

## **Residential Flatwork and Driveway Approaches**

### **General Information**

A permit is required for the construction or modification of a drive approach or other curb cut in the Right-of-Way (street or alley). Repair/replacement of driveway in the private property that will be tied into the driveway approach in the R.O.W. requires a permit.

### **Plans Submittal Requirements**

- A copy of a site plan or property survey of your property with dimensions indicating the location of the drive approach on the property is required.
- Construction specifications indicating the depth of concrete and size and spacing of reinforcement materials are required. All paving in the Right-of-Way shall meet the paving requirements of Paving Detail of the City's General Design Standards.

### **Fees**

A permit fee is required.

### **Inspections**

An inspection will be required upon completion of reinforcement and prior to pouring of concrete.

### **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.

## 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**