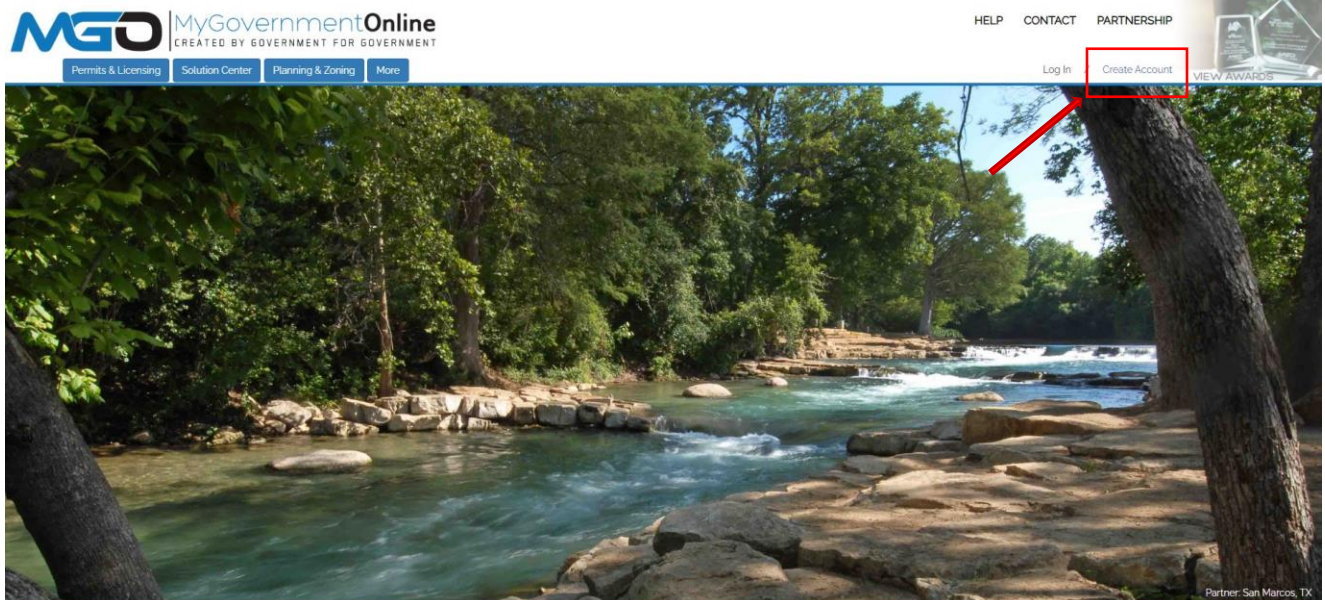# MY GOVERNMENT ONLINE

STEP BY STEP GUIDE

STEP 1

- RETURNING USERS – LOG IN
- NEW USERS – CREATE ACCOUNT

STEP 2

CREATE ACCOUNT ON CUSTOMER PORTAL BY PROVIDING:

- E-MAIL
- PASSWORD
- FIRST NAME
- LAST NAME
- PHONE NUMBER – *ENTER A PHONE NUMBER THAT WILL BE USED TO VERIFY ACCOUNT*

CLICK "CREATE ACCOUNT" AND A PHONE VERIFICATION CALL WILL BE MADE, <u>UPON ANSWERING THE CALL PRESS 1 TO VERIFY ACCOUNT</u>.

STEP 3

1. LOG IN USING EMAIL AND PASSWORD CREATED.
2. "CLICK HERE" TO APPLY FOR NEW PERMIT.

MGO MyGovernmentOnline
CREATED BY GOVERNMENT FOR GOVERNMENT

HELP   CONTACT   PARTNERSHIP

Permits & Licensing   Solution Center   Planning & Zoning   More

Log In   Create Account

1

Customer Portal Overview

Create Account

To get started, login to your account in the upper left hand corner or create a new account if you do not have one.

Reporting and Searching

To locate a specific permit by number, address or name click search permits. Then select the state and jurisdiction you would like to search.

For more advanced reporting, click the link that says "advanced reporting or bulk downloads" that will appear after selecting your jurisdiction.

Manage Existing Permit

Search for the permit you would like to manage and click "add to account" to be able to perform any of the following tasks:

• Request an Inspection for your jobsite
• Print completed inspection reports
• View submitted plans and revised plans
• Pay balance online
• Print payment history

Apply for New Permit

To apply for a new permit or to add a sub permit to an existing job, please click here.

