



MyGov Collaborator User Guide

Sign up as a Collaborator!

The first step in creating a permit request in MyGov is to create a Collaborator account. This will allow you to register as a contractor, submit permit applications and schedule inspections.

*Before starting, we encourage you to download and install the Google Chrome web browser. While MyGov will work with other browsers, we have found that Google Chrome works best.

Step 1. Go to https://public.mygov.us/tx_dickinson. Once at the City of Dickinson's MyGov page, select **Create Account**. It will take you to a sign-up form.

Step 2. On the next page you will fill out the required information to login. Click the green **Validate Email**. **This information must match the person who holds the license.**

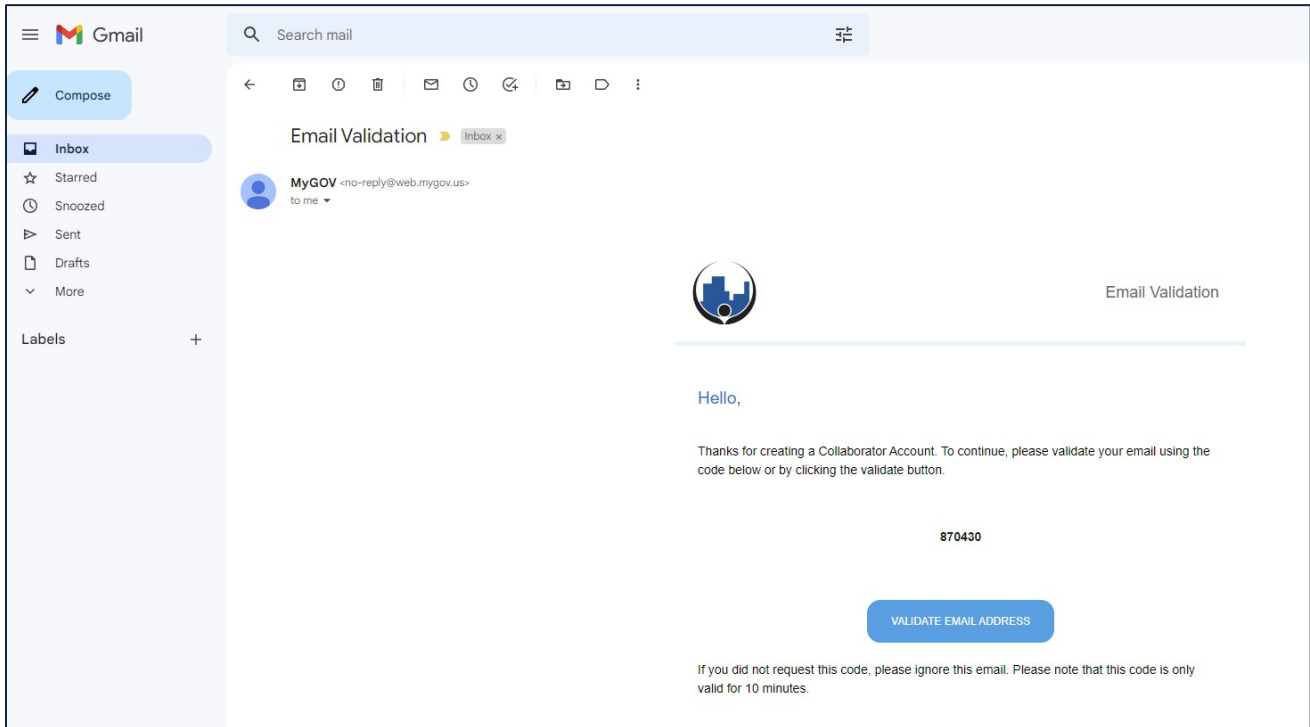
The screenshot shows a web form titled "New Collaborator Account" for the City of Dickinson, TX. The form includes the following fields and elements:

- First Name:** Text input field containing "Dickinson".
- Last Name:** Text input field containing "Permits".
- Email:** Text input field containing "dickinsontxcollaborator@gmail.com".
- Password:** Text input field with masked characters (dots).
- Confirm Password:** Text input field with masked characters (dots).
- Validation Requirements:** A yellow box lists requirements: 8 characters, 1 letter, 1 special character, and 1 number. A "Show password" checkbox is present.
- Terms of Service:** A checkbox labeled "I have read and agree with the Terms of Service" is checked.
- Submit Button:** A green button labeled "Validate Email".

NOTE: It is recommended that you write your information down in a secure location.



Step 3. MyGov will send you a validation email. Once you receive the email click the blue **Validate Email Address**.



Step 4. You will be taken to another screen where you will finish signing up by inputting your contact information. Click the green **Save Contact**. You now have a Collaborator account with the City of Dickinson.

The screenshot shows a web form titled 'CONTACT INFORMATION' with the following sections and fields:

- CONTACT INFORMATION:**
 - Phone: 281-337-6259
 - Mobile: 281-337-6259
 - Fax: (empty)
 - Email: dickinsonxcollaborator@gmail.c
 - Website: (empty)
- PHYSICAL ADDRESS:**
 - Address: 4403 Highway 3
 - PO: (checkbox)
 - Address Cont.: (empty)
 - Zip Code: 77539
 - City: Dickinson
 - State: Texas
 - Country: United States
- MAILING ADDRESS:**
 - Address: Street address
 - PO: (checkbox)
 - Address Cont.: (empty)
 - Zip Code: (empty)
 - City: (empty)
 - State: Choose a state
 - Country: United States

At the bottom right, there are two buttons: 'Cancel' and 'Save Contact'.

Dashboard > Contact Information

Finish your contact record by completing this information.

Add Contact Information

Create a new Contact Record by completing this information.

