

# TOWN OF WESTLAKE

MyGov Guide

May 21, 2020

# WESTLAKE|TX

Town of Westlake - DFW

 Contractors  
create a log-in



### Contractor Registration

Use the links below to look up information about Contractor Registrations.

- ▶ [Request a New Registration](#)
- ▶ [Renew a Registration](#)
- ▶ [Estimate Fees](#)
- ▶ [Check Status of My Application](#)
- ▶ [Search Registrations](#)
- ▶ [Get Contact Information](#)
- ▶ [Go to Website](#)



### Permits & Inspections

Use the links below to look up information about Building Permitting and Inspections.

- ▶ [Download & Information Center](#)
- ▶ [Application / Permit Lookup](#)
- ▶ [Create a Log In](#)
- ▶ [Estimate Fees](#)
- ▶ [Search For Contractors](#)
- ▶ [Report & Subscription Center](#)
- ▶ [Get Contact Information](#)
- ▶ [Go to Website](#)



### Special Event Permits

Use the links below to look up information about Special Event Permits.

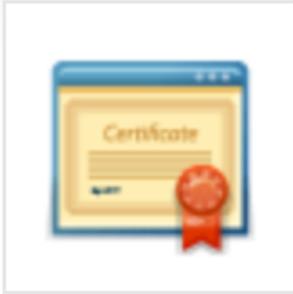
- ▶ [Request a New Permit](#)
- ▶ [Renew a Permit](#)
- ▶ [Estimate Fees](#)
- ▶ [Check Status of My Application](#)
- ▶ [Search Permits](#)
- ▶ [Get Contact Information](#)
- ▶ [Go to Website](#)

# MYGOV HOMEPAGE

Contractors/Applicants may reach our MyGov Online Action Center by clicking the following link:

[MyGov Home](#)

Contractors/Applicants should see a page that looks like the picture on the left.



## **Contractor Registration**

Use the links below to look up information about Contractor Registrations.

- ▶ [Request a New Registration](#)
- ▶ [Renew a Registration](#)
- ▶ [Estimate Fees](#)
- ▶ [Check Status of My Application](#)
- ▶ [Search Registrations](#)
- ▶ [Get Contact Information](#)
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# CONTRACTOR REGISTRATION

Contractors may request a new registration if they are not already registered with the city by clicking on "Request a New Registration."

# CONTRACTOR REGISTRATION – *NEW REGISTRATION*

- The contractor can pick which type of contractor they are applying for from the list
- Continue with the application and fill out the required information.
- Verify and submit your credentials

## Request a Registration



Pick the Registration type you would like to request.

If you are a registered contractor requesting a Registration, you should first [sign in](#) to your contractor account to ensure your Registration is associated with your account at the agency. If you are not sure if you have a registered contractor account, [click here](#) to look up contractors at this agency. If you have not yet created a login account, [click here](#) to do so now. You will need your account information that was supplied from the agency when you were registered.

General Contractor	Registration issued to General Contractors	<a href="#">Request Now</a>
Pool Contractor	Registration issued to Pool Contractors	<a href="#">Request Now</a>
Irrigation Contractor	Registration issued to Irrigation Contractors	<a href="#">Request Now</a>
Mechanical Contractor	Registration issued to Mechanical Contractors	<a href="#">Request Now</a>
Electrical Contractor	Registration issued to Electrical Contractors	<a href="#">Request Now</a>
Plumbing Contractor	Registration issued to Plumbing Contractors	<a href="#">Request Now</a>
Sign Contractor	Registration issued to Sign Contractors	<a href="#">Request Now</a>
Roof Contractor	Registration issued to Roof Contractors	<a href="#">Request Now</a>
Well Contractor	Registration issued to Well Driller / Pump Installer Contractor	<a href="#">Request Now</a>
Development Contractor	Registration for general contractors installing infrastructure for new developments/subdivisions.	<a href="#">Request Now</a>
Paving Contractor	Registration for paving contractors installing paving for new developments/subdivisions.	<a href="#">Request Now</a>
ROW Contractor	Registration issued to any contractors that work in the ROW of the Town of Westlake.	<a href="#">Request Now</a>
Utility Contractor	Registration for utility contractors installing utilities for new developments/subdivisions.	<a href="#">Request Now</a>

This registration is for the owners of facilities to be installed in the right of

# CONTRACTOR REGISTRATION – *NEW REGISTRATION*

- Some contractors may be required to enter additional information such as their trade licenses and uploading a picture of the license as well, for example:
  - Mechanics
  - Electricians
  - Plumbers

Items Needed ★ = required

  **State Master Electrician License** Choose file... ★

ID no.  ★

Expire Date   12 ★

  **State Electrical Contractor License** Choose file...

ID no.

