

## CERTIFICATE OF OCCUPANCY INSTRUCTIONS

Please review the requirements of the project under the requirements tab of the project at [mygovernmentonline.org](http://mygovernmentonline.org).

To receive a Certificate of Occupancy, all inspections must be completed/passed, all associated permits to the project such as fire sprinkler, fire alarm, signs, irrigation, etc. are in closed status, and all required documents are submitted to the appropriate department. Once the appropriate department receives their required documents, then department staff will check off the requirement on the building permit requirements list. Landscaping, Planning, and Engineering Finals Walk Throughs must be completed prior to building finals.

See Checklist for all required documents for planning, landscaping, and engineering.

Do not upload the required documents from planning, landscaping, and engineering directly to the building permit project files. Please email the required documents to the appropriate contact listed on the check list. Please reference the site development plan number, the building permit number, and address with all correspondence.

To receive a Temporary Certificate of Occupancy, all inspections must be completed/passed and all associated permits to the project are in closed status. A temporary certificate of occupancy is issued on a case by case basis for a maximum of thirty (30) days. Please note utilities will not transfer from the general contractor's name into the business/property owner name nor will trash service be established until a full Certificate of Occupancy is issued.

To apply for a Temporary Certificate of Occupancy, you will follow the same guidelines to apply online as a full Certificate of Occupancy. You must also include a letter listing all outstanding items and dates when the outstanding items will be resolved. The letter must be signed by the general contractor and business/property owner. You will apply for a Temporary Certificate of Occupancy at [mygovernmentonline.org](http://mygovernmentonline.org). See directions attached in this packet.

In the event a Temporary Certificate of Occupancy is issued, it is the responsibility of the general contractor and property/business owner to complete outstanding items by date indicated in letter and contact the appropriate staff to check off any remaining requirements listed in the requirements tab of the project. Once outstanding items are completed, then the general contractor must apply online at [mygovernmentonline.org](http://mygovernmentonline.org) for a Full Certificate of Occupancy

Items included in this Certificate of Occupancy

- Checklist for Planning, Engineering, and Landscaping requirements
- Fire Final Checklist - do not upload to building permit files
- Maintenance Bond Form -do not upload to building permit files
- Landscape Certificate of Compliance Form - do not upload to building permit files
- Certificate of Occupancy Form
- Directions to apply for a Certificate of Occupancy online at [www.mgoconnect.org](http://www.mgoconnect.org)
- City Staff contact phone and email list
- Directions to view the inspection sequence and requirements of the project online at [www.mgoconnect.org](http://www.mgoconnect.org)

**City of Georgetown**  
**Certificate of Occupancy/Certificate of Completion Checklist**  
**for Planning, Landscape, Engineering and Fire**

**BUILDING INSPECTIONS**

- GC applies for CO online at [www.mgoconnect.org](http://www.mgoconnect.org) with certificate of occupancy application.
- All building inspections complete – SEE REQUIREMENTS TAB OF PERMIT FOR LIST OF ALL REQUIRED INSPECTIONS Via [www.mgoconnect.org](http://www.mgoconnect.org)
- All Associated permits may include: Site Development Plan, Fire Permits, Sign Permits, Swimming Pool Permits, Irrigation, etc. in closed status

**PRIOR TO PLANNING, LANDSCAPING, AND ENGINEERING FINAL SITE INSPECTIONS THE FOLLOWING MUST BE COMPLETED:**

1. Site Inspections should not be requested until record drawings and/or Certificates of No Change have been submitted as detailed below:
2. Record drawings should be emailed to the Planning Department ([planning@georgetown.org](mailto:planning@georgetown.org)) and show any changes to the built product from the approved SDP. This will allow staff to review changes & determine if a revision to the Site Development Plan is necessary according to UDC Sec 3.09.080.
  - a. Drawings should be in the form of a **full plan set**.
    - I. Plan set should include the approved Site Development Plan with record drawings (engineering, elevations, and landscaping) inserted.
  - b. Please cloud changes made from the approved Site Development Plan to indicate to staff what changes have been made.
  - c. A letter signed and sealed by engineer outlining changes should be submitted as well.
  - d. Please include the building permit number and approved site development case number in the subject line.
3. If there are no changes from the approved Site Development Plan, no record drawings are required, and the site inspection will be reviewed against the original approved site development plan set.
  - a. **If this is the case and no changes have been made from the Site Development Plan, you will need to submit an engineer or architect signed and sealed Certificate of No Change. If no changes have been made to landscaping, please submit a Landscape Certificate of Compliance.**