First Name: Dickinson Last Name: Permits

Business Name:

City of Dickinson Test

CONTACT PICTURE

Upload or Take a Photo

CONTACT INFORMATION

Phone: 281-337-6259 Mobile: 281-337-6259 Fax:

Email: dickinsonxcollaborator@gmail.c Website:

PHYSICAL ADDRESS

Address: 4403 Highway 3 PO:

Address Cont.: Zip Code: 77539

City: State: Country:

Please type a first and last name and optionally a business name.

Please upload an image or take a picture using your attached webcam. The image will resize to 50 x 50 pixels.

Please type a phone and mobile number.

Please type an address, zip code, city, state and country.

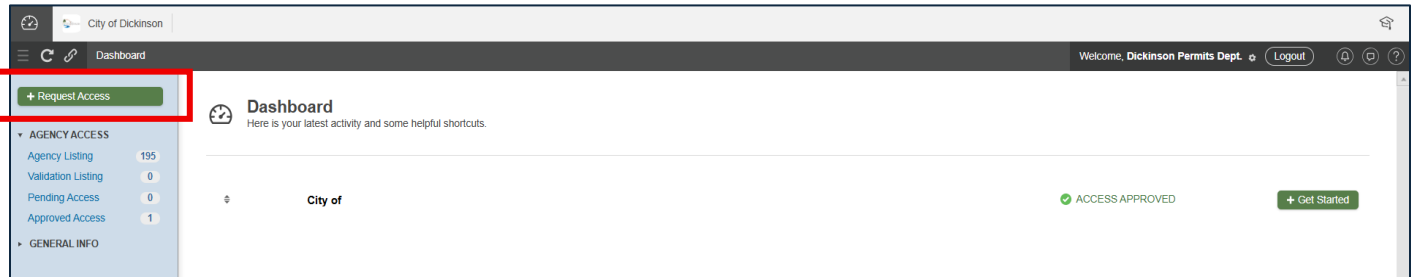
NOTE: Registering as a Collaborator does not mean you are a registered contractor. Go to page 5 for Contractor Registration.



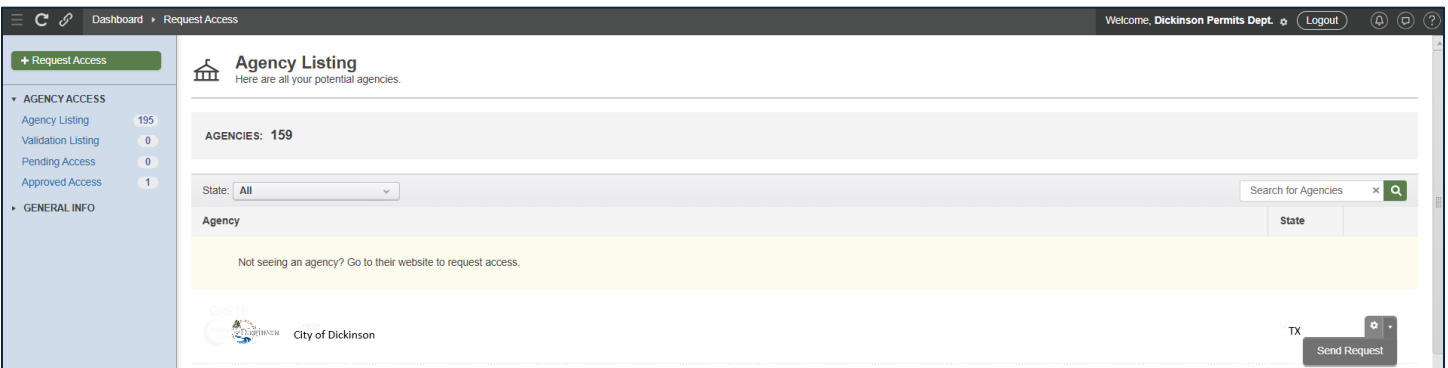
Adding the City of Dickinson as an Additional Agency

This section shows the steps for how to add the City of Dickinson to your account if you already have an account with another city.

Step 1. Once you log into your account, stay on the dashboard and click the green **Request Access** button to continue.



Step 2. Click through the list of other cities until you find City of Dickinson. Click the gearwheel to the right of the screen to **Send Request**. Click the green **Yes, Send This** button and you will get immediate access to the City of Dickinson's MyGov page.



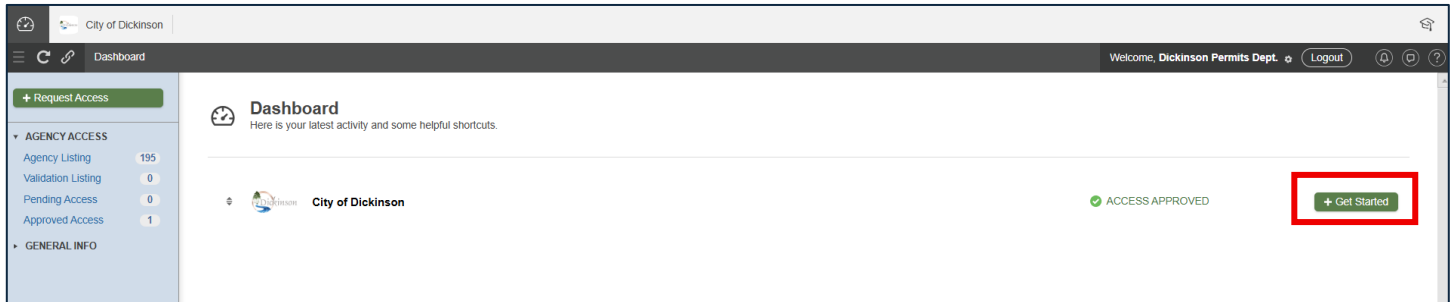
Note: Your credentials (contractor registration) for one city does NOT transfer to another city. You will need to apply for a new credential with the City of Dickinson on the next page.



Registering as a Contractor

This section shows the steps on how to register to be a Contractor, Residential Homeowner, Commercial Building Owner Tenant/Owner, etc. with the City of Dickinson.

