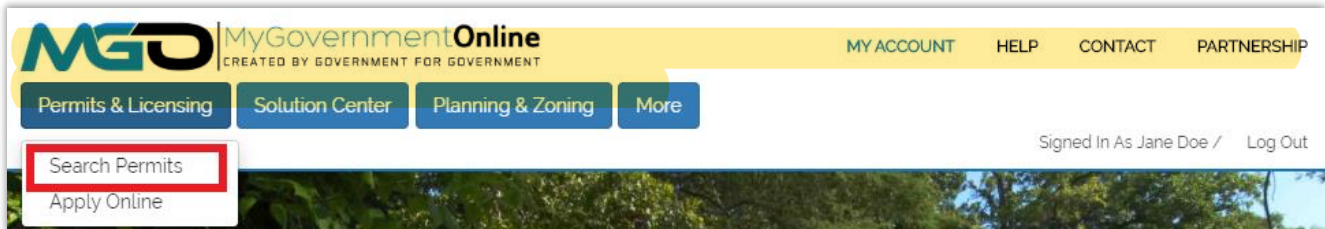


Adding Projects to the My Permits Section

Follow the steps below to add a project to the My permits list on your account.

Step 1 (Building Permits): Once you are logged into MyGovernmentOnline, hover over the [Permits & Licensing](#) button on the top left side of the homepage. Select [Search Permits](#).

Step 1 (Planning & Zoning/Engineering Permits): Once you are logged into MyGovernmentOnline, hover over the [Planning & Zoning](#) button on the top left side of the homepage. Select [Search Permits](#).



Step 2: Select [Texas](#) for the state and [Cedar Park](#) for the jurisdiction. Then search by the last five digits of the project number OR the street address of the project.

Less information will return more results. If the address you are looking for is 123 North Smith Street, put "123" in the Street Number box and "Smith" in the Street Name box.

Search Permit Applications

Required

Select Jurisdiction: You can select default values for country, state, and jurisdiction in your account. If selected, these filters will be automatically set when you log in.

Country: State:

Jurisdiction:

Project Type:

[Click here for advanced reporting or bulk downloads.](#) Otherwise, continue below.

Suggested

Please fill out only one of the suggested categories for best results. At least one suggested field must be filled out in order to search.

Project #:

OR

Street Number: Street Name:

Ex: Less information will return more results. If the address you are looking for is 123 North Smith Street, put "123" in the Street Number box and "Smith" in the Street Name box.

Optional Only used to narrow down a large list of permits

Step 3: The search results will appear below; scroll until you find the correct project. In the right-hand corner of project, click the Add to my account.

2013-1185
Jurisdiction: Whoville
Type: Residential New Construction
Create Date: 2013-02-13T09:16:52.367
Status: Approved
Business Applicant
Physical Address
111 Ken St
70360 Houma, LA
Mailing Address
, LA

+ Add to my account
Request Inspection

Step 4: If a phone number on the project matches the **verified phone number** on your account, a window titled “Add project to your account” will appear. In this box, you can add a project alias but it is not required. Click Add Project to My Account.

Add project to your account

You may optionally enter a project alias to help you uniquely identify your projects. The project alias is only seen by the account holder and will not be shared with other users.

Project Alias

Cancel Add Project to My Account

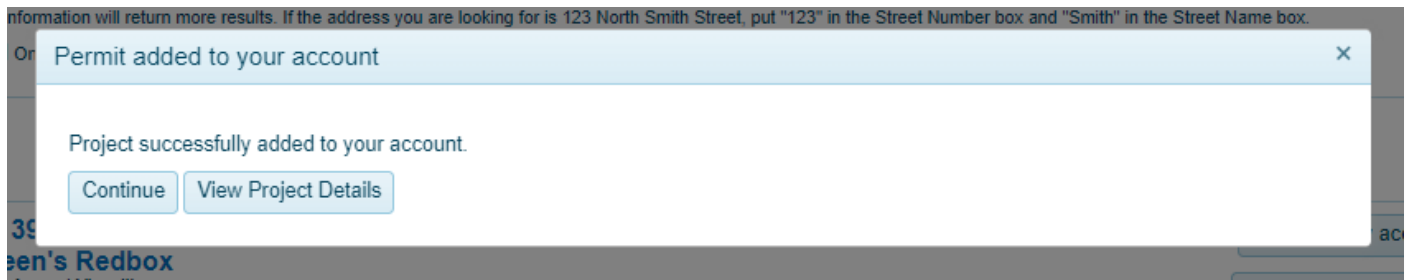
If you receive the pop-up below, your phone number may not be verified or not present on the project. Please contact the MyGovernmentOnline support team at (866)-957-3764 or go to <https://www.mygovernmentonline.org/#contactus>.

Request that this permit is added to your account

Your verified phone number on your account does not match a contact number listed on the permit. Please contact your jurisdiction to add your number as a contact to gain access. For any other questions call 866-957-3764 x1

CLOSE

Step 5: A window will appear to confirm that the project has been added to your account, under the My Permits section. From here you can either choose Continue, to search more projects, or View Project Details.



You can also always access all the projects added to your account under the My Permits section of the Account Dashboard. [Click here](#) to learn how to view projects on your account.