

## View Files and Plan Review Letters from the Jurisdiction

You can view documents and plan review letters that the jurisdiction has added to your project. These documents may communicate a need for revisions required to plans you have submitted or other information related to the project. This section also catalogs the plans you have submitted to the jurisdiction and saves the files historically.

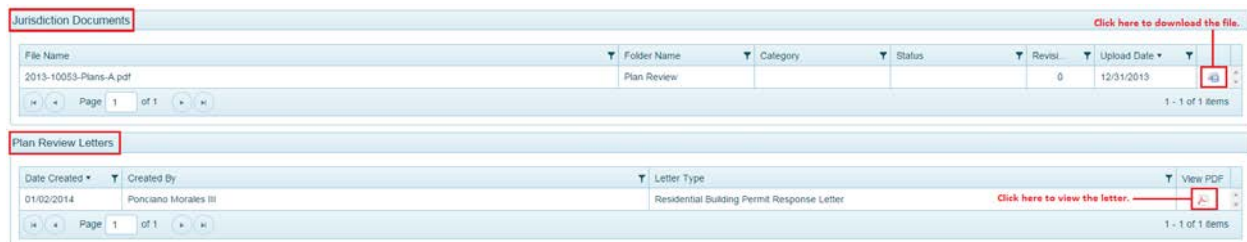
1. Once you are logged in, click on the “My Account” button at the top right area of the webpage.



2. Scroll down to the “My Permits” section and click on the “View Permit” link associated with the project you desire.



3. When the project opens, **scroll** down the page to the section called **Jurisdiction Documents and Plan Review Letters**. The Jurisdiction Documents section displays files that can be downloaded and viewed in PDF format. The Plan Review Letters section allows you to download and view letters in PDF format. The links to the far right allow you to view any of the items. The documents will open in your computers PDF Reader just as any other PDF document is viewed.

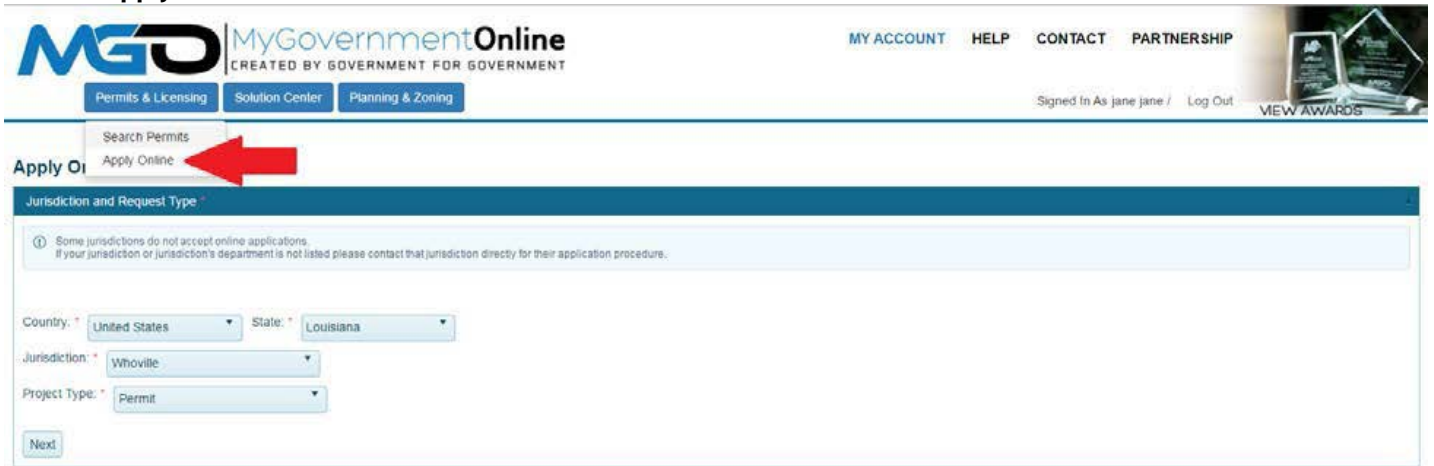


## To Resubmit Revisions:

You will resubmit your comments online. When resubmitting comments you will be able to upload plans and other documents in PDF format .

Step 1: Log into your account

Step 2: Once you are logged in, go to the “Permits and Licensing” button in the top left area of the screen and then click on **Apply Online**.