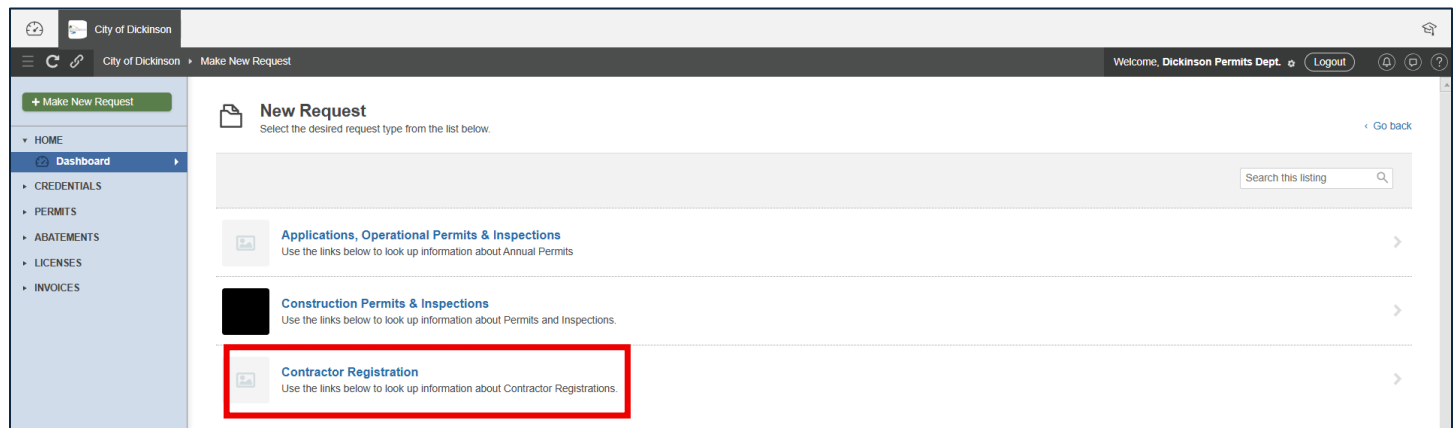
Step 1. Once you sign up as a collaborator you will come to a page, pictured below, stating “Access Approved”. Click the green **Get Started** button to continue.



Step 2. You will now be on the Dashboard page, pictured below. To begin the registration process, click on the green **Make New Request** button to start a new application.



Step 3. New Request page appears. To register as a contractor, select **Contractor Registration**.





Step 4. Once you click on Contractor Registration a list of applications will appear below. Select the credential type you wish to request. The application will require you to input and upload your license(s) and Liability Insurance. **Note: The City of Dickinson requires all contractors to provide a Photo ID, State License (if applicable), and Liability Insurance listing City of Dickinson as the Certificate Holder.**

Note: General liability insurance should be in the following minimum amounts: Three hundred thousand dollars (\$300,000.00) per occurrence, six hundred thousand dollars (\$600,000.00) aggregate combined for property damage and bodily injury, and three hundred thousand dollars (\$300,000.00) aggregate for products and completed operations.

When the application is complete, be sure to **Accept All Terms** and click on the green **Request Credential** button when the application is complete.

The screenshot shows the 'Contractor Registration' page on the City of Dickinson website. The page title is 'Contractor Registration' and it includes a sub-header 'Use the links below to look up information about Contractor Registrations.' Below this, there is a section titled 'CREDENTIAL MANAGER' which lists various contractor types with brief descriptions and the required license and liability insurance information. The contractor types listed are: Electrical Contractor, Electronic Access Security Contractor, Demolition Contractor, General Contractor, Irrigation Contractor, Manufactured Homes / House Moving, Mechanical Contractor, Plumbing Contractor, Pool Contractor, Residential Homeowner, and Right-of-Way Contractor. Each entry includes a short description and the specific license and liability insurance requirements for that category.

Note: Please ensure that the Liability Insurance has a handwritten signature from an authorized representative of the Producer and the Certificate Holder is City of Dickinson 4403 Highway 3, Dickinson, TX 77539.



Step 5. Once you submit your request, a Community Development Tech will review your application and either approve or request additional information. After your application is approved you may be required to pay a registration fee before a Community Development Tech will issue the registration. You can pay via MyGov or pay in-person at the permit counter. Once the payment is received the Community Development Techs will issue a registration certificate for your records. (Example pictures below) As a registered contractor you can apply for permits.

ELECTRICAL CONTRACTOR



ID NO 23-033976

<p>ISSUED TO</p> <hr/> <p>Building Permits Inspections City of Dickinson 4403 Highway 3 Dickinson, TX 77539</p>	<p>ISSUED BY</p> <hr/> <p>City of Dickinson 4403 Highway 3 Dickinson, TX 77539</p> <p>(281) 337-6259 phone permits@dickinsontx.gov</p>
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ELECTRICAL CONTRACTOR



<p>ISSUED TO</p> <hr/> <p>City of Dickinson Building Permits Inspections 4403 Highway 3 Dickinson, TX 77539</p>	<p>ISSUED BY</p> <hr/> <p>City of Dickinson 4403 Highway 3 Dickinson, TX 77539</p>
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VALID FROM: **01/11/2023**
EXPIRES: **12/31/2030**
ID NO: **23-033976**

This credential is Non-Transferable
This credential issued in compliance with City of Dickinson and subject to the provisions thereof.