2

Feedback and Help

We are continually working to improve the portal based on feedback we receive from the many contractors and home owners like yourself that use the site.
We would love to hear from you on how well the portal meets your needs and your ideas on features to better serve you. Please use our contact us page to get in touch with us for feedback and assistance.

STEP 4

* REQUIRED
STEP 4 - #1 SELECT DEVELOPMENT AND DRIVEWAY PERMITS **OR** ON-SITE SEWAGE FACILITY PERMITS.

Apply Online

1

Jurisdiction and Request Type *

Some jurisdictions do not accept online applications.
If your jurisdiction or jurisdiction's department is not listed please contact that jurisdiction directly for their application procedure.

Country: * United States
State: * Texas
Jurisdiction: * Bastrop County
Project Type: * - Select -   ⚠ ProjectType is required

- Select -
Development and Driveway Permits
On-Site Sewage Facility (OSSF) Permits

Next

[Follow **STEP 4** - #2 through #8 for both Development and On-Site Sewage permit applications.]

2

Online Permitting Application *

Get Started on a New Application

Add a permit to an existing project

3

Select an Application Type

ON-SITE-SEWAGE AND DEVELOPMENT WILL NEED ITS OWN APPLICATION TO BE SUBMITTED SEPARATE

Select an Application Type: *

- Select an Option -

- Select an Option -

9-1-1 Address ← **9-1-1 ADDRESS ONLY** (TEMPORARY)

Development/Construction Application ← **DEVELOPMENT/CONSTRUCTION/911/DRIVEWAY**

Driveway/Right-of-Way ← **DRIVEWAY/RIGHT-OF-WAY ONLY**

4

Select an Application Type

Select an Application Type: *

Development/Construction Application

Click here if you would like to preview the application questions prior to beginning the online application. The application preview is intended as a resource that will allow you to become acquainted with the required questions that will be asked once you begin the online application. Please do not submit the application preview document to the jurisdiction. When you are ready to proceed, click the "Next" button below to begin the online application.

Owners/Agents Form   Additional Application Information

Back   Next

CLICK TO PREVIEW THE APPLICATION QUESTIONS PRIOR TO BEGINNING THE ONLINE APPLICATION PROCESS. THIS IS ONLY A RESOURCE TO GET ACQUAINTED WITH THE QUESTIONS. *DO NOT SUBMIT THE APPLICATION PREVIEW DOCUMENTS TO JURISDICTION* CLICK THE "NEXT" BUTTON TO BEGIN ONLINE APPLICATION.*

o **ADDITIONAL APPLICATION INFORMATION**: SAMPLE SITE PLAN AND FEES.

o **OWNERS/AGENT FORM**: INITIALS / SIGNATURE OF PROPERTY OWNER REQUIRED WITH VALID UNTIL DATE.

5

Physical Address or Location*

Please provide the physical address or location of your project.
or [modify an existing permit] .

A ● My Project has been addressed by the Jurisdiction.

Address or Location: *   City: *   Zipcode: *

B ○ If your project does not have an address, submit your application using the Legal Description (Subdivision, Lot and Block/Square) from an approved plat.

C ○ If your project does not have an address, submit your application using the property description from a Survey of the property.

[Next]

Files Upload

A. PROVIDE ADDRESS OR LOCATION IF ADDRESSED BY JURISDICITON.
B. NO ADDRESS ASSIGNED – INPUT LEGAL DESCRIPTION FROM RECORDED DEED OR APPROVED PLAT.
C. NO ADDRESS ASSIGNED – INPUT PROPERTY DESCRIPTION FROM SURVEY OF THE PROPERTY.

APPLICANT'S CONTACT INFORMATION   PROPERTY OWNER'S CONTACT INFORMATION

6

Applicant's Contact Information

First Name   Last Name   Suffix   Business Name

Mailing Address
Address   City   State   Zipcode
Texas

Email   ☐Notify

Cell Phone (000) 000 0000 ☐Notify

Home Phone (000) 000 0000 ☐Notify

Work Phone (000) 000 0000 ☐Notify

Back   Next

7

Property Owner's Contact Information

First Name   Last Name   Suffix   Business Name

Mailing Address
Address   City   State   Zipcode
Texas

Email   ☐Notify

Cell Phone (000) 000 0000 ☐Notify

Home Phone (000) 000 0000 ☐Notify

Work Phone (000) 000 0000 ☐Notify

Back   Next

- PROVIDE FOLLOWING INFORMATION FOR BOTH APPLICANT AND PROPERTY OWNER:
  - FIRST NAME
  - LAST NAME
  - BUSINESS NAME – IF APPLICABLE
  - MAILING ADDRESS
  - EMAIL
  - CELL PHONE

