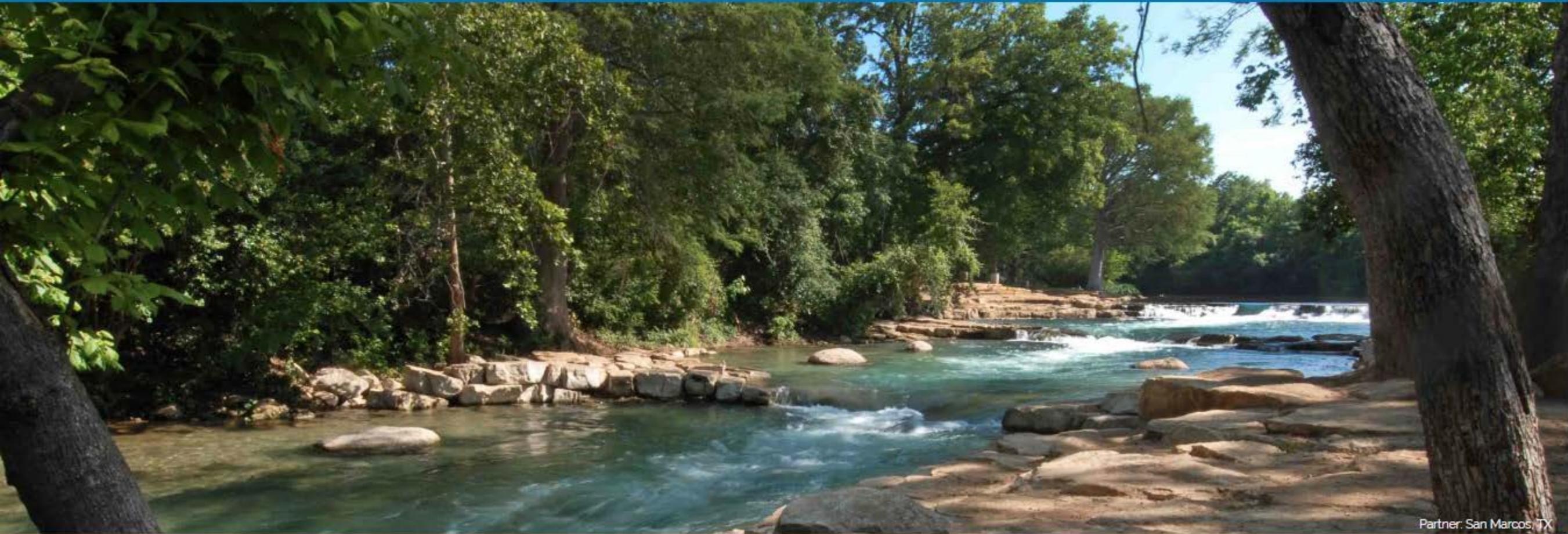


Step 1) Log in to account

Go to:
www.mygovernmentonline.org

Step 2) Click "My Account"



Partner: San Marcos, TX

What Can We Help You Do Today?



Permits & Licensing

Solution Center

Planning & Zoning

More

Signed In As Katy Hawkins / Log Out

My Account Dashboard

My Account (Account Number 58425)

First Name: Last Name: Business Name:

E-mail *: [Click here to change your password](#)

Mailing Address
Address: City: State: Zipcode:

Search Defaults
Country: State: Jurisdiction:

Account Preferences
 Send me an e-mail confirmation when I successfully submit an online application.
 Send me an e-mail confirmation when I have successfully uploaded files to a project.

Type your Password to Confirm*

Save

Step 3) Scroll down this page to "My Permits"

**see next page*



My Numbers

This phone number will be used to verify your identity. The system will call this number to confirm you are the creator. Please be available to answer the phone at this number. You can add as many numbers as you want, as long as you have access to answer calls made to these numbers.

Add Phone Number
Phone 1: Phone 2: Phone 3: Type: Save



Find my Registrations

Associated Registrations

Jurisdiction	License #	License Expiration ...	Business Name	Action
Page 0 of 0				
No items to display				

Permit not added to your account yet? You can click the "find projects associated to your verified phone numbers" button to find it.

Pending Inspections

Status	Scheduled Date ↓	Jurisdiction	Alias	Project #	Address	Ins.Type	Inspector	Inspector Phone	Action
Page 0 of 0									
No items to display									

My Permits

Step 4) After scrolling to "My Permits", find appropriate permit and click "Request"

Find projects associated to your verified phone numbers

View	Jurisdiction	Alias	Project #	Address	Project Name	Status	Issued ↓	Req. Inspection	Action
View Permit	San Marcos	Test Permit	2018-26601	324 RIVERWALK DR BLDG 4 SAN MARCOS TX 78666	Gateway Business Park Buildings (4 of 4)	Issued	10-15-2018	Request	
Page 1 of 1									
1 - 1 of 1 items									

My Planning & Zoning Projects

View	Jurisdiction	Alias	Project #	Address	ProjectName	Status	Issued ↓	Meeting D...	Contact	Acti...
Page 0 of 0										
No items to display										



Inspection Type: * Building Final

Address: * 324 RIVERWALK DR BLDG 4 SAN MARCOS T...

Requested Date: * 4/2/2020

Scheduled date is a request only. The Jurisdiction may modify the date based on their internal policies that account for the time the request is made, weekends and holidays. Please contact the Jurisdiction directly for more information.

Notes

Add

Inspection Type Requested Date Requested Action

Building Final 04/02/2020 Create Inspection Request Remove

WARNING: After all Inspection request have been added you must press the Submit button below for the jurisdiction to receive your Inspection request(s)

Submit Request(s) to Jurisdiction

Inspection you're looking for not listed? First ensure you are in the correct priority to request the inspection.

When you are viewing the details of the permit you can click on the "Requirements" tab to see this. If the requirement above the inspection you are looking for says "No" it hasn't been completed then you know that is the problem. If you believe this is an error you may speak with your inspector or call the Permit Center at 512.805.2630

Step 5) Select desired inspection from drop down list, then select future date. You may enter any notes related to the inspection, then click **"Add"**

If you need more than one inspection repeat this process and make sure all are listed here

Once all inspections are added click **"Submit Request(s) to Jurisdiction"**

Overview			Contacts	Requirements	Payments
Description	Priority	Completed			
Verified Contractor's License	0	Yes			
Completed Permit Application	1	Yes			
Signs and Fence Review	2	Yes			
Compile Comments and Upload Redlined Plans	3	Yes			
Issue Permit	4	Yes			
Notify Applicant	4	Yes			
Collect Fees	4	Yes			
Close Out Project	5	Yes			



Inspection Type: * Building Final

Address: * 324 RIVERWALK DR BLDG 4 SAN MARCOS T...

Requested Date: * 4/2/2020

Scheduled date is a request only. The Jurisdiction may modify the date based on their internal policies that account for the time the request is made, weekends and holidays. Please contact the Jurisdiction directly for more information.

Notes

Request(s) Sent

Success! Your inspection request(s) have been created.

Return to Project Request another Inspection

Add

Inspection Type	Requested Date	Requested Action
Building Final	04/02/2020	Create Inspection Request Remove

 **WARNING: After all Inspection request have been added you must press the Submit button below for the jurisdiction to receive your inspection request(s)**

Submit Request(s) to Jurisdiction

Step 6) When you receive this pop up message your inspection has successfully been scheduled!