**PLANNING SITE DEVELOPMENT INSPECTION CHECKLIST**

- Record Drawings submitted as indicated above
- Request Planning Final Site Walk Through five (5) days in advance via [www.mgoconnect.org](http://www.mgoconnect.org) through the building permit. Planning site walk throughs are only done on Mondays or Fridays once Record Drawings are submitted and reviewed.
- Number of parking spaces, driveway design, drive thru stacking
- ADA parking spaces (painted and signed)
- Outside lighting: wall packs, parking lot lights (Light source shielded from view of ROW & adjacent property)
- Mechanical equipment: roof, ground, wall (screened from view from ROW or adjacent property including AC units, wall meters and roof vents)
- Dumpster enclosure (height exceeds container, materials, gates: opaque)
- Building materials, color, entryways and entrance treatments
- Articulation, design elements/architectural features, dimensions, and setbacks
- All plantings (trees, shrubs, etc) installed as identified in the Landscape Plan, including all required bufferyards & screening areas
- Irrigation installed / Grass or hydro mulch, mulching of planting beds
- Fencing provided, if proposed
- Special provisions per approved site development plan notes.

### **LANDSCAPING SITE DEVELOPMENT INSPECTION CHECKLIST**

- Request the Landscape Inspection via [www.mgoconnect.org](http://www.mgoconnect.org) through the building permit five (5) days advance. Landscaping inspections are only done on Mondays and Fridays once Record Drawings are submitted and reviewed.
- Verify all required preserved trees are on site.
- Verify all required plantings have been installed per approved plans & are in good health.
- If there is a discrepancy, an updated landscape plan and additional tree mitigation will be required.
- Contact [trees@georgetown.org](mailto:trees@georgetown.org) or call (512) 930-3575 press 3 for an

### **ENGINEER DEPARTMENT SITE DEVELOPMENT INSPECTION CHECKLIST:**

- Request the Final Engineering Site walk through once record drawings and letter of concurrence have been submitted as stated above through [planning@georgetown.org](mailto:planning@georgetown.org)
- Detention/Water Quality ponds operational/accepted
- Sidewalk installation
- Access connections provided for access easements
- Special provisions per Site Development Plan Notes
- Two year maintenance bond and engineers estimate
- Contact [engineering@georgetown.org](mailto:engineering@georgetown.org) for questions

### **FIRE FINAL CHECKLIST**

- All associated fire permits such as fire alarm, fire sprinkler permits in closed status.

## **Fire Final Checklist**

Address: .....

Certificate of Occupancy (Fire Requirements)				
Checklist Items	Yes	No	N/A	Comments
Hydro Visual Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date Completed:
Alarm Acceptance Test (Checklist)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Kitchen Hood System Acceptance Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Elevator Acceptance Test (Checklist)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Pump Acceptance Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Smoke Control System Acceptance Test				
Knox Box installed in correct locations. Current keys placed in Knox Box.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F.D.C. located on street side and fully visible. If NOT then are approved F.D.C. signs in place. Sign shall have the letters "FDC" at least 6 inches (152 mm) high and words in letters at least 2 inches (51 mm) high or an arrow to indicate the location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F.D.C.s and hydrants have a 36 inch clear working space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Fire Lanes painted and marked correctly. City Ordinance Sec. 10.16.040	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Copies of hydrant certification forms for any private hydrants. Verification that the required fire flow is met. (2012 IFC 507.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Check emergency lighting and exit signs for power back-up.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Check Fire Extinguisher Type and Location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sprinkler lines are protected by sprinkler heads and an automatic heat source.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No Sprinkler head(s) are obstructed, missing or painted. If found correct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Fire Final Checklist

Check locking devices on exit doors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gates meet the 2012 IFC Appendix D103.5 requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Checklist Items</b>	<b>Yes</b>	<b>No</b>	<b>NIA</b>	<b>Comments</b>
An Occupant Load card, as approved by the Building Official had been prominently placed in a conspicuous location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All means of egress are adequately sized, free and clear of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Permanent Address visible from the Street of Address. Address numbers shall be Arabic numbers or alphabetical letters. Size of #s      Distance from centerline				
4 to 12 inches                      0-75 Feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12 to 20 inches                      75-150 Feet				
20 to 28 inches                      150-225 Feet				
Building Official approves Over 225 Feet (City Ordinance Sec. 15.36.120)				