8

Contractor's Contact Information

First Name   Last Name   Suffix   Business Name   License Number

Mailing Address
Address   City   State   Zipcode
Texas

Email   ☐Notify

Cell Phone (000) 000 0000 ☐Notify

Home Phone (000) 000 0000 ☐Notify

Work Phone (000) 000 0000 ☐Notify

Back   Next

CONTRACTOR'S CONTACT INFORMATION – IF APPLICABLE

❖ FOLLOW <u>STEP 5</u> WHEN SUBMITTING DEVELOPMENT APPLICATION.
❖ FOLLOW <u>STEP 6</u> WHEN SUBMITTING ON-SITE-SEWAGE APPLICATION.

9

Application Questionnaire

Development/Construction Application

Property Description (Expand Dropdown to Continue)   - Select Option -   *

Endangered Species Act (Expand Dropdown to Continue)   - Select Option -   *
Refer to the Bastrop County Lost Pines Habitat Conservation Plan Area map

Is any part of the property within the Federal Emergency Agency (FEMA) 100 Yr. Floodplain?   - Select Option -   *
Refer to FEMA Flood Maps at www.msc.fema.gov

Building Information   [   ]   *   EX: 1.) HOUSE – EXISTING, 2.) SHED – EXISTING, 3.) STORAGE - PROPOSED
Please enter information on any existing or proposed buildings.

Enter the number of new/proposed structures   [   ]   *

CLICK 'SELECT OPTION' TO CONTINUE TO INPUT ADDITIONAL REQUIRED INFORMATION FOR APPLICATION.

  o LOST PINES HABITAT CONVERSATION PLAN – VIEW MAP

  o FLOODPLAIN – VIEW MAP (TURN ON FEMA MAP BY CHECKING BOX UNDER THE LAYER LIST ICON 🗇

     REGULATORY AREAS → FEMA REVISED MAP)

Buildings

10

Existing Buildings   - Select Option -   *
Select "Continue" if there are existing buildings.

Proposed Buildings   - Select Option -   *
Select "Continue" if there are proposed buildings.

All items marked with a red asterisk are required fields and must be completed before you are able to submit your application to the jurisdiction.
If you are unsure of a required field's answer you may skip the question to answer other questions.
After you press "next" to advance to the "review" section, you can press the "Save" button to save your progress and return to your application at a later date to continue your progress in completing the application.

CLICK 'SELECT OPTION' TO CONTINUE TO ADD ANY EXISTING BUILDINGS – IF APPLICABLE

CLICK 'SELECT OPTION TO CONTINUE TO ADD PROPOSED BUILDINGS.

*AFTER YOU PRESS "NEXT" TO ADVANCE TO THE REVIEW PROCESS, YOU CAN PRESS THE 'SAVE' BUTTON TO SAVE YOUR PROGRESS AND RETURN TO YOUR APPLICATION AT A LATER DATE. *

11

Files Upload

If you are attaching any files to this application, click "Upload Files", select the file(s), and please wait for the file(s) to finish uploading before proceeding to the next step.
If you are expected to include files with your application, a notice will appear below these instructions to inform you of what to upload.

Upload the following files with your application. When possible, please upload PDF files. Consolidate documents/pages into as few PDF documents as possible.

- **Proof of Ownership** * Required
  Upload Files

- **Site Plan** * Required
  Upload Files

- **Copy of Survey or Plat** * Required
  Upload Files

- **Files**
  Upload Files

Back   Next

UPLOAD THE FOLLOWING FILES REQUIRED FOR YOUR APPLICATION:

- PROOF OF OWNERSHIP – RECORDED DEED

- DIMENSIONED SITE PLAN

- COPY OF SURVEY OR PLAT

ADDITIONAL DOCUMENTS CAN BE UPLOADED UNDER FILES.

