Online Contractor Registration, Permit Applications, and Inspection Requests

The City of Lewisville's online permitting & inspections system can be found at www.mygovernmentonline.org.

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 access plan review documents uploaded by Staff…
1. Log into MyGovernmentOnline.org
2. Click the **My Account** option in the upper right corner of the home page
3. Scroll down to the **My Permits** section
4. Click the **View Permit** of the permit you'd like to review
5. Once the permit opens, scroll down to the **Jurisdiction Documents** section
6. Click the **Floppy disk icon** on the far right side of the screen to download a document

To upload a revised document…
1. Log into MyGovernmentOnline.org
2. Click the **My Account** option in the upper right corner of the home page
3. Scroll down to the **My Permits** section
4. Click the **View Permit** of the permit you'd like to review
5. Once the permit opens, scroll down to the **Customer Documents** section
6. Click the **Add New File** button to upload a PDF

To pay for a permit…
1. Log into MyGovernmentOnline.org
2. Click the **My Account** option in the upper right corner of the home page
3. Scroll down to the **My Permits** section
4. Click the **View Permit** of the permit you'd like to pay for
5. Once the permit opens, click the **Payments** tab
6. Scroll down to the **New Payment** section to see the outstanding balance
7. Check all the fees you'd like to pay, select the **Payment Type**, and click **Pay Online**
8. Fill out the Payment Page and click **Submit Payment**
9. Once your payment has been submitted, you will return to MyGovernmentOnline

To print your permit…
1. You must pay all outstanding fees before you are able to print a permit
2. Once all fees are paid, navigate to the permit through **My Account** > **My Permits** > **View Permit**
3. Click on the **Payments** tab of the permit
4. Click the **Print Permit** on the far right side of the screen
5. Once the permit opens, right-click to save or print the document

To request an inspection…
If you applied for the permit,
1. Log into MyGovernmentOnline.org
2. Click the **My Account** option in the upper right corner of the home page
3. Scroll down to the **My Permits** section
4. Once you locate the permit, click the **Request Inspection** button on the right side of the permit listing
5. Fill out all required fields and click **Add**

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