## Maintenance Bond (General)

Date: \_\_\_\_\_

Bond No. \_\_\_\_\_

Penal Sum: \$ \_\_\_\_\_

Subdivision: \_\_\_\_\_

**Obligee:**

City of Georgetown  
Chief Financial Officer  
808 Martin Luther King Jr. St.  
Georgetown, Texas 78626

**Principal/ Subdivider:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Surety:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**KNOW BY ALL MEN THESE PRESENTS:**

That, \_\_\_\_\_ (“**Principal**”) as Principal, and \_\_\_\_\_ (“**Surety**”) as Surety, are held and firmly bound unto the City of Georgetown, Texas (“**Obligee**”) as Obligee, in the amount of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) for the payment whereof, the said Principal and Surety bind themselves and their heirs, administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Principal and Obligee entered into a Public Improvements Construction Agreement providing for the design and construction of certain public improvements (“**Public Improvements**”). A copy of the Public Improvements Construction Agreement is attached and incorporated by reference; and

WHEREAS, Principal has designed and constructed the Public Improvements and the Public Improvements have been accepted by Obligee; and

WHEREAS, Owner/Developer is required to furnish a written guarantee that the Public Improvements will be free of defects in workmanship and materials for a period of two years from the date of acceptance; and

WHEREAS, this Bond is issued pursuant to the Public Improvements Construction Agreement in the amount of ten percent (10%) of the total construction costs for the Public Improvements.

**NOW, THEREFORE**, the condition of this obligation is such that:

1. If the Principal corrects all defects in materials or workmanship, and keeps the Public Improvements free of defects in workmanship and materials for a period of two years from and after the date of acceptance of the Public Improvements by Obligee, then the above obligation to be void; otherwise to remain in full force and effect.

2. If the Principal shall be declared by Obligee to be in default of its maintenance obligations under the Public Improvements Construction Agreement Surety shall, within thirty (30) days following written notice of default and request for performance from Obligee:
  - (a) Notify Obligee in writing of its election to correct all defects and workmanship in the Public Improvements in accordance with the Public Improvements Construction Agreement and shall commence and complete construction, re-construction, replacement, repair or maintenance of the Public Improvements as required by the Public Improvements Construction Agreement; or
  - (b) Notify Obligee in writing that Surety elects not to complete, re-construct, replace, repair, or maintain the Public Improvements. If the Surety fails to give such written notice, then it will be deemed to have elected not to complete, re-construct, replace, repair, or maintain the Public Improvements. In either event, Surety shall be obligated to pay Obligee for all loss, cost and expense which the Obligee incurs to correct all defects and workmanship in the Public Improvements in accordance with the Public Improvements Construction Agreement.
3. In the event that Surety elects to proceed under 2(a) above, the contractor selected by Surety to perform such work shall be approved by Obligee, which approval shall not be unreasonably withheld.
4. The Surety, for value received, stipulates and agrees that no amendment or modification to the Public Improvements Construction Agreement, including but not limited to extensions of time, shall in any way affect Surety's obligation on this Bond, and Surety does hereby waive notice of any such amendment or modification.

IN WITNESS WHEREOF, the Principal and Surety sign and seal this instrument this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**[PRINCIPAL]**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**[SURETY]**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Resident Agent of Surety:**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_





# LANDSCAPE CERTIFICATE OF COMPLIANCE

(For use by Contractor and/or Landscape Architect and the Owner)

Name of Project (As Submitted on Approved Site Plan): \_\_\_\_\_

Project Case Number: \_\_\_\_\_ Project Address: \_\_\_\_\_

Applicant's Name & Company: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

(Check whichever box is applicable)

- ☐ The site is complete and ready for final landscape inspection, approval, and issuance of a Certificate of Occupancy. (Verification of the final cost of landscaping must be submitted with this certificate. e.g. invoice from landscaping firm, copy of contract, bill of sale from where plant materials were purchased). *See bottom of page if landscape is incomplete.*

## GENERAL CONTRACTOR OF LANDSCAPE ARCHITECT

As the contractor for said development, or as the Landscape Architect of the said development, I represent that the landscaping has been installed in substantial compliance with the approved Landscape Plan and with the landscaping requirements of the Zoning Ordinance. I personally inspected the said project location and verify that the plantings are correct as to their location, size, number and species. All approved and required planting yards, parking lot plantings, buffer zones, mitigation requirements, and irrigation systems are in full compliance and do not violate the City of Georgetown Unified Development Code requirements.

