

## Foundation Repair Requirements Building Services Division

151 W Church Street, Lewisville, Texas 75057 Customer Support: 866-957-3764, extension #1

## **Residential Foundation Repair**

#### **General Information**

A permit is required for <u>ALL</u> foundation repair. Such repairs are required to be designed by a Professional Engineer. If a contractor is used, that contractor must be registered in the City of Lewisville.

## **Plans Submittal Requirements**

A plan with dimensions indicating how the structure will be repaired and indicating the location of piers being added is required. Plans shall be signed and sealed by a Professional Engineer registered in the State of Texas.

The following is a general outline of the drawings necessary for plan review (Building Inspection may request additional information if necessary).

- 1. Foundation plans must include location of piers or footings.
- 2. Foundation details (complete details for all piers or footings).
- 3. Engineer's letter.

#### **Fees**

A permit fee is required.

## Inspections

An inspection will be required upon completion of work. Once the work is complete, the contractor shall request a final inspection.

## Online Contractor Registration, Application, and Inspections

The City of Lewisville's online permitting & inspections system can be found at <a href="https://www.mygovernmentonline.org">www.mygovernmentonline.org</a>.

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.

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# MyGovernmentOnline Instructions Building Services Division

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

The City of Lewisville's online permitting & inspections system can be found at <a href="https://www.mygovernmentonline.org">www.mygovernmentonline.org</a>.

## To create an account...

- 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...

- 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
- Select Permit/Contractor Registration as the Project Type
- 5. Click Get Started on a New Application
- 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...

- 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
- 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
- Click the My Account option in the upper right corner of the home page
- 3. Scroll down to the My Permits section
- Click the View Permit of the permit you'd like to review
- 5. Once the permit opens, scroll down to the **Jurisdiction Documents** section
- 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
- Click the View Permit of the permit you'd like to review
- 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...

- Log into MyGovernmentOnline.org
- Click the My Account option in the upper right corner of the home page
- 3. Scroll down to the My Permits section
- 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...

- You must pay all outstanding fees before you are able to print a permit
- 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
- Click the Print Permit on the far right side of the screen
- 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
- Click the My Account option in the upper right corner of the home page
- 3. Scroll down to the My Permits section
- 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
- 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