



# ONLINE POLICY GUIDE

Town of Westlake Planning & Development Dept.

## TOC

Permits & Inspections.....	2
Certificates of Occupancy .....	5
Special Event Permits .....	5
Development Submittals .....	6
Engineering Plans.....	7
Mail Checks to this Address .....	8
Customer Support .....	8



# ONLINE POLICY GUIDE

## Town of Westlake Planning & Development Dept.

### Permits & Inspections

#### A. Contractor Registration

- ❖ All contractor registrations will be done online through [MyGov](#)
- ❖ Payment for registration may be done online by credit card
- ❖ An account activation to submit for permits will be emailed to the applicant by the Permit Technician ([building@westlake-tx.org](mailto:building@westlake-tx.org)) and/or automatically via MyGov

#### B. Permit Submissions

- ❖ All permit applications must be submitted online through MyGov
- ❖ Submittals must be fully electronic with all documentation uploaded to MyGov
  - Supplemental documentation such as HOA approvals, Res/Com Energy Checks, etc. to be emailed to [building@westlake-tx.org](mailto:building@westlake-tx.org) or attached to necessary note by applicant
- ❖ A plan review must be paid before the application goes into review. This can be paid with the following methods:
  - Credit card online via MyGov when prompted
  - Check mailed to the Town Hall

#### C. Permit Review & Pre-Construction

- ❖ All permit reviews will be done online through MyGov
- ❖ Any comments will be posted on the review step and additionally emailed to applicant with the email that was provided
- ❖ The applicant must respond with all revisions electronically by responding to said email
- ❖ Permits requiring pre-construction meetings will be postponed unless deemed necessary by the Chief Building Official



# ONLINE POLICY GUIDE

## Town of Westlake Planning & Development Dept.

### D. Permit Issuance

- ❖ An email from [building@westlake-tx.org](mailto:building@westlake-tx.org) will be sent to the applicant/contractor when a permit is ready to issue
- ❖ Permits fees must be paid with the following methods:
  - Credit card online via MyGov when prompted
  - Check mailed to the Town Hall
    - *Please send staff a picture of the signed check to [building@westlake-tx.org](mailto:building@westlake-tx.org) so staff can expedite the payment process and issue the permit*
- ❖ Permits requiring signatures will be emailed to the applicant/contractor for signature. The contractor shall email the signed copy of the permit back to [building@westlake-tx.org](mailto:building@westlake-tx.org)
- ❖ Digital sets are stamped and signed digitally with the official record in MyGov
- ❖ Permits such as MEPs, Roof, Irrigation, Signs, etc. will be issued online through MyGov as normal

### E. Inspection Requests

- ❖ All inspections are being performed as normal except homeowner occupied inspections such as, but not limited to, water heater replacements and HVAC replacements.
  - **The in home inspection will not occur until the recommendations from state and local officials are modified**
  - *If the homeowner requests that the in home inspection be performed prior to this modification, Town of Westlake staff will perform the inspection maintaining all required social distancing mandates.*
- ❖ Inspections must be requested **Monday-Friday by 4:00pm** for the next **business day** inspection and be **ready by 8:00am** for the requested day as normal
- ❖ Inspection requests can be performed the following ways:
  - Email [building@westlake-tx.org](mailto:building@westlake-tx.org):
    - Include essential details such as address, permit #, phone #s, date requested, etc.
  - Requested online via MyGov:
    - **Do not change the ready date**
    - Add a note for any additional specific information for the inspection such as location, phone #s, date requested, etc.



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# ONLINE POLICY GUIDE

## Town of Westlake Planning & Development Dept.

- ❖ All inspection results are listed in MyGov as normal



# ONLINE POLICY GUIDE

Town of Westlake Planning & Development Dept.

## Certificates of Occupancy

- ❖ Certificates of Occupancy may be requested as normal by filling out the online application and payment of application fees by the above-mentioned methods
- ❖ A digital version of the Certificate of Occupancy will be emailed to the applicant listed on the CO Application when it is ready
- ❖ Printed copies will not be available until the Town Hall is open to the public

## Special Event Permits

- ❖ Any special event permits will be delayed, denied, or cancelled until further notice from the Fire Marshal
- ❖ John Ard, Fire Marshal
  - 817-490-5786
  - [jard@westlake-tx.org](mailto:jard@westlake-tx.org)
- ❖ Darcy McFarlane, Parks and Recreation Assistant
  - 817-490-5768
  - [dmcfarlane@westlake-tx.org](mailto:dmcfarlane@westlake-tx.org)



# ONLINE POLICY GUIDE

Town of Westlake Planning & Development Dept.

## Development Submittals

### A. Pre-Application

- ❖ A pre-application teleconference in lieu of an in-meeting appointment is required
- ❖ Email [rruthven@westlake-tx.org](mailto:rruthven@westlake-tx.org) and [nford@westlake-tx.org](mailto:nford@westlake-tx.org) to setup an appointment

### B. Submission

- ❖ All submittals must be fully electronic (no hard copies)
- ❖ Email to [planning@westlake-tx.org](mailto:planning@westlake-tx.org) and [nford@westlake-tx.org](mailto:nford@westlake-tx.org)
- ❖ Application fees must be paid by mailing a check to the Town Hall

### C. Review / Revisions

- ❖ DRC meets as normal per the dates listed on the submittal calendar
- ❖ Comments will be provided as normal by email to applicant
- ❖ All revisions must be submitted electronically

### D. Agenda Placement

- ❖ Pending any further Town Council and Planning & Zoning Commission meeting cancellations, items will be placed on the next available meeting



# ONLINE POLICY GUIDE

Town of Westlake Planning & Development Dept.

## Engineering Plans

### A. Submission

- ❖ All submittals must be fully electronic (no hard copies)
- ❖ Email to [planning@westlake-tx.org](mailto:planning@westlake-tx.org) and [nford@westlake-tx.org](mailto:nford@westlake-tx.org)
- ❖ Application fees must be paid by credit card via a MyGov account or by mailing a check to the Town Hall

### B. Review / Revisions

- ❖ Reviews will be conducted in the normal timeframe
- ❖ Comments will be provided as normal by email to applicant
- ❖ All revisions must be submitted electronically

### C. Approved Plans & Pre-Construction

- ❖ Pre-construction meetings will be done through a scheduled phone conference with pertinent staff members. A copy of the pre-construction documentation will be sent to the contractors and other development members before the conference.
- ❖ The approved set of plans is available in MyGov and will be stamped/signed digitally for the time being.



# ONLINE POLICY GUIDE

Town of Westlake Planning & Development Dept.

## Mail Checks to this Address

Attn: Planning & Development Dept.  
Town of Westlake  
1500 Solana Blvd., Bldg. 7, Suite 7200  
Westlake, TX 76262

**Please send staff a picture of the signed check to [building@westlake-tx.org](mailto:building@westlake-tx.org) so staff can expedite the payment process and issue the permit.**

**Please place a brief description, project number, case number, and address of the project on the memo line so staff can properly assign payment.**

## Customer Support

Should you need any help navigating MyGov please don't hesitate to contact the following:

- ❖ [building@westlake-tx.org](mailto:building@westlake-tx.org)
- ❖ Dottie Samaniego ([dsamaniego@westlake-tx.org](mailto:dsamaniego@westlake-tx.org))
- ❖ Nick Ford ([nford@westlake-tx.org](mailto:nford@westlake-tx.org))

**Please include a screenshot so we can help you out as effectively as possible!**

**Thank you for your patience during this time!**