Expire Date   12

  **Certificate of Liability Insurance** Choose file...

ID no.  ★

Expire Date   12 ★

  **State Issued Identification** Choose file... ★

# CONTRACTOR REGISTRATION – *NEW REGISTRATION*

- Continue with the application and fill out the required information.
- Agree to the terms, verify, and submit your credentials

## Add Application

1 Pick Type ▶ 2 Information ▶ 3 Agree To Terms ▶ 4 Verify and Submit

You have picked "General Contractor". To request this Registration type, complete all the information below, then click the "Next" button on the bottom of this page.

### Set Client Information

★ = required

#### contact information

licensed contractor	<input type="text" value="Westlake"/>	★
business name	<input type="text" value="Town of Westlake"/>	★
driver's license	<input type="text"/> <input type="button" value="v"/>	
phone	<input type="text" value="(817) 490-0941"/>	★
mobile	<input type="text" value="(817) 490-0941"/>	★
email	<input type="text"/>	★

#### physical address

address	<input type="text" value="1500 Solana Blvd, Building 7"/>	★
address (cont.)	<input type="text" value="Suite 7200"/>	
city	<input type="text" value="Westlake"/>	★
state	<input type="text" value="TX"/> <input type="button" value="v"/>	★
zip	<input type="text" value="76262"/> - <input type="text"/>	★

#### mailing address

Same as Physical Address

address	<input type="text" value="1500 Solana Blvd, Building 7"/>	★
address (cont.)	<input type="text" value="Suite 7200"/>	
city	<input type="text" value="Westlake"/>	★
state	<input type="text" value="TX"/> <input type="button" value="v"/>	★
zip	<input type="text" value="76262"/> - <input type="text"/>	★

### Set Fees

#### fees and charges

Issue Fee	\$250.00
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# CONTRACTOR REGISTRATION – NEW REGISTRATION

- The Permit Technician will check/verify the application and any applicable contractor credentials
- The contractor will submit their application and pay online with a credit/debit card when prompted
- Contractor licenses are emailed by the Permit Technician (from [building@westlake-tx.org](mailto:building@westlake-tx.org)) once completed

## Application Overview

OVERVIEW	General Contractor
View # 3071	ID # GENC0001695

Aug 13, 2018 (start date)	445d 0h (time elapsed)	N/A (allowed time)	N/A (time remaining)
------------------------------	---------------------------	-----------------------	-------------------------

■ Pre - Warning  
 ■ Over - Warning  
 ← Based on Work Days

[Print Overview](#) PDF  
 [Show Information](#)  
 [Contact Information](#)

<b>1</b>	<b>Check Application</b> ▸ 07/19/19 (Started) ▸ Ready	207d 5h
<b>Status History</b>		
status	date	user
Ready	07/19/19 09:25 AM	Step Started
<b>Notes</b> <span style="float: right;"><a href="#">(add note)</a></span>		
There are no notes for this step.		
<b>2</b>	<b>Payment Due</b> ▸ 08/15/19 (Started) ▸ Ready	187d 22h
<b>Status History</b>		
status	date	user
Ready	08/15/19 03:57 PM	Step Started
<b>Notes</b>		
There are no notes for this step.		
<b>3</b>	<b>Issue Registration</b> ▸ Not Ready	
<b>Status History</b>		
There is no history for this step.		
There are no notes for this step.		

# CONTRACTOR REGISTRATION – *NEW REGISTRATION*

- Upon verification, contractor registrations are emailed to the contractor by the Permit Technician (from [building@westlake-tx.org](mailto:building@westlake-tx.org))

**issued to**

Town of Westlake  
*Town of Westlake*  
1500 Solana Blvd, Building 7  
Suite 7200  
Westlake, TX 76262

**issued by**

Town of Westlake - DFW  
1500 Solana Boulevard  
Building 7, Suite 7200  
Westlake, TX 76262