Approved By _____

CITY OF DICKINSON





BUILDING PERMITS INSPECTIONS

ELECTRICAL CONTRACTOR

ID NO: **23-033976**
EXPIRES: **12/31/2030**

This credential is Non-Transferable

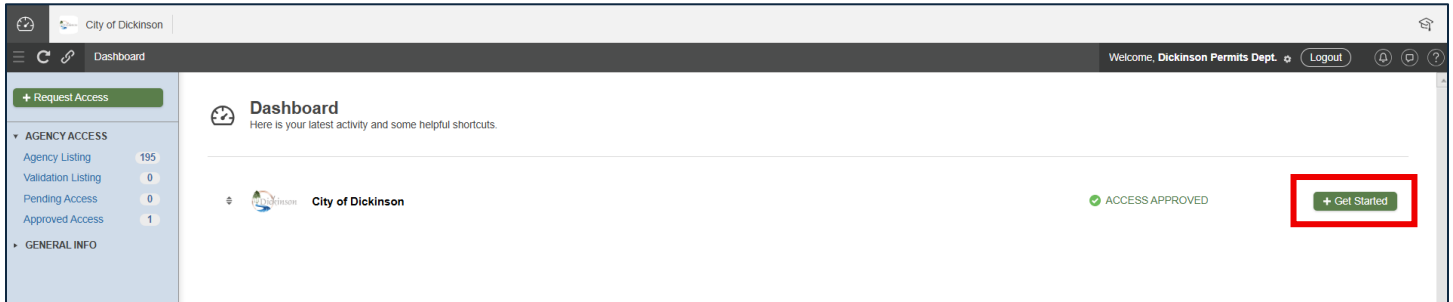
This credential issued in compliance with the City of Dickinson and subject to the provisions thereof.



Applying for a Permit

This section shows the steps on how to apply for a permit.

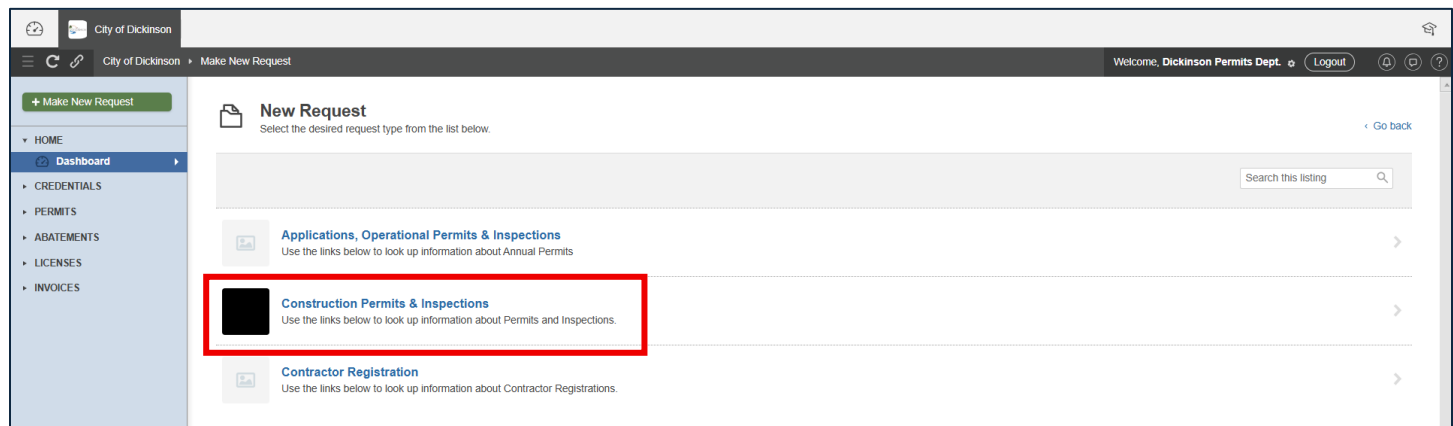
Step 1. Once you sign into your collaborator account, you will come to a page pictured below stating “Access Approved”. On that page, click on the green **Get Started** button to continue.



Step 2. You will now be on the Dashboard page, pictured below. To start your request for a permit, click on the green **Make New Request** button to start a new application.



Step 3. New Request page appears. To request a permit, select **Construction Permits & Inspections**.





Step 4. Once you click on Construction Permits & Inspections, a list of permit applications will appear (pictured below). Find and select the permit you are applying for.

Construction Permits & Inspections
Use the links below to look up information about Permits and Inspections.

PERMITS & INSPECTIONS

Building Division

Duplex New Construction Permit Permit for Duplex: a two-family residential building that is divided into two separate dwelling units that are on the same lot. Duplexes may be configured side-by-side or stacked.	Electrical Meter Service Permit Meter Service Permit ONLY.	House Moving / Manufactured Home Permit Permit for the moving of a structure (ex. house, manufactured home, etc)	Plumbing - Gas Test Permit This project type is for ONLY a Plumbing Gas Test.
Residential Addition / Remodel Permit This permit covers renovations/remodels and/or additions.	Residential Demolition Permit Permit application for Demolition of residential building and accessory structures (i.e. swimming pool removal) ONLY.	Residential Driveway / Culvert Permit Use this permit application for installation of Culvert with Driveway Addition or repairing driveway.	Residential Electrical Permit Complete this permit application for any electrical work performed ONLY. It is not necessary to obtain a separate electrical permit if the work is being performed as a SubContractor under an existing building permit.
Residential Foundation Repair Permit Building Foundation Repair	Residential Generator Permit Residential generator installation with the following inspections: Electrical/Gas underground depth of trench Electrical Meter Release Gas Meter Release 2nd ground rod (rods to be 6ft apart)	Residential Home Elevation Permit Complete elevation of existing residential structure to raise the finished floor elevation and correct any existing code violations.	Residential Irrigation Permit Use this application for all residential irrigation permits.
			Residential Mechanical Permit Covers any mechanical work such as heating, duct-work, or cooling.

