



## How do I apply for a Permit on [www.MyGovernmentOnline.org](http://www.MyGovernmentOnline.org)?

- Open your browser and type in [www.mygovernmentonline.org](http://www.mygovernmentonline.org)
- Select '**Customer Portal**'

### **FIRST TIME USERS:**

- Top Right Hand side of page select '**Create Account**'
- You will create an account with your information that will identify you to your project or projects you may associate with.

### **ALREADY HAVE A MyGovernmentOnline LOGIN?**

- **Login** (Top right hand side of page)
- Left hand side of page, hover over the '**Permits and Licensing**' tab
- Select '**Apply Online**'
- Complete the fields in this order:  
State: **Texas**      Jurisdiction: **Rollingwood**      Project Type: **Development Services**
- Select '**Next**'
- Select '**Get Started on New Application**'
- From the **drop down**, select the application type for the permit you are applying for- **scroll down for more application options**
- If any **forms** are required, please **download** them as they are required for completeness review
- Select '**Next**'
- **Complete each section** by filling in the identifying information for your permit application and select '**Next**'
- '**Files Upload**' is second to last section to complete and is VERY IMPORTANT
  - These are your projects plans that Building/ Zoning / Engineering/ Fire will need to review your project for permitting as well as documents required for 'completeness review.'
- Select '**Next**'
- Select '**Submit**'
- Once submitted you will see a pop-up stating:

#### APPLICATION CREATED AND SUBMITTED CONFIRMATION

Your **Application** has been received by **Rollingwood** and has been assigned application number **XXXXXXX**  
Your application can not be edited unless the jurisdiction returns it to you requesting changes.  
You can check the status and review your application by clicking the review application button below or by reviewing the "My Applications" section of your account dashboard. You will also receive an e-mail once the jurisdiction processes your application.

- Please allow at least 24 hours for your permit to be processed out of the application stage and sent for completeness review.