✂

## General Contractor

<p><b>Issued By</b> Town of Westlake - DFW 1500 Solana Boulevard Building 7, Suite 7200 Westlake, TX 76262</p> <p>This registration issued in compliance with the Ordinances of the Town of Westlake - DFW and subject to the provisions thereof.</p> <p>Approved By _____</p>	 <p>NON-TRANSFERABLE</p>	<p><b>Issued To</b> Town of Westlake <i>Town of Westlake</i> 1500 Solana Blvd, Building 7 Suite 7200 Westlake, TX 76262</p> <p><b>Valid From</b> 08/13/18 - 08/13/20</p> <p><b>Registration Number</b> GENC0001695</p>
--	--	--

# ACCOUNT CREATION

- Registered contractors will be sent an account activation to create a log in account for permits and inspections.
- Enter the 16-digit PIN number that was given to create a username and password
- If you did not receive an account activation, please email [building@westlake-tx.org](mailto:building@westlake-tx.org)

## Creating a Contractor's Log-In

1 Record Search ▶ 2 Validate Info ▶ 3 Terms of Service ▶ 4 Setup Login ▶ 5 Process Done

**My Record Search**

Here you may create a Contractor log-in to use the MyGov system.  
Use the form below to search for your Contractor record.

Account No.	<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>
-------------	---

Please note that you must first be placed into the system by a participating service provider in order to create a log-in.

# Permits & Inspections

Welcome, Town Of Westlake

<b>My Projects</b>	<b>0</b>
Requested	0
Payments Due	0
Expiring Projects	0
Holding Projects	0
Delayed	0
Notes to Read	0
Ready to Archive	0
<b>My Reviews</b>	<b>0</b>
In Review	0
Items Required	0
Items Received	0
<b>My Inspections</b>	<b>0</b>
Available	0
Requested - Ready	0
License Required	0
Requested - Pending	0
Partial Pass	0
Failed	0
Failed w/ Penalty	0

- ▶ Request Inspection
- ▶ Request Project
- ▶ Request a New License / Registration
- ▶ Estimate Fees
- ▶ Download Forms
- ▶ My Account

**Licenses / Registrations**  
License 1

**Billables Balance**  
\$0.00

# PERMITS AND INSPECTIONS

- Contractor can submit projects online by clicking “request project”
- Contractors can request inspections online by clicking “request inspection”
- Contractors can renew their registration by clicking “request a new license / registration”
- Any credentials that need to be updated can be sent to [building@westlake-tx.org](mailto:building@westlake-tx.org)

## Scorecard

Since January 01, 2020 

Projects	Inspections
----------	-------------

# PERMITS AND INSPECTIONS – *NEW PROJECT*

- Upon selecting “request project” the contractor must choose from the dropdown list the type of project they wish to submit for permit
- If prompted the contractor must describe the project and scope of work, for example:
  - New home construction
  - New inground pool
  - 200 sf Addition to kitchen
  - Remodel for new tenant office
  - New multi-tenant retail/restaurant building
  - Clay tile re-roof

## New Project Request

1. Set Project Type
2. Set Location Information
3. Set Sub-Contractors
4. Set Project Information
5. Summary (Submit Application)

 Complete the information below. Then, click the "Next" button.

<b>PICK AGENCY</b> Limited to approved agencies. <input type="text" value="Town of Westlake - DFW"/>	<b>PICK PROJECT TYPE</b> Limited to allowed projects. <input type="text" value="New Commercial Building (C)"/>	<b>DESCRIBE WORK</b>  Simple explanation of proposed work. <input type="text" value="new fire station"/>
--	--	---

<b>Town of Westlake - DFW</b>		
<b>physical address</b> 1500 Solana Blvd Building 7, Suite 7200 Westlake, TX 76262 	<b>mailing address</b> 1500 Solana Blvd Building 7, Suite 7200 Westlake, TX 76262	<b>contact information</b> Dottie Samaniego Building Inspections (817) 430-0941 phone (817) 490-5718 inspection line   <a href="mailto:building@westlake-tx.org">building@westlake-tx.org</a>  <a href="http://www.westlake-tx.org">www.westlake-tx.org</a>

# PERMITS AND INSPECTIONS – NEW PROJECT

- Next, enter the address of the project
  - Street No. (e.g. 3, 26, 1500, etc.)
  - Street Name (e.g. Solana, Dove, Barcelona, etc.)
  - Suite (e.g. 101, 2341, etc.)
- When you click “search address” results will appear with the closest address matches the system can find
- Select the address you want

## New Project Request

↳ New Commercial Shell Building (C) ↳ Town of Westlake - DFW

↳ Contact Information

1. Set Project Type

2. Set Location Information

3. Set Information

4. Agree To Terms

5. Summary

Please find the address where the project is located.