Commercial Projects

Commercial Building Addition / Remodel Permit Use this application for all commercial additions, remodels and tenant finishes/build-out projects.	Commercial Building New Construction Permit Use this permit application for all new commercial building projects.	Commercial Certificate of Occupancy Permit Request for a new certificate of occupancy for commercial business. No construction allowed under this permit.	Commercial Certificate of Occupancy Permit - Duplicate for Existing Business Request for a new certificate of occupancy for commercial business. No construction allowed under this permit.
Commercial Demolition Permit Commercial demolition may require an asbestos survey.	Commercial Driveway / Culvert Permit Use this application for construction of commercial driveways, sidewalks, culverts permits	Commercial Electrical Permit This application covers all electrical work requiring a permit for commercial buildings.	Commercial Fence Permit Use this application for commercial fence installation. Per ordinance Sec. 5-22 (f) All structures constructed within the city that are greater than six feet six inches in height are required to have plans certified as Inland "1" compliant and the structure shall be inspected and approved by a state certified windstorm engineer.
Commercial Generator Permit Building permit only for commercial generator installation. Electrical and plumbing must apply for separate permits.	Commercial Irrigation Permit Commercial Irrigation, lawn sprinklers, etc.	Commercial Mechanical Permit This application covers all new/change out of mechanical (HVAC) equipment requiring an inspection by code.	Commercial Plumbing Permit This application covers all plumbing work requiring a permit for commercial buildings.
	Commercial Roofing Permit Use this application for commercial roof replacement or repair permit. An asbestos survey is required.	Commercial Tree Removal Permit You must submit a tree survey and a site plan. There is a plan review fee along with a fee for each qualifying tree that has been approved for removal.	Engineering Review Template for formal submittal of Engineering Study/Analysis/Evaluation/Etc for review and approval.

Step 5. The permit application will require you to input the project information and upload your permit documents (if applicable). When the application is complete, be sure to **Accept All Terms** and click on the green **Request Project** button.

Note: Be sure to add your contractors to the permit application and submit the subcontractor validation form. All subcontractors must have their own MyGov account and be registered with the City of Dickinson. We will verify contractor registration before a permit is issued.



Step 6. Once you submit your request, a Community Development Tech will review the permit application and either approve it or request additional information. Once your permit application is approved, you will be required to pay the permit fees before the Community Development Tech can issue the permit. You can pay via MyGov or pay in-person at the permit counter. After the payment is received, the Community Development Tech will issue the permit (example picture below).

<p>City of Dickinson 4403 Hwy 3 Dickinson, TX 77539 Ph: (281) 337-6259</p>	<p>Electrical Meter Service Permit #25-001035 Project Description: TEST to update tutorials and instructions Issued on: 09/30/2025 at 2:21 PM by: <i>Alaina O'Reilly</i></p>							
<p>ADDRESS Dickinson City Hall 4403 Hwy 3, Dickinson, TX 77539</p>	<p>INSPECTIONS 2</p> <p>1. TCI- FORM MUST BE UPLOADED 1ST 2. Electrical Meter Release</p>							
<p>LEGAL Nicholstone Blk 339 Lot S 1/2 of A S5320 SR Hall 78 S 1/2 of 9 to 12 Blk 339 Nicholstone</p>	<p>INFORMATION FIELDS</p> <table border="1"> <tr> <td>Project Address</td> <td>4403 Hwy 3</td> </tr> <tr> <td>Electrical Work Description</td> <td>Ceiling Fans</td> </tr> <tr> <td>Occupied</td> <td>No</td> </tr> </table>	Project Address	4403 Hwy 3	Electrical Work Description	Ceiling Fans	Occupied	No	
Project Address	4403 Hwy 3							
Electrical Work Description	Ceiling Fans							
Occupied	No							
<p>PERMIT HOLDER Dickinson Permits Dept. <i>City of Dickinson</i> (281) 337-6259</p>	<p>The granting of this permit does not presume to give authority to violate or cancel the provisions of City, State, or other local laws regulating construction or the performance of construction. All provisions, laws, and ordinances governing this type of work shall be complied with, whether specified or not and shall be enforced at any and all times.</p>							
<p>COLLABORATORS • Dickinson Permits Dept. <i>City of Dickinson</i> (281) 337-6259</p>								
<p>MYGOV.US 25-001035, 09/30/2025 at 2:21 PM</p>		<p>Page 1/1 Issued by: <i>Alaina O'Reilly</i></p>						

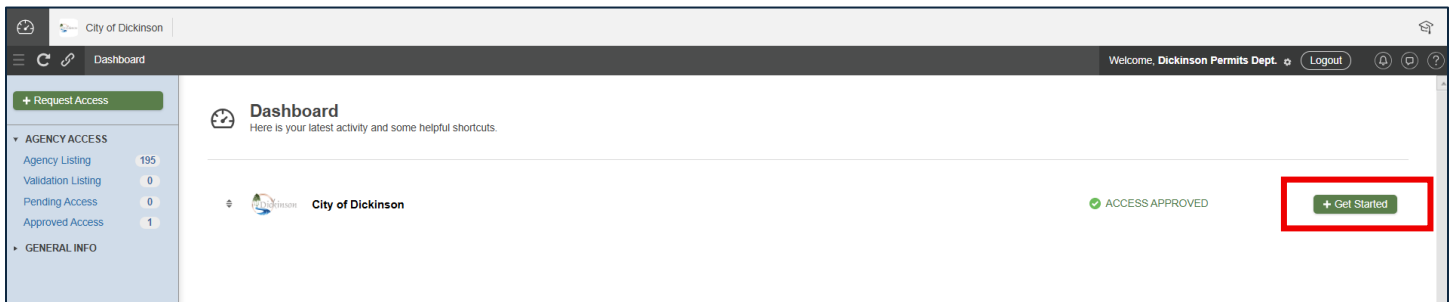
Note: All inspections must be scheduled in MyGov at least a day in advance. Page 14 will show how to schedule inspections.