EXAMPLE OF POTENTIAL DOCUMENTS NEEDED:
LOST PINES HABITAT CONSERVATION DECLINE LETTER, NOTARIZED AND RECORDED RELEASE OF EASEMENTS, FLOOR PLAN, CERTIFICATE OF FORMATION, OWNERS AGENT FORM, ETC...
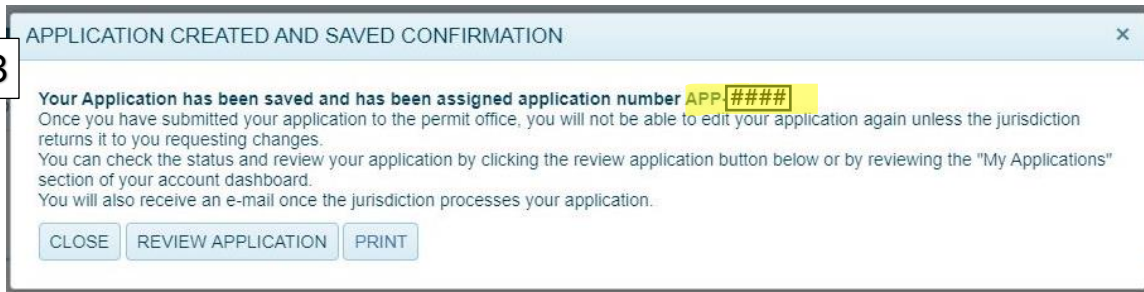
12

Review

To save your current progress and complete your application another time, please press save before exiting.

Back   Save

*CLICK THE "SAVE" BUTTON AND SYSTEM WILL ASSIGN YOU AN APPLICATION NUMBER (APP-####).

13

APPLICATION CREATED AND SAVED CONFIRMATION   ✕

Your Application has been saved and has been assigned application number APP-####
Once you have submitted your application to the permit office, you will not be able to edit your application again unless the jurisdiction returns it to you requesting changes.
You can check the status and review your application by clicking the review application button below or by reviewing the "My Applications" section of your account dashboard.
You will also receive an e-mail once the jurisdiction processes your application.

CLOSE   REVIEW APPLICATION   PRINT

ONCE THE APPLICATION IS SAVED, THE IMAGE ABOVE WILL APPEAR WITH YOUR APPLICATION NUMBER.

- YOU MAY CLOSE AND SUBMIT TO JURISDICITON OR CONTINUE TO REVIEW APPLICATION.

ONCE YOU ARE READY TO SUBMIT, CONTINUE TO #14 BELOW TO SUBMIT TO JURISDICTION FOR REVIEW.

14

Application Actions

This Application is ready to be submitted to the jurisdiction.

PRINT   SUBMIT   SAVE   DELETE

CLICK THE 'SUBMIT' BUTTON TO SUBMIT APPLICATION TO JURISDICTION FOR REVIEW.

ALWAYS SAVE YOUR APPLICATION FIRST BEFORE YOU HIT THE 'SUBMIT' BUTTON.

- WHEN RESPONDING TO A COMMENT LEFT BY JURISDICITON OR UPLOADING DOCUMENTS, REMEMBER TO ALWAYS HIT SAVE AND THEN SUBMIT TO SEND BACK FOR REVIEW.

ONCE YOU HAVE SUBMITTED YOUR APPLICATION FOR REVIEW, YOU WILL **NOT** BE ABLE TO EDIT YOUR APPLICATION AGAIN *UNTIL THE JURISDICTION RETURNS IT TO YOU* REQUESTING CHANGES OR ADDITIONAL DOCUMENTS.

STEP 6 – APPLICATION QUESTIONNAIRE FOR ON-SITE-SEWAGE FACILITY OSSF APPLICATION

Application Questionnaire

15

On-Site Sewerage Facility

Lot Number

Block

Subdivision

Legal Description

- CAN BE FOUND ON A RECORDED PLAT / RECORDED DEED.

Property Description (Expand Dropdown to Continue)   Continue ▼

Property ID Number:
4000 char(s) available.

Legal Description(s)
4000 char(s) available.

Number of Acres

- CLICK HERE TO VISIT BASTROP CENTRAL APPRAISAL DISTRICT.

  🔍 Property Search

Does this property comply with local subdivision plat requirements or meet an exception to the plat requirements?   - Select Option - ▼

Additional Contractor Information   Continue ▼

Designer License #:

Maintenance Provider License #:

Installer License #:

- CONTRACTOR LICENSE # REQUIRED. (MAINTENANCE PROVIDER – FOR AEROBIC OSSF DESIGN ONLY)

Endangered Species Act (Expand Dropdown to Continue)   - Select Option - ▼
Refer to the Bastrop County Lost Pines Habitat Conservation Plan Area map

Is any part of the property within the Federal Emergency Agency (FEMA) 100 Yr. Floodplain?   - Select Option - ▼
Refer to FEMA flood map at www.msc.fema.gov or submit Flood Determination request to brenda.retzlaff@co.bastrop.tx.us

Installation Type   - Select Option - ▼

System Type
4000 char(s) available.