Search for Address

Street No:

2000

Street Name:

dove

Suite:



Search Address

(case-insensitive)

Back

Next

↑ Top of Page

## New Project Request

↳ New Commercial Shell Building (C) ↳ Town of Westlake - DFW

↳ Contact Information

1. Set Project Type

2. Set Location Information

3. Set Information

4. Agree To Terms

5. Summary

Please select the correct address or [Search Again](#).

ID #	Address	Owner	Legal	
0002043	2000 Dove Rd.	Town of Westlake	Fidelity Investments Addition Ph 1 Lot 2	<a href="#">SELECT</a>
0000859	2000 Rock Dove Ct.	Skipton Mary	Vaquero Residential Addition Blk G Lot 1	<a href="#">SELECT</a>

[expand all](#) / [collapse all](#)

Page 1

# PERMITS AND INSPECTIONS – *NEW PROJECT*

- All town approved addresses are in the system
- If an address is not showing up broaden your search (e.g. don't enter the "Street No.", shorten the "Street Name" or try a different spelling)
  - Shorten name (e.g. Ottinger → Ott)
  - Spelling (e.g. Cortez → Cortes)
- If the issue persists, please contact [building@westlake-tx.org](mailto:building@westlake-tx.org)

**New Project Request**

↳ New Commercial Building (C) ↳ Town of Westlake - DFW [↳ Contact Information](#)

1. Set Project Type | 2. Set Location Information | 3. Set Information | 4. Agree To Terms | 5. Summary

 Please **broaden** your search by entering less information and filter again.

 **NO RECORDS**

# PERMITS AND INSPECTIONS – *NEW PROJECT*

- Complete the required information fields specific to your project
- Upload the required building plans
  - Please combine your building plans into one file
  - All plans must be .PDF format

## New Project Request

↳ New Commercial Building (C) ↳ Town of Westlake - DFW

↳ [Contact Information](#)

1. Set Project Type

2. Set Location Information

3. Set Information

4. Agree To Terms

5. Summary

 Complete the items below. Click "Next" when done.

### Complete Information Fields

\* = required

<input checked="" type="checkbox"/>	Declared Valuation *	<input type="text" value="12000000"/>	
<input checked="" type="checkbox"/>	Square Feet *	<input type="text" value="10000"/>	

### Set Documents

\* = required

Building Plan Set (C) *	<input type="button" value="Choose File"/>	FIRE STATION.pdf	
Spec Book	<input type="button" value="Choose File"/>	No file chosen	

# PERMITS AND INSPECTIONS – *NEW PROJECT*

- Agree to the terms of the online submittal process by checking the box
- Verify all information is correct and submit the application

## New Project Request

↳ New Commercial Building (C) ↳ Town of Westlake - DFW

↳ Agree To Terms

1. Set Project Type 2. Set Location Information 3. Set Information 4. Agree To Terms 5. Summary

1 Complete the items below. Click "Next" when done.

### Terms of Agreement

- I certify that I have read and examined this application and know the same to be true and correct.
- I certify that I will comply with all provisions of the laws and ordinances governing this type of work whether specified herein or not.
- I understand that the granting of this permit does not presume to give authority to violate or cancel the provisions of any other state or local laws.
- I understand that the city reserves the right to revoke this permit for any false information or failure to meet codes.

I Agree with the Terms above.

Back Next

↳ Top of Page

### Summary

↳ New Commercial Building (C) ↳ Town of Westlake - DFW

↳ Contact Information

1. Set Project Type 2. Set Location Information 3. Set Information 4. Agree To Terms 5. Summary

1 Check your information below. Click the "Submit Application" button when done.

#### Address

Fire Station  
2000 Dove Rd.  
Westlake, TX 76262

#### Tenant

#### Legal

Fidelity Investments Addition Ph 1 Lot 2

#### Owners

Town of Westlake  
1500 Solana Boulevard  
Suite 7200  
Westlake, TX 76262  
ph. (817) 430-0941

#### Property Information

Acres	5.027
County	TARRANT
School District	KELLER
Subdivision	FIDELITY INVESTMENTS ADDITION
Zoning District	GU (Government Use)

#### Project Information

Declared Valuation	12000000
Square Feet	10000

#### Documents

Building Plan Set (C)	
Spec Book	No document selected.