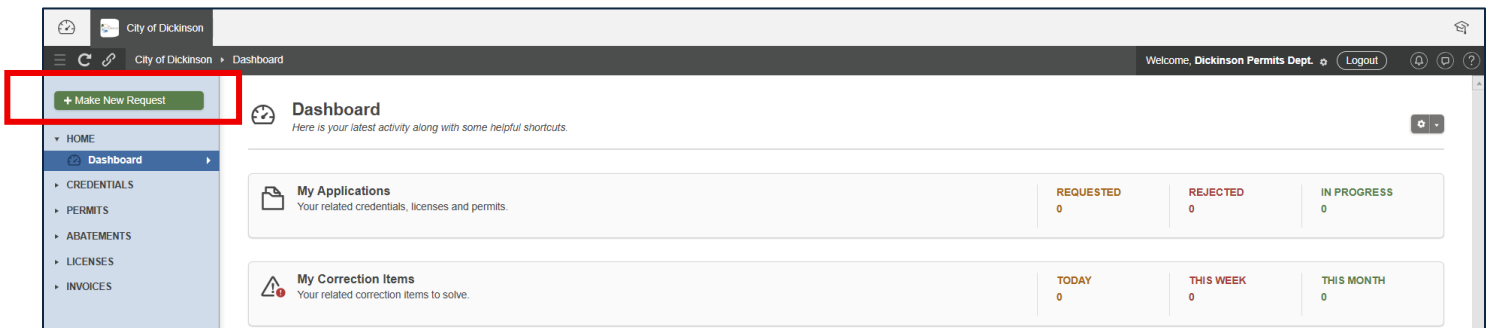
Applying for a License (Alarm Permit, Alcohol Permit, Peddler Permit, etc.)

This section shows the steps on how to apply for a Business License (Alarm Permit, Alcohol Permit, Peddler Permit and other types of applications).

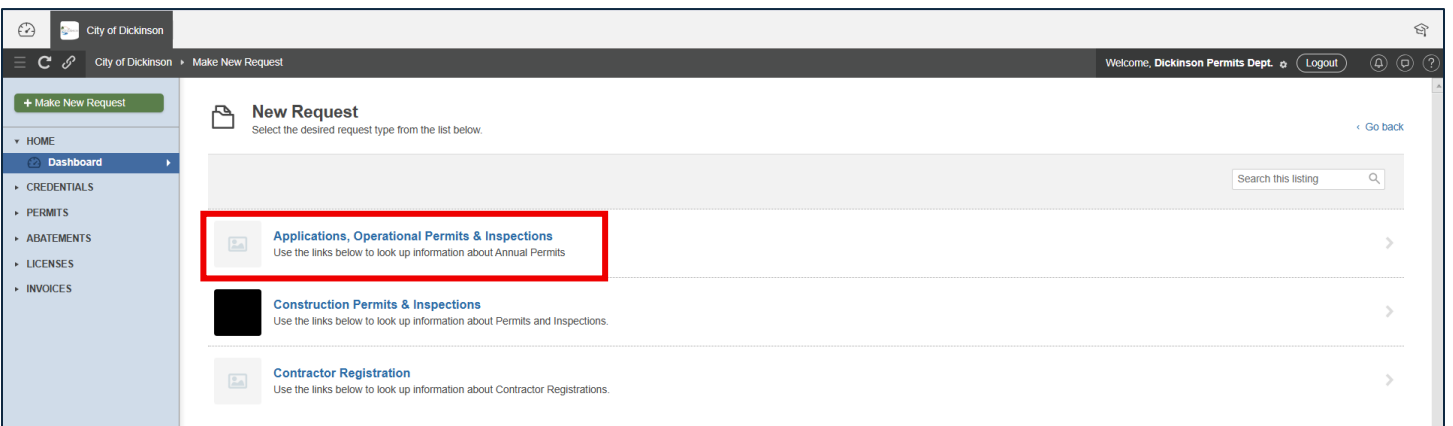
Step 1. Once you sign into your collaborator account, you will come to a page pictured below stating “Access Approved”. On that page, click on the green **Get Started** button to continue.



Step 2. You will now be on the Dashboard page, pictured below. To start your request for a business license, click on the green **Make New Request** button to start a new application.



Step 3. New Request page appears. Select **Applications, Operational Permits & Inspections**.





Step 4. Once you click on Applications, Operational Permits & Inspections, a list of applications will appear (pictured below). Find and select the license you are applying for.

The screenshot shows the City of Dickinson website interface. The top navigation bar includes 'City of Dickinson' and 'Make New Request'. The main content area is titled 'Applications, Operational Permits & Inspections' and features a 'BUSINESS LICENSE' section with a 'Licenses' sub-header. A sidebar on the left contains navigation links: HOME, CREDENTIALS, PERMITS, ABATEMENTS, LICENSES, and INVOICES. The main content area displays a grid of license options, each with a title and a brief description:

- Alarm Permit - Commercial:** This permit is for commercial alarms that have been installed in businesses in the City of Dickinson.
- Alarm Permit - Residential:** This permit is for annual registration of an alarm system for residences with the City of Dickinson.
- Alcohol Permit Registration:** Sec. 3-2. - Permits. (a) Required. It shall be unlawful for any person to manufacture, distill, brew, sell, possess for purpose of sale or distribute any beer, liquor, wine, or other alcoholic beverage, or otherwise engage in any activity for which a license or permit is required by the Texas Alcoholic Beverage Code, as amended, within the city, unless he or she has a current and revoked permit issued by the city.
- City Facility Rental:** The Historic Railroad Center, here after referred to as "Facilities" is owned by the City of Dickinson, Texas. It is comprised of the Dickinson Railroad Depot, the League City Railroad Depot, and the grounds surrounding those depots. It includes any artifacts, objects, displays, benches, or other physical devices or equipment associated with the grounds.
- Credit Access Business Registration:** This permit is for registration of the Credit Access Businesses in the City of Dickinson.
- Food Truck Operation Permit:** This is a yearly License to Operate a Food Truck in City Limits. Permits are required to be renewed by resubmitting an application at least 30 days PRIOR to the expiration date of the current permit. Fire Marshal Food Truck Permit is also REQUIRED. Please see Article IV - Mobile Food Vendors in our Code of Ordinances for more information on requirements.
- License to Use ROW:** An Encroachment License is required any time property owners, firms, or corporations want to develop or use any portion of a City Right-of-Way or Easement in a manner other than its intended use.
- Mobile Home Park License:** Annual business license application for mobile home park.
- Peddler/Vendor Permit:** Application for Peddlers and Vendors conducting business within the City Limits.
- Public/Private Event Permit:** Application for Events conducted within the City Limits. City Events are to be included within this application.
- Public Information Request Payment:** This is for payment of Public Record Requests.
- Sexually Oriented Business Permit:** Business registering for annual permit and inspections.
- Tax On Coin-Operated Machines License:** Tax On Coin-Operated Machines annual permit application.
- Wrecker Operator License:** City of Dickinson Wrecker Operator License.