\_\_\_\_\_  
Signature of General Contractor or  
Landscape Architect

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Relation to Development (Contractor or RLA)

## OWNER

As the owner of said development, I represent that I or my legal representative have personally inspected the property as of and have reviewed this Certificate after completion by my contractor or landscape installer and I join in all its representation.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Printed Name and Date

- ☐ The site is not complete. The approved landscaping has not been installed or has been partially installed. I am requesting the issuance of a Temporary Certificate of Occupancy. The approved landscape plan is incomplete as follows.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I estimate the cost of the landscaping still to be completed, including labor costs, to be \$ \_\_\_\_\_  
and the completion date of the project to be \_\_\_\_\_.

**City of Georgetown Building Permits & Inspections**  
**Certificate of Occupancy / Certificate of Completion (Shell Bldg)**



All Forms must be completed. Once complete, apply for a Certificate of Occupancy under the main Building Permit Number at [www.mygovernmentonline.org](http://www.mygovernmentonline.org) w/forms. Building Final, Fire Final, Site Development Walkthrough Inspections, and all other related permits must be completed before any Certificate of Occupancy will be issued.

Type of Certificate?		Final Certificate of Occupancy or Certificate of Completion	Temporary Certificate of Occupancy
Permit #		Site Development Plan #	
Name of Business (DBA):			
Business Street Address:		Suite#	Business Zip Code:
Name of Business/Tenant Owner:			
Mailing Address of Business Owner:			
City:		State:	Zip:
Business Owner Phone#		Business Owner Email:	
Property Owner Name/ Landlord if applicable:			
Property Owner Phone#		Property Owner Email:	

**Please describe the type of business/activities the building or lease space will be used for (BE SPECIFIC):**

--

**Site Development Inspections**

Business owner Initial Here:		I understand it is my responsibility to request the Site Development Walk Through Inspections five (5) days prior to Planning Site Development /CO inspection, Engineering Site Development/CO inspection, and Landscape Planner Site Development/ CO inspection via online at <a href="http://www.mgoconnect.org">www.mgoconnect.org</a> under building permit number. I understand a Building Final inspection cannot be scheduled until those field inspections are scheduled and completed.
General Contractor Initial Here		

**Issuing a Certificate of Occupancy**

Business owner Initial Here:		I understand if Temporary/Conditional Certificate of Occupancy is requested a letter must be received stating all outstanding conditions and the date conditions will be resolved signed by the Business Owner and the Contractor. Please allow up to two business days for review. Additional fees may be assessed. I understand utilities or trash service will not be transferred into business owner name until all inspections are complete, all record drawings, maintenance bonds, and letters of concurrence are submitted and accepted by the city. (See Site Walk through Checklist)
General Contractor Initial Here		

**Transfer of Utility Billing Accounts**

Business owner Initial Here:		I understand utilities will not be transferred into the business owner's name until a Final Certificate of Occupancy is issued: <ul style="list-style-type: none"> <li>Building inspections, Fire inspections, &amp; Site Development Inspections are complete and finalized.</li> <li>All related permits such as Irrigation/Fire Alarm/Sign Permits/etc. are complete.</li> <li>All Record Drawings, Maintenance Bonds, &amp; Letters of Concurrence are submitted and accepted by the City.</li> </ul>
General Contractor Initial Here		

Signature of Contractor	Printed Name	Date
Signature of Business Owner	Printed Name	Date

## Apply Online for a Permit

You may apply for your permit online if your jurisdiction offers this feature. When applying for the permit you will be able to also upload plans and other documents in PDF format if documents and drawings are required for your project.

1. 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 website interface. At the top, there is a navigation bar with the MGD logo and the text 'MyGovernmentOnline CREATED BY GOVERNMENT FOR GOVERNMENT'. To the right of the logo are links for 'MY ACCOUNT', 'HELP', 'CONTACT', and 'PARTNERSHIP'. Below the navigation bar, there are three buttons: 'Permits & Licensing', 'Solution Center', and 'Planning & Zoning'. The 'Permits & Licensing' button is highlighted. To the right of these buttons, there is a user login area showing 'Signed In As: jane jane / Log Out' and a 'VIEW AWARDS' link. Below the navigation bar, there is a search bar with the text 'Search Permits' and a red arrow pointing to the 'Apply Online' button. The 'Apply Online' button is highlighted. Below the search bar, there is a form titled 'Jurisdiction and Request Type'. The form contains the following fields: 'Country' (United States), 'State' (Louisiana), 'Jurisdiction' (Whoville), and 'Project Type' (Permit). There is a 'Next' button at the bottom of the form. Below the form, there is a copyright notice: '© copyright reserved to MyGovernmentOnline.org - 2016'. Below the copyright notice, there is a link: 'Click for Mobile App'. Below the link, there is a welcome message: 'Welcome to our new site design. Please contact us with any questions. To view the old site: click here.' At the bottom of the page, there is a URL: 'https://www.mygovernmentonline.org/permits/'.

