



MyGov Dashboard Just For You

Permits and Inspections	
Welcome, Contractor	
My Projects	Shows you the number of existing projects.
Requested	List all of your requested permits will be.
Payments Due	List any permits that is requiring a payment. If you pay online, there is a 3% surcharge added to the total amount.
Expiring Projects	If there is no activity, your permit will expire after 6 months.
Holding Projects	List of all projects put on hold.
Delayed	List of all projects put on delay.
Notes to Read	If the city adds any notes to your permit, it will show here for you to read. These notes are important and may need additional information from you.
Ready to Archive	List of all projects about to archive, which is done automatically when the work has been completed and all inspections have passed.
My Reviews	
In Review	List of all projects that are being reviewed by the city.
Items Required	List of all projects that require additional items.
Items Received	List of all projects that required additional items that have been received.
My Inspections	
Available	List of all inspections that are available to you for the projects that have been approved.
Requested – Ready	List of the inspections that are ready for you to request when you have completed the work.
License Required	List of all license required that have either expired or has not been attached to the project.
Requested – Pending	List of the inspections that you have requested for the Building Inspector to inspect.
Patril Pass	List of all inspections that have been partially passed. You will have to correct the items and then request an additional inspection.
Failed	List of all failed inspections.
Failed w/Penalty	List of all failed inspections that requires a reinspection fee. This fee has to be paid before you can request the reinspection. This fee is attached to projects that were called in before it was completed or has failed multiple times.

Column on the right side of the page	
Request Inspection	
This page will show you all of the inspections that are open for you to request.	
Click on the Magnifying Glass located at the right of the column. A box will appear with 3 choices.	
View / Request Inspections	
	Click Request Inspection .
	Click Set . Your inspection request can now be seen by the Inspector. Currently the City of Kaufman only inspects on Monday, Wednesday, and Fridays between 8:00 am and 9:00 am.
View Projects	
	This lets you view the project. It shows the owner and contractor, dates of your submittal and issuance, inspections completed and needed, and fees paid.
	The Blue has been items completed. Grey , with blue lettering, are your next inspections. White is what there is to still complete. If it is Green your inspection has been requested.
Inspection Overview	
	This shows the different projects that you have and what inspections have been requested.
Request Project	
1 Set Project Type	
	Pick an Agency: Pick City of Kaufman
	Pick Project Type: Choose the one that best describes the work you will be doing. Some permits like Fences have a set fee, where others use a formula.
	Type in a description of the work that you will be doing.
	Click Next
2 Set Location Information	
	Enter the address of the project and click Search Address . Hint: If you just add the number and street name only, it should bring up the address.
	When the address shows up on the next page, click Select on the right side of the page.
	If the address does not show up you will have to contact the City of Kaufman.
3 Set Sub-Contractors	
	This page will show you all of the sub-contractors that can validate on your permit.
	Type in the name or license number on the upper right hand corner. Click Search .
	If it is a registered contractor, the name will appear below under Your Search Results .
	If the contractor is current on their licenses and registration you will be able to click Add .
	If you click Edit, it will show you the contractors information so you may contact them.
	Once you have added all of your sub-contractors click Next .
4 Set Information	
Complete Information Field	
	Enter the all of the information in the first section.
	This helps us to calculate the correct fees for your project. The blue information circle has information that will assist you in completing the blank.
Set Documents	
	Upload all of the pernament documents that will need to be reviewed.

If there is documents missing, this will slow down your review for the project.

Set Fees

Click on the **Group** to see fees that may apply to your project. For smaller projects there may only be one group of fees. Larger projects can have multiple groups of fees. Click whichever fees apply to your project.

You do not have to add the fees to continue. During the plan review staff will add the fees that will need to be paid before the permit can be issued.

5 Agree To Terms

Please read the terms.

Click the box next to **I Agree To The Terms Above**.

Click **Next**.

6 Summary

Please review the application.

If it is correct, click **Submit Application**.

If it is not correct, click on the **Icon** (paper with pencil & paperclip) next to category that need the correction. Make the correction then click **Next**. This will take you back to the **Summary** page.

You can now see your Active Project. Staff will be notified it is there and should start reviewing your plans soon.

Request a New License / Registration

Pick an Agency: Pick City of Kaufman

Pick License Type: Pick the license that you require.

Click **Next**

You will follow the same steps and process that you used to apply for your original license. If you need additional information please print out the **Contractor Registration Step By Step Guide** located on the City of Kaufman's **Online Action Center** under **Contractor Registration**.

Estimate Fees

Pick an Agency: Pick City of Kaufman

Pick Type of Permit: Choose the one that best describes the work you will be doing. Some permits like **Fences** have a set fee, where others use a formula.

Click **Next**

Enter the required information in order to calculate the fees. The **blue information circle** has information that will assist you in valuation and impact fee calculations.

Click on the **Group** to see fees that may apply to your project. For smaller projects there may only be one group of fees. Larger projects can have multiple groups of fees. Click whichever fees apply to your project.

Click **Estimate**

Your calculated fees will be located on the right side of the page in **red**. If you click **Download As PDF**, it can be printed.

Please Keep In Mind that these are only estimates. When you submit your application, staff will apply the correct fees for you.

Download Forms
Download & Information Center
Select an Agency: Pick City of Kaufman
This takes you to the City of Kaufman's Online Action Center that has our forms and additional information to help assist you.
My Account
This will take you to a page that has your contractor information. Please check it to make sure it is correct. If there is an error, please contact the City of Kaufman.
Auto Email Notice - Make sure the box on the bottom left is checked this will allow us to auto-email you key updates about your projects, such as review status changes, payments due and inspection results.
The right side shows if your registration is active or expired.
Below is the list of permits that your are eligible to apply for.
At the bottom there is an Overall Status with Notes as the first box and Comments as the second box. If you would like to authorize someone to apply for permits for you, you can add their name and driver's license number here.

If you need any assistance, please contact Development Services at 972-932-2216.