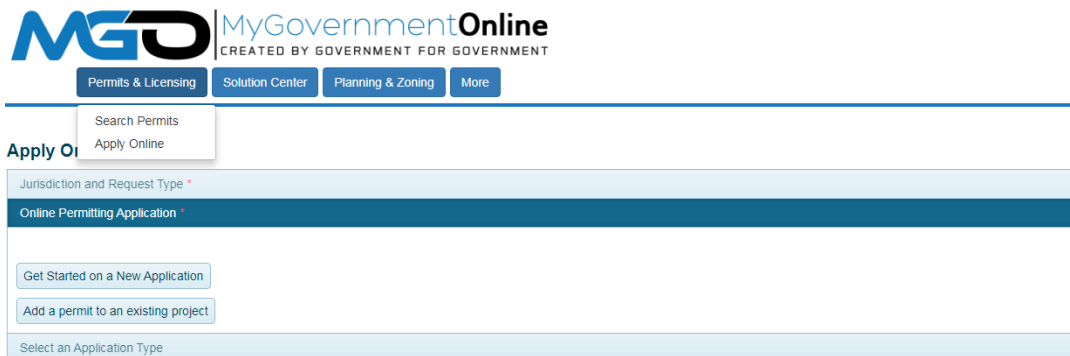
The screenshot shows the MyGovernmentOnline homepage. The logo 'MGDO MyGovernmentOnline' is at the top left, with the tagline 'CREATED BY GOVERNMENT FOR GOVERNMENT'. Navigation links include 'MY ACCOUNT', 'HELP', 'CONTACT', and 'PARTNERSHIP'. A user is signed in as 'jane jane'. Below the navigation, there are buttons for 'Permits & Licensing', 'Solution Center', and 'Planning & Zoning'. A red arrow points to the 'Apply Online' button in the 'Apply Online' dropdown menu. Below the navigation, there is a 'Jurisdiction and Request Type' section with a warning message: 'Some jurisdictions do not accept online applications. If your jurisdiction or jurisdiction's department is not listed please contact that jurisdiction directly for their application procedure.' The form fields are: Country: United States, State: Louisiana, Jurisdiction: Whoville, Project Type: Permit, and a 'Next' button.

Step 3: In order, select the Texas, Georgetown, and Project Type “Permit” as shown below and then click next.



The screenshot shows the 'Apply Online' page. The logo 'MGDO MyGovernmentOnline' is at the top left, with the tagline 'CREATED BY GOVERNMENT FOR GOVERNMENT'. Navigation links include 'Permits & Licensing', 'Solution Center', 'Planning & Zoning', and 'More'. Below the navigation, there is a 'Jurisdiction and Request Type' section with a warning message: 'Some jurisdictions do not accept online applications. If your jurisdiction or jurisdiction's department is not listed please contact that jurisdiction directly for their application procedure.' The form fields are: Country: United States, State: Texas, Jurisdiction: Georgetown, Project Type: Permit, and a 'Next' button.

Step 4: Select Add a Permit to an existing project



The screenshot shows the 'Apply Online' page. The logo 'MGDO MyGovernmentOnline' is at the top left, with the tagline 'CREATED BY GOVERNMENT FOR GOVERNMENT'. Navigation links include 'Permits & Licensing', 'Solution Center', 'Planning & Zoning', and 'More'. Below the navigation, there is a 'Jurisdiction and Request Type' section with a warning message: 'Some jurisdictions do not accept online applications. If your jurisdiction or jurisdiction's department is not listed please contact that jurisdiction directly for their application procedure.' The form fields are: Country: United States, State: Texas, Jurisdiction: Georgetown, Project Type: Permit, and a 'Next' button. Below the 'Next' button, there is a 'Select an Application Type' section with two buttons: 'Get Started on a New Application' and 'Add a permit to an existing project'. The 'Add a permit to an existing project' button is highlighted.

Step 5: Select application type: Resubmittal

The screenshot shows the MGO MyGovernmentOnline website. At the top, there is a navigation bar with the MGO logo and the text 'MyGovernmentOnline CREATED BY GOVERNMENT FOR GOVERNMENT'. Below the logo are buttons for 'Permits & Licensing', 'Solution Center', 'Planning & Zoning', and 'More'. On the right side, there are links for 'MY ACCOUNT' and 'HELP'. The main content area is titled 'Apply Online' and contains several sections: 'Jurisdiction and Request Type \*', 'Online Permitting Application \*', and 'Select an Application Type'. The 'Select an Application Type' dropdown menu is open, showing a list of options: '- Select an Option -', 'Certificate of Occupancy (New Tenant/Change of Ownership Only)', 'Electrical Permit', 'Irrigation Permit', 'Mechanical Permit', 'Plumbing Permit', and 'Resubmittal'. A red arrow points to the 'Resubmittal' option. Below the dropdown menu, there are 'Back' and 'Next' buttons. At the bottom of the page, there is a footer with the MGO logo, social media icons for Facebook, Twitter, and Instagram, and a link to 'Click for Mobile App'.