The screenshot shows the City of Dickinson website interface. The top navigation bar includes 'City of Dickinson' and 'Make New Request'. The main content area is titled 'Planning and Zoning Applications'. A sidebar on the left contains navigation links: HOME, CREDENTIALS, PERMITS, ABATEMENTS, LICENSES, and INVOICES. The main content area displays a grid of application options, each with a title and a brief description:

- Address Request / Correction:** Request for new or corrected addresses.
- Appeal of Decision by Administrative Official:** Subsec. 18-40.3. Appeal of Decision by Administrative Official Purpose. The purpose of an Appeal of a Decision by an Administrative Official is to provide a mechanism for the appeal of any final decision of an administrative review body described in Sec. 18-34., Administrative Review Bodies. (b) Specific Review Criteria. To approve the request, the applicable review bodies as denoted in Table 18-36.11.-1, Development Review Summary, shall consider the following: (1) Common Review Criteria. The requests meet all applicable universal review criteria as denoted in Table 18-36.7.-1, Common Review Criteria; (2) Reasonable Difference of Interpretation. That there is a reasonable difference of interpretation as to the specific intent of the relevant provision(s) of this UDC; (3) No Special Privilege. That the resulting interpretation will not grant a special privilege to one property inconsistent with other properties or uses similarly situated; (4) Best Community Interest. The decision will be in the best interest of the community; (5) Record and Evidence. The decision made by the administrative official was appropriate considering the written record of the case and the evidence presented; and (6) UDC Requirements. The decision reflects the requirements contained in this UDC.
- Nonconforming Registration:** Sec. 18-43. Types of Nonconformities (a) (1) Nonconforming Due to Amendment or Government Action. On or after the effective date of this UDC, was lawfully operating according to this UDC's provisions but, by Text Amendment or other governmental action, then became a non-permitted use in the district in which the use is located; (3) Continuance. A nonconforming use may be continued subject to the following standards: a Registration. The nonconforming use shall be registered in accordance with Sec. 18-44, Registration of Nonconformities. Sec. 18-44. Registration of Nonconformities (a) Registration Required. The owner of any lot upon which a nonconforming use, structure, sign, or site feature exists shall register said nonconformity with the Administrator within one year following adoption of this UDC or any subsequent Text Amendments that render such use, structure, sign, or site feature nonconforming. Once the nonconformity is registered, the owner shall be issued a Nonconformity Determination, with a brief description of the nonconformity, which shall be considered as evidence of the lawful existence of such nonconformity. The Administrator shall maintain on file for the City all Nonconformity Determinations.
- Plat Certification:** Determination of platting requirement. Appendix A, SECTION 4. B. No building or electrical permit shall be issued by the City for any structure on a lot in a subdivision for which a final plat has not been approved by the City Council and filed for record, nor for any structure on a lot within a subdivision in which the standards contained herein or referred to herein have not been complied with in full.
- Zoning Compliance Report:** United Land Development Code Subsec. 18-37.4. Zoning Compliance Report Purpose. The purpose of a Zoning Compliance Report is to provide the applicant information about an existing use including compliance of signs, parking, landscaping, and other site elements and any nonconforming status. (a) Specific Review Procedures. The procedures outlined in Sec. 18-36, Common Review Procedures, shall apply. (b) Specific Review Criteria. To approve the request, the applicable review bodies shall consider all appropriate common review criteria as denoted in Table 18-36.7.-1, Common Review Criteria. (c) Effect. Issuing a Zoning Compliance Report informs the property owner as to the compliance of existing uses and site elements with this UDC.
- Zoning Map Amendment:** Sec. 18-16. - Application for zoning text or map amendment. An application for
- Zoning Special Exception:** Sec. 18-39. - Special exceptions. Special exceptions are deviations from otherwise

Step 5. The application will require you to input information and upload documents (if applicable). When the application is complete, be sure to **Accept All Terms** and click on the green **Request License** button.



Step 6. Once you submit your request, a Community Development Tech will review the application and either approve it or request additional information. Once your application is approved, you will be required to pay the fees before the Community Development Tech can issue the license. You can pay via MyGov or pay in-person at the permit counter. After the payments are received, the Community Development Tech will issue the license (example picture below).

ALARM PERMIT - COMMERCIAL
ID NO 25-000070

ISSUED TO
Dickinson City Hall
4403 Hwy 3
Dickinson, TX 77539

ISSUED BY
City of Dickinson
4403 Highway 3
Dickinson, TX 77539

ALARM PERMIT - COMMERCIAL

ISSUED TO
Dickinson City Hall
4403 Hwy 3
Dickinson, TX 77539

ISSUED BY
City of Dickinson
4403 Hwy 3
Dickinson, TX 77539

ISSUED ON: 09/30/2025
VALID FROM: 09/30/2025
EXPIRES: 12/31/2025
ID NO: 25-000070

This license is Non-Transferable
This license issued in compliance with City of Dickinson and subject to the provisions thereof.

Approved By _____

**CITY OF DICKINSON
DICKINSON PERMITS DEPT.**

**DICKINSON CITY HALL
4403 HWY 3
DICKINSON, TX 77539
ALARM PERMIT - COMMERCIAL**

ID NO: 25-000070
EXPIRES: 12/31/2025

This license is Non-Transferable
This license issued in compliance with the City of Dickinson and subject to the provisions thereof.