2. In order, select the State, Jurisdiction, and Project Type as shown below and then click next. If you do not see the jurisdiction in which you desire to submit an application to after selecting the state, then the jurisdiction does not yet offer the “Apply Online” feature at this time.



## Apply Online

**Jurisdiction and Request Type \***

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.

Country:  State:

Jurisdiction:

Project Type:

3. Select '

**'Add a Permit to an Existing Account'** option if you are applying for an Electrical, Mechanical or Plumbing permit that will be added on to an already issued building permit.



## Apply Online

**Jurisdiction and Request Type \***

**Online Permitting Application \***

☐ Get Started on a new Application

☐ Add a permit to an existing project

**SELECT ADD A PERMIT TO MY ACCOUNT**


4. Select an application type.

The screenshot shows the 'MyGovernmentOnline' website with the 'Apply Online' section. The 'Select an Application Type' dropdown menu is open, displaying the following options: '- Select an Option -', '- Select an Option -', 'Certificate of Occupancy (New Tenant/Change of Ownership Only)', 'Electrical Permit', 'Irrigation Permit', 'Mechanical Permit', and 'Plumbing Permit'. The 'Back' and 'Next' buttons are visible below the dropdown.

5. Enter Project number (permit number)

The screenshot shows the 'MyGovernmentOnline' website with the 'Apply Online' section. The 'Search Project' section is active, displaying a message: '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 message are five search fields: 'Project Number', 'Address', 'Business Name', 'First Name', and 'Last Name'. The 'Project Number' field is highlighted with a red circle. A 'Search' button is located below the 'Project Number' field.

6. Click on details



MyGovernmentOnline

CREATED BY GOVERNMENT FOR GOVERNMENT

Permits & Licensing

Solution Center

Planning & Zoning

Apply Online

Jurisdiction and Request Type \*

Online Permitting Application \*

Select an Application Type

Search Project \*

ⓘ

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

Address

Business Name

First Name

Last Name

32992

Search

Project NumberAddress

2016-32992202 S AUSTIN AVE Bldg 2 GEORGETOWN TX 78626

Details

⏪

⏴

1

⏵

⏩

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7. Hit the Select Button

**MGD** MyGovernmentOnline  
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MY ACCOUNT HELP CONTACT PARTNERSH

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. 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 permit. Otherwise to apply for a new application, click here.

Project Number	Address	Business Name	First Name
32992			

Search

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

**Project #2016-32992**

**2016-32992**

**Jurisdiction:** Georgetown

**Type:** Signs (PERMIT), Technology Fee (AccBldg, Fence, Roof, Demo, WtrSoft, Etc.)

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

<b>Business</b> Supreme Lending	<b>Applicant</b> Miriam Rudy
<b>Physical Address</b> 202 S AUSTIN AVE 78626 GEORGETOWN, TX	<b>Mailing Address</b> 202 South Austin Ave #2 Unit 106 Georgetown, TX
<b>Lot Number</b>	<b>SubDivision</b> GEORGETOWN CITY OF
<b>Square Footage</b>	
<b>Description</b> Wait Sign and Change out panel of freestanding sign	

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

Files Upload

**MGD** MyGovernmentOnline  
CREATED BY GOVERNMENT FOR GOVERNMENT

8. Finish the questions and submit

9. We will send a notification either to pay or that permit has been issued.

10. Once notification is received you can access permits under the My Permits Tab on your customer portal page

City Staff Contacts:

