



Online Submittal Guide

HOW TO SUBMIT ZONING REQUESTS, PLATS, CIVIL PLANS, AND BUILDING PLANS ON MYGOV.US

1

PROJECT MANAGER REGISTRATION

Project Manager registration type is for the non-contractor design professionals (Architect/Engineer) or applicants who are responsible for a project (Business Owners). Request a Project Manager Registration [here](#).

If you are a contractor submitting an application, please follow our online guide for contractors.

2

CREATE AN ACCOUNT

Once your project manager request has been accepted by staff, you will receive an email with your account activation. If you do not see this email, please check your spam folder. Use this activation number to create a log-in [here](#).

3

REQUEST A PROJECT

Log in to your MyGov account and click "Request Project". Next, fill out all of the applicable information fields and attach any required plans, plats, or supporting documents.

4

STAFF APPLICATION ACCEPTANCE

Staff will approve the application and you should receive an email from MyGov letting you know that your project is ready for payment.

5

PAYMENT

Call 214-975-0456 -OR-
Go to "Payments Due" and click on the project. Select the green "Pay" button on the top right. Select Credit or Debit Card, type in your payment information and hit pay.

6

PLAN REVIEW/ INSPECTIONS

Once your project is paid for, staff will begin reviewing plans and will contact you with comments or approval after the allotted review period.

Once you have received approval and are ready for inspections, you can request them by selecting "Request Inspection".

If you have any questions or concerns please contact our Development Team at development@littleelm.org or 214-975-0454.



Contractor Online Submittal Guide

HOW TO SUBMIT FOR CIVIL AND BUILDING PERMITS ON MYGOV.US

1

CONTRACTOR REGISTRATION

All contractors must register with the Town. You may find the list of available registrations [here](#).

2

CREATE AN ACCOUNT

Once your contractor registration has been accepted by staff, you will receive an email with your account activation. If you do not see this email, please check your spam folder. Use this activation number to create a log-in [here](#).

3

REQUEST A PROJECT

Log in to your MyGov account and click "Request Project". Next, fill out all of the applicable information fields and attach any required plans and supporting documents.

4

STAFF APPLICATION ACCEPTANCE

Staff will approve the application and you should receive an email from MyGov letting you know that your project is ready for payment.

5

PAYMENT

Call 214-975-0456 -OR-
Go to "Payments Due" and click on the project. Select the green "Pay" button on the top right. Select Credit or Debit Card, type in your payment information and hit pay.

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PLAN REVIEW/ INSPECTIONS

Once your project is paid for, staff will begin reviewing plans and will contact you with comments or approval after the allotted review period.

Once you have received plan approval and are ready for inspections, you can request them by selecting "Request Inspection".

If you have any questions or concerns please contact our Permit Technicians at permits@littleelm.org or 214-975-0456.