Step 6: Enter Project number (permit number) and select search

The screenshot shows the MGO MyGovernmentOnline website. At the top, there is a navigation bar with the MGO logo and the text 'MyGovernmentOnline CREATED BY GOVERNMENT FOR GOVERNMENT'. Below the logo are buttons for 'Permits & Licensing', 'Solution Center', and 'Planning & Zoning'. The main content area is titled 'Apply Online' and contains several sections: 'Jurisdiction and Request Type \*', 'Online Permitting Application \*', 'Select an Application Type', and 'Search Project \*'. The 'Search Project \*' section is highlighted in dark blue. Below this section, there is a text box with an information icon and the following text: 'In order to add a permit to an existing Building Permit you must begin by locating the existing Building Permit using the search form below. Use only ONE of the search fields below to access the existing Building Permit. Once you have found the existing Building Permit, click the "Details" button to confirm you have found the correct permit and then click "Select" to proceed. Otherwise to apply for a new application [click here](#).' Below the text box, there are five input fields: 'Project Number', 'Address', 'Business Name', 'First Name', and 'Last Name'. The 'Project Number' input field is circled in red. Below the input fields, there is a 'Search' button. At the bottom of the page, there is a 'Files Upload' section.

Step 7: Click on Details

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Permits & Licensing | Solution Center | Planning & Zoning

### Apply Online

Jurisdiction and Request Type \*  
Online Permitting Application \*  
Select an Application Type

**Search Project \***

① In order to add a permit to an existing Building Permit you must begin by locating the existing Building Permit using the search form below. Use only ONE of the search fields below to access the existing Building Permit. Once you have found the existing Building Permit, click the "Details" button to confirm you have found the correct permit and then click "Select" to proceed. Otherwise to apply for a new application [click here](#).

Project Number: 32992 | Address: 20: AUSTIN AVE Blg 2 GEORGETOWN TX 78626 | Business Name: | First Name: | Last Name: | Search

**Project NumberAddress**  
2016-32992 20: AUSTIN AVE Blg 2 GEORGETOWN TX 78626 **Details**

1

Step 8: Click on the Select Button

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Permits & Licensing | Solution Center | Planning & Zoning

Signed In As: Jenny Camero / Log Out

### Apply Online

Jurisdiction and Request Type \*  
Online Permitting Application \*  
Select an Application Type

**Search Project \***

① In order to add a permit to an existing Building Permit you must begin by locating the existing Building Permit using the search form below. Use only ONE of the search fields below to access the existing Building Permit. Once you have found the existing Building Permit, click the "Details" button to confirm you have found the correct permit and then click "Select" to proceed. Otherwise to apply for a new application [click here](#).

Project Number: 32992 | Address: 202 S AUSTIN AVE Blg 2 GEORGETOWN TX 78626 | Business Name: | First Name: | Last Name: | Search

**Project NumberAddress**  
2016-32992 202 S AUSTIN AVE Blg 2 GEORGETOWN TX 78626 **Details**

**Project #2016-32992**

**2016-32992**

**Jurisdiction:** Georgetown

**Type:** Signs (PERMIT), Technology Fee (Acc/Bldg, Fence, Roof, Demo, Wr/Surf, etc.)

**Create Date:** 2016-09-08T10:34:05.833

**Business:** Supreme Lending

**Applicant:**

**Physical Address:** 202 S AUSTIN AVE #2 Unit 106 Georgetown, TX

**Mailing Address:** 202 S AUSTIN AVE #2 Unit 106 Georgetown, TX

**Lot Number:** 78626 GEORGETOWN, TX

**SubDivision:** GEORGETOWN CITY OF

**Square Footage:**

**Description:** Wall Sign and Change out panel of freestanding sign

**Select**

Files Upload

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Step 9: Finish the questions, upload revisions in PDF Format, and submit

Important Notes:

We will send a notification your comments have been accepted and sent to plan review

Once plan review is complete and notification is received you can access permits under the My Permits Tab on your customer portal page. Resubmittals are reviewed in the order they are received.

If you have any questions, please email your assigned plans examiner.