Water Source   - Select Option - ▼

- ADD INSTALLATION TYPE, SYSTEM TYPE AND WATER SOURCE

* REQUIRED

Files Upload

16

If you are attaching any files to this application, click "Upload Files", select the file(s), and please wait for the file(s) to finish uploading before proceeding to the next step.
If you are expected to include files with your application, a notice will appear below these instructions to inform you of what to upload.

Upload the following files with your application. When possible, please upload PDF files. Consolidate documents/pages into as few PDF documents as possible.
- Proof of Ownership   * Required
  [Upload Files]
- Site Plan   * Required
  [Upload Files]
- Copy of Survey or Plat   * Required
  [Upload Files]
- Septic Plan/Specifications   * Required
  [Upload Files]
- Site Evaluation Report   * Required
  [Upload Files]
- Affidavit for Maintenance
  Required for Aerobic OSSF Only
  [Upload Files]
- Maintenance Contract
  Required for Aerobic OSSF Only
  [Upload Files]

- Files
  [Upload Files]

[Back] [Next]

UPLOAD THE FOLLOWING FILES REQUIRED FOR YOUR APPLICATION:
- PROOF OF OWNERSHIP – RECORDED DEED
- DIMENSIONED SITE PLAN
- COPY OF SURVEY OR PLAT
- SEPTIC PLAN/SPECIFICATIONS
- SITE EVALUATION REPORT

REQUIRED FOR AEROBIC OSSF ONLY:
- AFFIDAVIT FOR MAINTENANCE – NOTARIZED AND RECORDED AT COUNTY CLERK'S
- MAINTENANCE CONTRACT

ADDITIONAL DOCUMENTS CAN BE UPLOADED UNDER FILES.
EXAMPLE OF POTENTIAL DOCUMENTS NEEDED:
LOST PINES HABITAT CONSERVATION DECLINE LETTER, NOTARIZED AND RECORDED
RELEASE OF EASEMENTS, FLOOR PLAN, CERTIFICATE OF FORMATION, OWNERS
AGENT FORM, ETC...

17
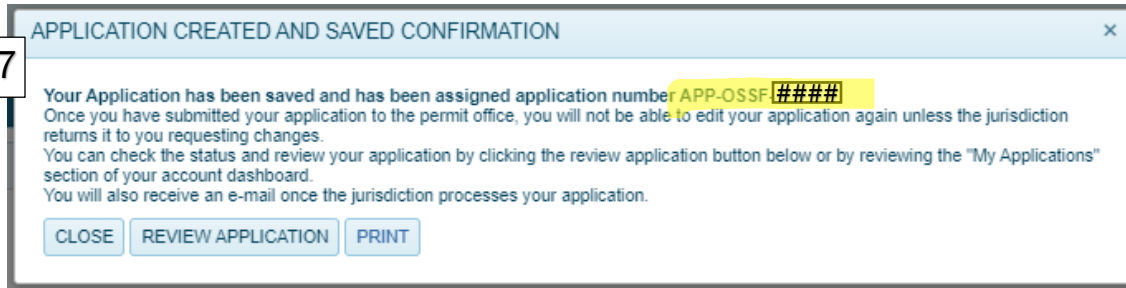
ONCE THE APPLICATION IS SAVED, THE IMAGE ABOVE WILL APPEAR WITH YOUR

APPLICATION NUMBER. (APP-OSSF-####).

- YOU MAY CLOSE AND SUBMIT TO JURISDICITON OR CONTINUE TO REVIEW APPLICATION.

ONCE YOU ARE READY TO SUBMIT, CONTINUE TO #18 BELOW TO SUBMIT TO JURISDICTION FOR REVIEW.

18

CLICK THE 'SUBMIT' BUTTON TO SUBMIT APPLICATION TO JURISDICTION FOR REVIEW.

ALWAYS SAVE YOUR APPLICATION FIRST BEFORE YOU HIT THE 'SUBMIT' BUTTON.
- WHEN RESPONDING TO A COMMENT LEFT BY JURISDICITON OR UPLOADING DOCUMENTS, REMEMBER TO ALWAYS HIT SAVE AND THEN SUBMIT TO SEND BACK FOR REVIEW.

ONCE YOU HAVE SUBMITTED YOUR APPLICATION FOR REVIEW, YOU WILL **NOT** BE ABLE TO EDIT YOUR APPLICATION AGAIN *UNTIL THE JURISDICTION RETURNS IT TO YOU* REQUESTING CHANGES OR ADDITIONAL DOCUMENTS.