

TOWN OF WESTLAKE

MYGOV TUTORIAL

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

[Westlake MyGov Online Action Center](#)

Contractors/Applicants should see a page that looks similar to the picture on the right.

The screenshot shows the Town of Westlake MyGov Online Action Center website. At the top left is the Town of Westlake logo. To the right is a blue navigation bar with the text "Contact Us - LOG IN". Below this is a breadcrumb trail: "Home » Client Map » Town of Westlake". A large banner image features the word "Westlake" in a stylized font over a landscape with trees and water. Below the banner, the text "Town of Westlake" is displayed on the left, and a user profile icon with the text "Contractor/Applicants create a log-in" is on the right. The main content area is divided into two columns. The left column is titled "Contractor Registration" and includes a sub-header "Use the links below to look up information about Contractor Registrations." followed by a list of links: "Request a New Registration", "Renew a Registration", "Check Status of My Application", "Search Registrations", "Get Contact Information", and "Go to Website". The right column is titled "Permits & Inspections" and includes a sub-header "Use the links below to look up information about Building Permitting and Inspections." followed by a list of links: "Application / Permit Lookup", "Create a Log In", "Search For Contractor/Applicants", "Report & Subscription Center", "Get Contact Information", and "Go to Website".

CONTRACTOR REGISTRATION

- Contractors may request a new registration if they are not already registered with the city by clicking on “Request a New Registration.”
- The contractor will pick which type of contractor they are applying for from the list.
- The contractor will fill out the required information.
- The contractor will agree to the terms and conditions.
- The contractor will submit their application and pay online with a credit/debit card.
- The application will then be reviewed by the Permit Technician to verify credentials.
- The contractor must come to the Town Hall to collect their signed proof of registration by the Permit Technician and their receipt of payment.



Contractor Registration

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

▶ [Request a New Registration](#)

▶ [Renew a Registration](#)

▶ [Check Status of My Application](#)

▶ [Search Registrations](#)

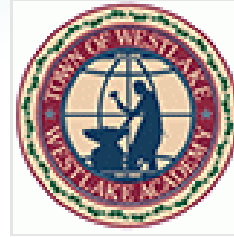
▶ [Get Contact Information](#)

▶ [Go to Website](#)

Contractors that have already registered with the city may renew their registration by clicking “renew a registration” and paying the appropriate fees online.

PERMITS & INSPECTIONS

- Registered contractors may create an account for permits and inspections.
- Registered contractors must request an account code by emailing building@westlake-tx.org to create their login.
- The contractor can create their own username, password, and PIN.
- After creating an account, a contractor can submit permits online by filling out the required information and upload the required construction documents.
- A hard copy of the plans will still need to be submitted at the Town Hall offices.
- The Permit Technician will then verify all the information submitted.
- After verification, the project will go into review.
- After review, the permit will be ready to issue at which point the contractor must pay the appropriate fees listed in MyGov online or at the Town Hall.
- The contractor must come to the Town Hall to sign their permit, collect their payment receipt, and pick up the hard copy plans that have been stamped by the Building Official.
- A contractor may then begin requesting inspections for their projects after the permit has been issued.



Permits & Inspections

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

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

For any additional help please contact
building@westlake-tx.org

or at 817-430-0941

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