

## **Online Contractor Registration, Permit Applications, and Inspection Requests**

Effective October 1, 2019, the City of Lewisville's online permitting & inspections system can be found at [www.mygovernmentonline.org](http://www.mygovernmentonline.org).

You must create an account in order to register as a contractor, apply for permits, and request inspections.

### **To create an account...**

1. Click **Create Account** in the upper right corner of the home page
2. Fill out all required fields
3. Click **Create Account**

### **To register as a contractor...**

1. Hover your cursor over **Permits & Licensing** in the upper left corner of the home page
2. Click **Apply Online**
3. Select **Lewisville** as the Jurisdiction
4. Select **Permit/Contractor Registration** as the Project Type
5. Click **Get Started on a New Application**
6. Select **Contractor Registration** as the Application Type
7. Fill out all required fields and submit your completed application for review

### **To apply for a permit...**

1. Hover your cursor over **Permits & Licensing** in the upper left corner of the home page
2. Click **Apply Online**
3. Select **Lewisville** as the Jurisdiction
4. Select **Permit/Contractor Registration** as the Project Type
5. Click **Get Started on a New Application**
6. Select the appropriate permit application
7. Fill out all required fields and submit your completed application for review

### **To request an inspection...**

*If you applied for the permit,*

1. Click the **My Account** option in the upper right corner of the home page
2. Scroll down to the **My Permits** section
3. Once you locate the permit, click the **Request Inspection** button on the right side of the permit listing
4. Fill out all required fields and click **Add**

*If someone else applied for the permit,*

1. Hover the cursor over **Permits & Licensing** in the upper left corner of the home page
2. Click **Search Permits**
3. Once you locate the permit, click the **Request Inspection** button on the right side of the permit listing
4. Fill out all required fields and click **Add**