

## Residential Roofs

### General Information

As a measure to ensure the safety of a home, the City of Lewisville requires a building permit on all re-roofing projects.

All contractors who perform this type of work shall be registered with the City and a building permit shall be applied for and issued prior to the start of work.

### Fees

A permit fee is required.

### Inspections

The final inspection will consist of the following:

#### Interior Attic Inspection

- Verify the vent piping penetrates through the roof, there are proper clearance from all appliance vents and the appliance vents are connected.

#### Exterior Inspection

- Verify the roofing project is complete.
- Verify the installation is compliant with the most currently adopted codes and ordinances.
- Verify all construction debris is removed from the site.

The homeowner may choose to **waive the interior inspection** by completing the following information on page 2. This document shall be submitted, via email or fax, to the Permitting & Inspection Division prior to requesting for final inspection.

### Online Contractor Registration, Application, and Inspections

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 to register as a contractor, apply for permits, or request inspections. See the attached instructions at the end of this document.

**Waiver Request**

I, \_\_\_\_\_ certify that upon completion of the roofing project at the below  
(Homeowner Name)

noted address, the roofing contractor \_\_\_\_\_ has inspected and  
(Contractor Name)

verified that all interior requirements have been satisfied.

Project Address: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, before me

\_\_\_\_\_, Notary Public, personally appeared \_\_\_\_\_.

Personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is (are) subscribed to this instrument, and acknowledged that he (she/they) executed it.

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary's Signature

\_\_\_\_\_  
Notary's Name (Print)

My commission expires: \_\_\_\_\_

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

The City of Lewisville's online permitting & inspections system can be found at [www.mygovernmentonline.org](http://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**