirements are:
 - Declared Valuation[®]**: Total value of the work being completed. Input field.
 - Valuation[®]**: Total value of the work being completed. Input field with a dollar sign prefix.
 - A/C Square Feet[®]**: Air Conditioned square footage. Input field.
 - Total Square Feet[®]**: Total square footage of the project. Input field.

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

STEPS:

01. Upload Plans > 02. > 03.

ON THIS PAGE:

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

PLAN CATEGORIES: [Edit](#)

Architectural (4) *	↑
Civils	↑
Structural (13) *	↑
Framing	↑
Mechanical	↑
Electrical	↑
Plumbing	↑

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

↑ Upload

Accepted File Types: .PDF, .ZIP

Energy Check Report

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

↑ Upload

Accepted File Types: .PDF, .JPG, .JPEG, .GIF, .PNG, .TIFF

Foundation Design Letter *

↑ Upload

Accepted File Types: .PDF, .JPG, .JPEG, .GIF, .PNG, .TIFF

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.

↑ Upload

Accepted File Types: .DOC, .DOCX, .PDF, .JPG, .JPEG, .GIF, .PNG, .TIFF

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)

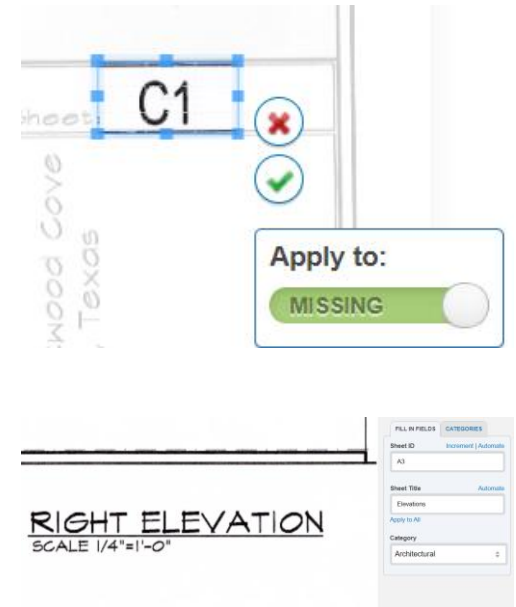
Completed: 0 Not Completed: 10

FILL IN FIELDS CATEGORIES

Sheet ID Increment | Automate

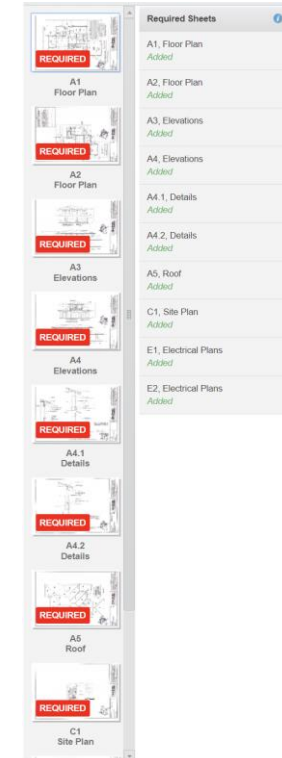
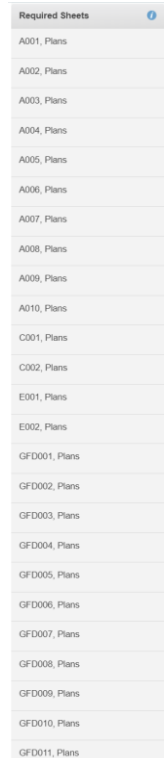
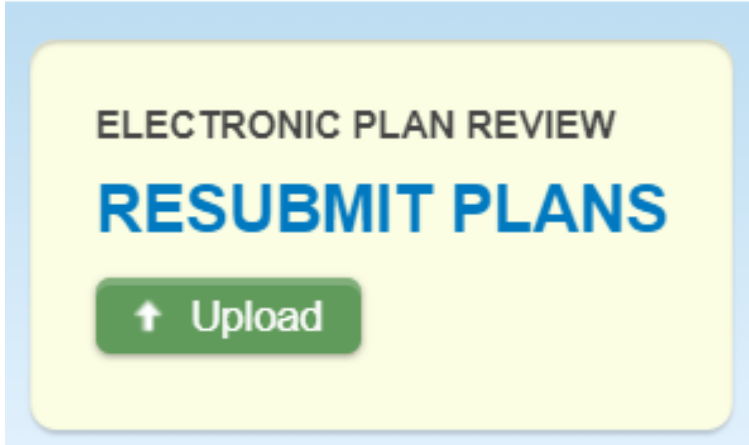
Sheet Title Automate

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 project 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 that 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



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