Department	Contact	Title	Phone#	Address:	Email Address	Questions:
Fire	Jason Fryer	Fire Marshal	(512) 930-8453	3500 D B Wood Rd, Georgetown, Tx 78628	<a href="mailto:Jason.fryer@georgetown.org">Jason.fryer@georgetown.org</a> <a href="mailto:fls@georgetown.org">fls@georgetown.org</a>	Fire Related Questions
Fire	Daniel Bilbrey	Deputy Fire Marshal	(512) 930-6557	3500 D B Wood Rd, Georgetown, Tx 78628	<a href="mailto:Daniel.bilbrey@georgetown.org">Daniel.bilbrey@georgetown.org</a> <a href="mailto:fls@georgetown.org">fls@georgetown.org</a>	Fire Related Questions
Fire	Clint Gray	Deputy Fire Marshal	(512) 930-3473	3500 D B Wood Rd, Georgetown, Tx 78628	<a href="mailto:Clint.gray@georgetown.org">Clint.gray@georgetown.org</a> <a href="mailto:fls@georgetown.org">fls@georgetown.org</a>	Fire Related Questions
Engineer	Wesley Wright	Systems Engineer Director	(512) 931-7672	Contact Engineering	<a href="mailto:Wesley.wright@georgetown.org">Wesley.wright@georgetown.org</a>	Systems Engineering
Engineering	David Munk	Water Utility Engineer	(512) 930-2572	Contact Engineering	<a href="mailto:David.munk@georgetown.org">David.munk@georgetown.org</a> <a href="mailto:engineering@georgetown.org">engineering@georgetown.org</a>	Site Development Plan – Public Improvements Questions
Engineering	Tom Pursley	Engineering Tech	(512) 930-6765	Contact Engineering	<a href="mailto:Tom.pursley@georgetown.org">Tom.pursley@georgetown.org</a> <a href="mailto:engineering@georgetown.org">engineering@georgetown.org</a>	Maintenance Bond, Record Drawings, Letter of Concurrence
Engineering	Grace Kelly	Engineering Tech	(512) 930-6758	Contact Engineering	<a href="mailto:Grace.kelly@georgetown.org">Grace.kelly@georgetown.org</a> <a href="mailto:engineering@georgetown.org">engineering@georgetown.org</a>	Maintenance Bond, Record Drawings, Letter of Concurrence
Engineering	Lua Saluone	Utilities Engineer	(512) 930-6574	Contact Engineering	<a href="mailto:Lua.saluone@georgetown.org">Lua.saluone@georgetown.org</a> <a href="mailto:engineering@georgetown.org">engineering@georgetown.org</a>	Site Development Plan – Public Improvements
Engineering	Daniel Hernandez	Inspection Supervisor	(512) 930-8144	Contact Engineering	<a href="mailto:Daniel.hernandez@georgetown.org">Daniel.hernandez@georgetown.org</a> <a href="mailto:engineering@georgetown.org">engineering@georgetown.org</a>	Site Development Plan – Public Improvement Inspections
Engineering	Jonathan Morales	Inspection Supervisor	(512) 931-7693	Contact Engineering	<a href="mailto:Jonathan.morales@georgetown.org">Jonathan.morales@georgetown.org</a> <a href="mailto:engineering@georgetown.org">engineering@georgetown.org</a>	Site Development Plan – Public Improvement Inspection
Planning	Rachel Hagan	Landscape Planner	(512) 930-6598 (512) 930-3575 Press 3	809 Martin Luther King Jr St, Georgetown, Tx 78626	<a href="mailto:Rachel.hagan@georgetown.org">Rachel.hagan@georgetown.org</a> <a href="mailto:planning@georgetown.org">planning@georgetown.org</a>	Site Development Plan – Landscape Questions
Planning	Travis Baird	Assistant Planning Director	(512) 931-7686 (512) 930-3575 Press 3	809 Martin Luther King Jr St, Georgetown, Tx 78626	<a href="mailto:Travis.baird@georgetown.org">Travis.baird@georgetown.org</a> <a href="mailto:planning@georgetown.org">planning@georgetown.org</a>	Site Development Plan Questions/ Elevations
Planning	Ryan Clark	Senior Planner	(512) 931-7746 (512) 930-3575 Press 3	809 Martin Luther King Jr St, Georgetown, Tx 78626	<a href="mailto:Ryan.Clark@georgetown.org">Ryan.Clark@georgetown.org</a> <a href="mailto:planning@georgetown.org">planning@georgetown.org</a>	Site Development Plan Questions/ Elevations



