Introduction and Overview of our Online Submittal Process

The Town of Little Elm utilizes MyGov for all permit processes. [https://public.mygov.us/LITTLE_ELM_TX](https://public.mygov.us/LITTLE_ELM_TX)

**Step 1: Create a Collaborator account** (you can skip this step if you already have an account with the Town of Little Elm or another municipality that uses MyGov)

Collaborators can include General Contractors, Mechanical, Electrical, and Plumbing Contractors, Project Managers, Residential Project Managers, and property/business owners. A Collaborator Account is required to interact with all system features for permits.

- Click on the **Become a Collaborator** button.
- Fill in the required information to create a New Collaborator Account and click on Validate Email when completed.
- Check your email for a validation request.
- Open the email and click the **Validate Email** button.
- You will then be re-directed back to MyGov. You have established your Collaborator Account and can log into the system to use its features.

**Step 2: Request Access to the Town of Little Elm**
- Click the green **Request Access** button in the top left corner of the page.
- Search for the Town of Little Elm.
- Click Send Request at the bottom.

**Step 3: Add your Credentials**

Credentials are a term MyGov uses for contractors needing to submit their certificate of insurance and any state-issued licenses on file with the Town of Little Elm, or to register as a specific user type such as Project Manager. Project Manager registration type is for the non-contractor design professionals (Architect/Engineer) or applicants who are responsible for a project (Business Owners). Credentials are required for most permit applications.

- Click on the Town of Little Elm logo.
- Click the green **Make New Request** button in the top left corner of the page.
- Click Credential Manager.
- Click the appropriate credential and complete the requested fields. You will be notified once your credential is processed and of any fees due.

**Step 4: Apply for your Permit**
- Click on the Town of Little Elm logo.
- Click the green **Make New Request** button in the top left corner of the page.
- Click Permits & Inspections.
- Click the appropriate permit type and complete the requested fields. You will be notified once your permit application is processed and of any fees due.

**What to expect once the application is made:**
- The request is processed and the Town will issue an invoice with any application fees.
- Once the application fee is paid, documents go under plan review, which is 10 business days for most permit types (5 business days for CO requests).
  - If plans are approved, your application moves to the next step (varies by permit type).
  - If plans are not approved, corrections will need to be resubmitted for additional plan review. This continues until plans are approved.