

**Mechanical, Electrical, Plumbing, and Irrigation Contractors can register and apply for permits online.**

To request an inspection complete the online [Inspections Request](#). Inspection requests submitted by 5 p.m. will be inspected the following business day.

### CONTRACTORS ONLINE REGISTRATION & PERMITS

#### A. If you don't have a login already, here's how to start a new login:

1. [Request a New Registration](#),
2. Select **“Request Now”** right-hand side of the contractor registration type, follow directions from there.
3. Once you submit your registration, it will pop up on the City's side, and one of our permit staff will review the request, check the licensing requirements and approve the request or e-mail you requesting additional information.
4. Once the request is approved you will receive an e-mail with your **“Account Activation Notice”** follow directions in the notice to activate your online account and create your login.

#### B. To create an account:

1. Go to: [https://app.mygov.us/login?utm\\_campaign=Logon%20Page&utm\\_source=Logon%20Page](https://app.mygov.us/login?utm_campaign=Logon%20Page&utm_source=Logon%20Page)
2. Select 
3. From the select agency drop-down menu, select **“City of Mansfield”**
4. Select 
5. Enter the account number list on the activation letter
6. Follow the directions. **Note: remember your username and password**, as you will need this information to gain access to the program after initial registration.

#### C. To request a permit / Project online:

1. Go to <https://app.mygov.us/login> and login, you're on your home page.
2. To request/start a new permit, select **“Request Project”**, next page select **“City of Mansfield”** as the agency, select project type and provide a brief description of the scope of work and select 
3. Next screen is searching for a property's address, enter the address (less is more) and use the “Search Tool”. If a list of addresses is displayed before you click next to find the correct address and suite number and click  (right hand of the project address).
4. Next screens you will enter the required field, upload required documents, and submit the project.
5. Once the "Project" is submitted there will be review time, **Do Not Pay Any Fees** until the permit has been reviewed and approved. Your submittal has to be approved as a valid permit request before the **Payment** is collected or available.

#### D. The permit is approved / ready for Online Payment:

1. Log-in to your mygov.us account.
2. Click "Payments due", the next screen the project/permit will be listed.
3. Click the magnifying glass icon on the right to enter the project/permit page.
4. Your permit/project page will open, click  on the right it should be green.
5. Select your payment method; enter card info, etc. from there.
6. Now the Print permit option will appear, you can print permit; if permit option does not pop up, click the tool icon  and click print permit.