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Planning	Planning	Planning Main Contact	(512) 930-3575 Press 3	809 Martin Luther King Jr St, Georgetown, Tx 78626	<a href="mailto:planning@georgetown.org">planning@georgetown.org</a>	Planning General Contact Info
Easements	Lauren Boenig	Real Estate Services Coordinator	(512) 930-6696	809 Martin Luther King Jr St, Georgetown, Tx 78626	<a href="mailto:Lauren.boenig@georgetown.org">Lauren.boenig@georgetown.org</a> / <a href="mailto:realestate@georgetown.org">realestate@georgetown.org</a>	Real Estate Services / Easements
Electric Utility	Richard Pajestka	Electric Design Supervisor	(512) 930-8498	300-1 Industrial Ave Georgetown, Tx 78626	<a href="mailto:Richard.pajestka@georgetown.org">Richard.pajestka@georgetown.org</a>	Georgetown Electric Questions
Electric Utility	Roy Torrez	Electric Project Coordinator	(512) 930-8139	300-1 Industrial Ave Georgetown, Tx 78626	<a href="mailto:Roy.torrez@georgetown.org">Roy.torrez@georgetown.org</a>	Georgetown Electric Questions
Electric Utility	John Gonzales	Electric Project Coordinator	(512) 930-8495	300-1 Industrial Ave Georgetown, Tx 78626	<a href="mailto:John.gonzales@georgetown.org">John.gonzales@georgetown.org</a>	Georgetown Electric Questions
Utility Accounts	DAS	Utility Accounts	(512) 930-6694	300-1 Industrial Ave Georgetown, Tx 78626	<a href="mailto:das@georgetown.org">das@georgetown.org</a>	Water Meter /Irrigation Meter Pick up / When is electric meter going to be set
Public Works/ Storm Water /SWPP	Tiffany Spicer	Public Works / Storm Water Management Cord	(512) 930-6592	300-1 Industrial Ave, Georgetown, TX 78626	<a href="mailto:Tiffany.spicer@georgetown.org">Tiffany.spicer@georgetown.org</a>	Stormwater Management /Coordinator
Public Works Storm Water /SWPP	Brant Gibson	Public Work / Storm Water Inspector	(512) 930-6732	300-1 Industrial Ave, Georgetown, TX 78626	<a href="mailto:Brant.gibson@georgetown.org">Brant.gibson@georgetown.org</a>	Stormwater Management /Inspector
Public Works Right of Way	Vance Sayers	Engineering Technician	(512) 930-6679	300-1 Industrial Ave, Georgetown, TX 78626	<a href="mailto:Vancy.sayers@georgetown.org">Vancy.sayers@georgetown.org</a>	Engineering Technician / ROW Permits

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MAIN NUMBER: (512) 930-3575 Press 3 / MAIN EMAIL: [planning@georgetown.org](mailto:planning@georgetown.org)

Fire Marshal Address:

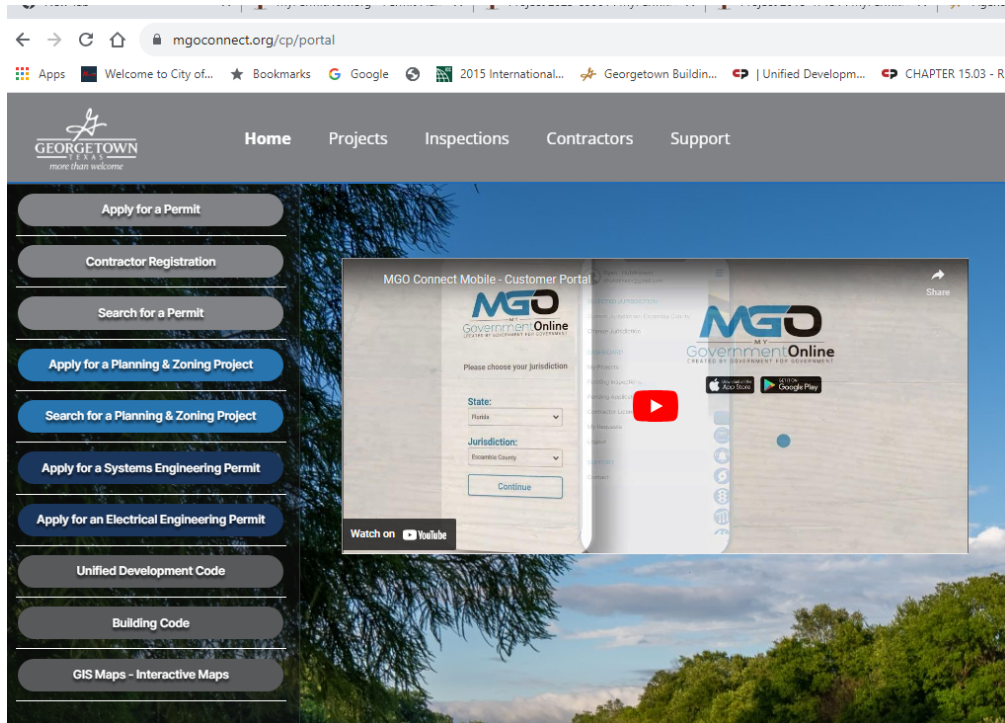
3500 D B Wood Rd, Georgetown, Tx 78628 / MAIN EMAIL: [Fls@georgetown.org](mailto:Fls@georgetown.org)

