

## Flatwork and Driveway Approach Requirements Building Services Division

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

## **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 <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.

This handout is for informational purposes only and should not be relied on in place of official regulations and/or policies. The CITY OF LEWISVILLE makes no representations, guarantees, or warranties as to the accuracy, completeness, currency, or suitability of the information provided via the handout. Customers and citizens are personally responsible for complying with all local, state and federal laws pertaining to projects within the city. Copies of the CITY OF LEWISVILLE adopted codes and Zoning Ordinances can be found on the city website at <a href="http://www.cityoflewisville.com">http://www.cityoflewisville.com</a> or at the CITY OF LEWISVILLE <a href="https://www.cityoflewisville.com">151 W. Church Street, Lewisville, Texas 75057</a>

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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