#### Description

new fire station

Date and time of this request: 05/12/2020 3:27 pm

Back Submit Application

↳ Top of Page

# PERMITS AND INSPECTIONS – *NEW PROJECT*

- The projected will show up under “My Projects” as a requested project
- The application will be reviewed by the Permit Technician for completeness and accepted/denied
- Item in review or projects that require additions items will show up under “My Reviews”

Permits & Inspections	
Welcome, Town Of Westlake	
<b>My Projects</b>	<b>1</b>
Requested	0
Payments Due	0
Expiring Projects	0
Holding Projects	0
Delayed	0
Notes to Read	1
Ready to Archive	0
<b>My Reviews</b>	<b>1</b>
In Review	1
Items Required	0
Items Received	0

# PERMITS AND INSPECTIONS – *NEW PROJECT*

- Some applications require additional information such as:
  - HOA/ACC Approval Letters
  - Res/Com Energy Checks
  - Asbestos Surveys
- Please upload the applicable documents by replying to each note in the application step
- Once received the note will be resolved and the application step will be approved

Notes Overview for this step [Add Note](#)

Read Status:  Read  Unread Note Type:  Comment  Required  Resolved 4 notes

- Energy Check Report** [REPLY](#)
  - Auto-added on May 20th 2020 at 04:06 PM  
Attached your ResCheck or ComCheck reports here.
- TDLR/EAB #** [REPLY](#)
  - Auto-added on May 20th 2020 at 04:06 PM  
Contractors must provide this number.
- HOA Approval Letter** [REPLY](#)
  - Auto-added on May 20th 2020 at 04:06 PM  
Attach your HOA/ACC approval letter here.
- !!Subcontractors!!** [REPLY](#)
  - Auto-added on May 20th 2020 at 04:06 PM  
Are all subcontractors registered and validated under the permit?  
May 20th 2020 at 04:10 PM user [Nick Ford](#) **Resolved** this required note.

# PERMITS AND INSPECTIONS – *INSPECTION REQUESTS*

- Clicking “Request Inspection” take the contractor to a screen that shows a list of all available inspections for all ongoing projects
- Alternatively, contractors can view each individual project and see the list of inspections available for that project
- Ensure your subcontractor’s licenses are up to date

3	Drive Approach (C)	Inspect step	Started: 05-20-20	Awaiting Request
4	Electrical T-Pole (C)	Inspect step	Started: 05-20-20	License Required!
5	Electrical Underground (C)	Inspect step	Started: 05-20-20	License Required!
6	Form Board Survey (C)	Inspect step	Started: 05-20-20	Awaiting Request
7	Misc. Fire Inspection(s)	Inspect step	Started: 05-20-20	Awaiting Request
8	Piers	Inspect step	Started: 05-20-20	Awaiting Request
9	Plumbing Rough (C)	Inspect step	Started: 05-20-20	License Required!
10	Stormwater & Drainage (C)	Inspect step	Started: 05-20-20	Awaiting Request
11	Underground Fire Protection	Inspect step	Started: 05-20-20	Awaiting Request
12	Fire/Hydro Inspection	Inspect step	Started: 05-20-20	Awaiting Request
13	Electrical Rough (C)	Inspect step	Started: 05-20-20	License Required!
14	Fire Alarm Test	Inspect step	Started: 05-20-20	Awaiting Request
15	Fire Sprinkler Test	Inspect step	Started: 05-20-20	Awaiting Request

Request Inspection Page

View | Hide | Off

Showing 1 - 15 of 18

	type	address	city	inspection	P	I	F	status
	COMM	2000 Dove Rd.	Westlake, TX	Building Foundation (C)	0	1	0	Awaiting Request
	COMM	2000 Dove Rd.	Westlake, TX	Fire/Hydro Inspection	0	1	0	Awaiting Request
	COMM	2000 Dove Rd.	Westlake, TX	Electrical Underground (C)	0	1	0	Awaiting Request
	COMM	2000 Dove Rd.	Westlake, TX	Fire Alarm Test	0	1	0	Awaiting Request
	COMM	2000 Dove Rd.	Westlake, TX	Piers	0	1	0	Awaiting Request
	COMM	2000 Dove Rd.	Westlake, TX	Plumbing Top-Out (C)	0	1	0	Awaiting Request
	COMM	2000 Dove Rd.	Westlake, TX	Stormwater & Drainage (C)	0	1	0	Awaiting Request
	COMM	2000 Dove Rd.	Westlake, TX	Electrical T-Pole (C)	0	1	0	Awaiting Request
	COMM	2000 Dove Rd.	Westlake, TX	Fire Sprinkler Test	0	1	0	Awaiting Request
	COMM	2000 Dove Rd.	Westlake, TX	Underground Fire Protection	0	1	0	Awaiting Request
	COMM	2000 Dove Rd.	Westlake, TX	Plumbing Rough (C)	0	1	0	Awaiting Request
	COMM	2000 Dove Rd.	Westlake, TX	Drive Approach (C)	0	1	0	Awaiting Request
	COMM	2000 Dove Rd.	Westlake, TX	Electrical Rough (C)	0	1	0	Awaiting Request
	COMM	2000 Dove Rd.	Westlake, TX	Framing (C)	0	1	0	Awaiting Request
	COMM	2000 Dove Rd.	Westlake, TX	Misc. Fire Inspection(s)	0	1	0	Awaiting Request