Engineering Address:

Contact Engineering Directly

# Apply Online for a Permit under a Main Permit Number

The left side navigation menu will contain several options. To apply online for a permit, select the 'Apply Online for a Permit' link and then proceed through the steps.



Select the section for the appropriate permit type desired.

Please select a project type

**Building Safety (Permits)**  
Permit

**Contractor Registration**  
Occupational License

Select get started on a new application. The '**Submission to an Existing Project**' is applicable to sub-contractor permits and other special scenarios. Your jurisdiction will inform you if/when this option is applicable. Continue to select an application type and complete the application.

Do you want to use an existing project?

**Get Started on A New Application** →

**Submission to an Existing Project** →

Select Certificate of Occupancy Application

Please select an application type

**Certificate of Occupancy (New Construction Ground Up/or Addition)**

Click here if you would like to preview the application questions prior to beginning the online application. The application preview is intended as a resource that will allow you to become acquainted with the required questions that will be asked once you begin the online application. Please do not submit the application preview document to the jurisdiction. When you are ready to proceed, click the "→" button below to begin the online application.

→

☐ Certificate of Occupancy (New Construction Ground Up/or Addition)

# View the Tasks List for a Project

Once you have opened a project, click the 'View Project Tasks & Statuses' option under the 'I Want To' section.

The screenshot shows the 'Overview' tab of a project page for 'Cajun Joe's'. The project status is 'Permit Issued' and the ID is '# 2023-03-4'. The address is '3301 ROXBURY PL SW VERO BEACH FL 32968' and the jurisdiction is 'Indian River County, FL'. The project name is 'Cajun Joe's'. The date created is '03/16/2023' and the date updated is '04/12/2023'. Under the 'I Want To...' section, there are four options: 'Pay Fees & Print Receipts', 'Print Permits', 'View Project Tasks & Statuses', and 'Communication with Jurisdiction'. A red arrow points to the 'View Project Tasks & Statuses' option. To the right is a map showing the location of the project at 3301 ROXBURY PL SW.

In the next screen, click the 'Requirements' tab.

The screenshot shows the 'Tasks' tab of the project page. The project status is 'Permit Issued' and the ID is '# 2023-03-4'. There are two tabs: 'Inspections' and 'Requirements'. A red arrow points to the 'Requirements' tab. Below the tabs, there is a section for 'Inspections' with a 'New Request' button. Under 'Pending Inspections', there are two items: 'Aluminum InFill (C)' and 'Columns (C)'. Each item has a 'New' button, a 'Work Order Request Date', an 'Assigned Inspector', and a 'Call' button.

Item	Work Order Request Date	Assigned Inspector	Action
Aluminum InFill (C)	03/31/2023 12:00 AM	Richie W. Schofield	Call
Columns (C)	04/19/2023 12:00 AM	Shawn Doutrich	Call

The 'Requirements' tab is designed to present the project workflow which is made up of tasks that are necessary for completion to advance the project further. The workflow is separated into 'Stages' which indicates the tasks that must be completed before moving on to the tasks in the next stage. Two view options are available:

- **Expand Current Stage** – This view focuses the workflow on the current stage of the project.
- **Expand All Requirements** – This view expands the entire workflow, providing insight into tasks that are currently awaiting completion, as well as what to expect and prepare for in future stages.

Overview Contacts Tasks Fees Docs Comments

Project Status **Permit Issued** # 2023-03-4

Inspections Requirements

**Stages**

☒ Expand Current Stage ☐ Expand All Requirements

**Inspection Results**

ALL

**Stage 2 (Current Stage)**

Building Division Review	Completed
County Planning Review	Completed
Electrical Plan Review	To Do
Environmental Health Review	To Do
Fire Department Review	To Do

It is recommended that you take advantage of the Tasks feature as it will provide a wealth of information and keep you up to date on the status of plan review, required inspections, and many other project milestones.