

MyGov Instructions

Online Access for Permits Issued from August 2014-Current

Website Link: www.mygov.us/login

Username: counter1

Password: counter1

Step 1:

Enter the website link into your internet browser, and enter the username and password listed above.

Step 2:

Once logged on, click on **Permits and Inspections**

Step 3:

On the main page, click the **Magnifying Glass** in the upper right-hand corner of the screen.

Step 4:

In the **Address line**, enter the street address of the desired location, *then* choose **Apply Filter** to bring up all projects associated with that location.

Once your results open you will have the option to do the following:

1. If you click on the notepad icon [] next to each project, on the right-hand side, you can view the details of the project.
2. In the project that you've selected, and you can view the type of inspections needed (see if they have been completed), print a copy of the permit issued, as well as view any sub-projects for that permit.
3. You can also view any notes made by the code officers during the review, or various inspections. To do this, choose the inspection you wish to open, and click the **view** link in the inspection box. Once open, scroll to the bottom to read any notes, it will tell you who wrote them, the information, and date/time.
4. To print a copy of the permit issues, on the left side of the page at the top next to the project type is a wrench/hammer icon  click this icon to view a drop-down menu to print the permit that was issued.

Accessing Construction Drawings/Septic Designs:

- These designs should be attached to the main page of the project on the left-hand side, if no drawings are attached, check the **Application Check** step- it is possible they are included in a note on the bottom of the page.