# PERMITS AND INSPECTIONS – *INSPECTION REQUESTS*

- Inspection must be requested before 4PM for next day inspection
  - e.g. an inspection requested on May 21, 2020 @ 11:25 AM will be scheduled for May 22<sup>nd</sup>.
- Do not change the ready date when scheduling online
- Provide any additional contact information such as homeowner cell phone number or gate access codes as a note in the inspection

**Contractor Notes** ✖  
All other finals such as Trade finals, Fire Final and Public Works Release/Final must be complete before the Building Final by the Building Official.

Job Ready on:       CDT (Now)

**Inspection Updates**

status	date	user	time	cost
Awaiting Request	05/20/2020 @ 04:26 pm CDT			
Inspector: 0d 0h	Contractor: 0d 0h		0d	\$ 0.00

# PERMITS AND INSPECTIONS – *PERMIT COMPLETION*

- Attach any final documentation necessary at the final such as:
  - Backflow tests
  - Drainage/Grade certificates
  - Energy Code reports
- Once a project is complete it will be archived by the Permit Technician
- Projects that have been archived are no longer visible to contractors

## STEPS

1	<b>Application Building New (C)</b> Review step Started: 05-20-20 Approved: 05-20-20	 4/4
2	<b>Issue Permit</b> Review step Started: 05-20-20 Approved: 05-20-20	 1/1
3	<b>Building Final (C)</b> Inspect step Started: 05-20-20 Done: 05-21-20	 4/4

Archive Project

Inspection Updates					
status	date	user	time	cost	
Awaiting Request	05/20/2020 @ 04:26 pm CDT				
Requested	05/21/2020 @ 11:25 am CDT by		0d 19h		
Ready	05/21/2020 @ 11:30 am CDT		0d 19h		
Passed	05/21/2020 @ 11:30 am CDT by Nick Ford		0d 0h		
Inspector: 0d 19h	Contractor: 0d 0h		0d 19h	\$ 0.00	

## Notes Overview for this step [Add Note](#)

Read Status:  Read  Unread Note Type:  Comment  Required  Resolved 4 notes

### Backflow Test Reports [REPLY](#)

 **required** Auto-added on May 21st 2020 at 11:26 AM  
Upload all backflow test reports here

### CSI Report [REPLY](#)

 **required** Auto-added on May 21st 2020 at 11:26 AM  
Attach the CSI report here

### Drainage/Grade Certificate [REPLY](#)

 **required** Auto-added on May 21st 2020 at 11:26 AM  
Upload a copy of the drainage/grading certificate.

### Energy Code Report [REPLY](#)

 **required** Auto-added on May 21st 2020 at 11:26 AM  
Upload copy of final energy code report.

# SPECIAL EVENT PERMITS

- Applicants for Special Event Permits may request a permit online by clicking “request a new permit”
- Applicants will upload all required documents and fill out all information related to their event
- Applicants can pay online via credit card/debit card
- Applicants can check that status of the application once they have submitted
- A copy of the permit will be sent by the Permit Technician once an application has been approved



## Special Event Permits

Use the links below to look up information about Special Event Permits.

- ▶ [Request a New Permit](#)
- ▶ [Renew a Permit](#)
- ▶ [Estimate Fees](#)
- ▶ [Check Status of My Application](#)
- ▶ [Search Permits](#)
- ▶ [Get Contact Information](#)
- ▶ [Go to Website](#)

# QUESTIONS?



[building@westlake-tx.org](mailto:building@westlake-tx.org)



817-430-0941



*1500 Solana Blvd, Suite  
7200, Westlake, TX, 76262*