MYGOV.US License Printed on 09/30/2025 at 3:27 PM By . Page 1/1

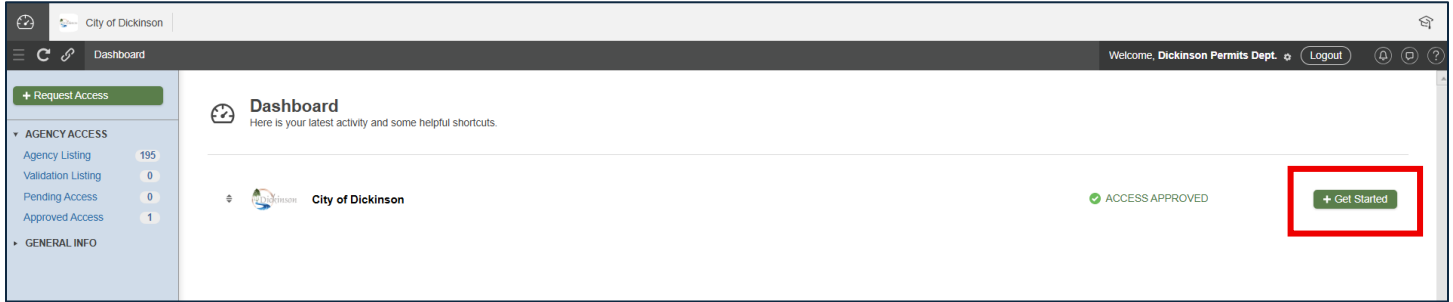
Note: Depending on the license type, it will either **expire on December 31** of the year it was issued or **expire a year after the issue date**. Check when it will expire and submit your renewal application in MyGov within 30 days of when it expires.



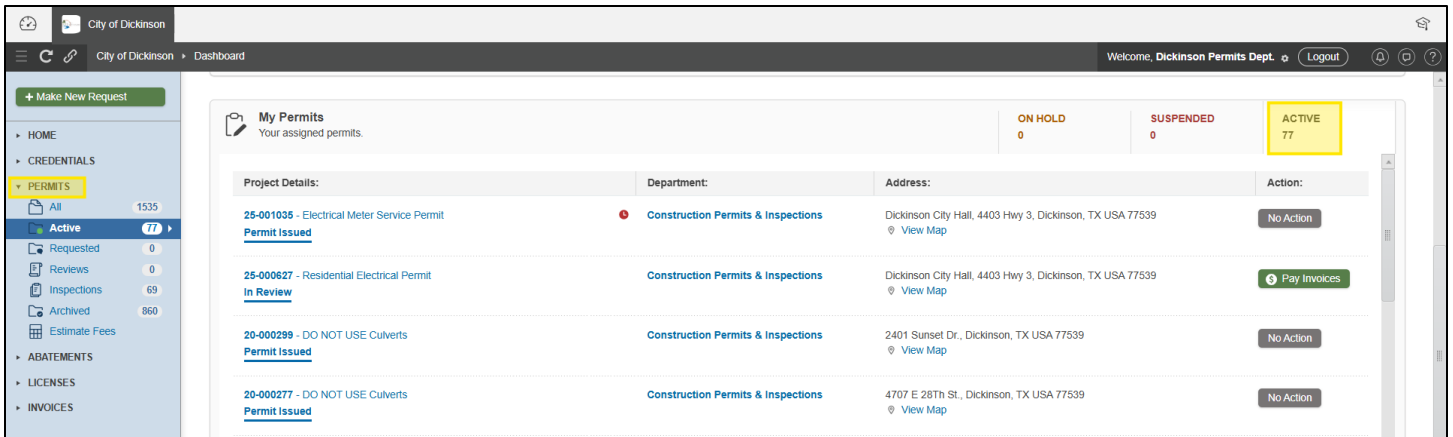
Scheduling an Inspection in MyGov

This section shows the steps on how to schedule an inspection in MyGov.

Step 1. Once you sign into your collaborator account, you will come to a page pictured below stating “Access Approved”. On that page, click on the green **Get Started** button to continue.



Step 2. You will now be on the Dashboard page, pictured below. Click on **Active** under the **My Permits** section, then click the permit number link, or you can select the **Permits** section on the left-hand menu.





Step 3. Stay on the **Overview Tab** and scroll down past all of the other project steps. Click on the yellow **Request** button on the right hand side of that inspection step.

STEP	Type	Status	Action
STEP 00	Request	Accepted	
STEP 01	Application Review Electrical	Approved	
STEP 04	Issue Permit Document	Issued	
STEP 05	TCI- FORM MUST BE UPLOADED 1ST	Pending Request	Request
STEP 06	Electrical Meter Release	Pending Request	Request

Step 4. The inspection will automatically select the next available day. You can change the date, preference for AM or PM, and add a note to the inspector if you want.

Schedule Inspection
To schedule an inspection, set a date then select an inspector.

Set Date: Time Preferences: AM PM Anytime

Inspection Length: 30 Minutes Location Area: **No location area!**

Note to collaborator: -

Note to Inspector:
Write a brief note for the inspector.

Note: Inspection time is not a guarantee. As long as the inspection is scheduled, the inspector will come to the project's location on that day between 8am-5:30pm Mon-Thurs and 8am-11:30am on Fri.



Step 5. If the inspection now shows **“Scheduled”** on the right hand side of that inspection step, you have successfully scheduled the inspection.

City of Dickinson | Dashboard | Project Details - 25-001035 | Welcome, Dickinson Permits Dept. | Logout

Overview | **Reviews** | Inspections | Payments | Documents

ADDRESS: Dickinson City Hall, 4403 Hwy 3, Dickinson, TX USA 77539
Prop ID: 183843

DESCRIPTION: TEST to update tutorials and instructions

Project Steps | Information Fields | Fees | Credentials: 0 | Correction Items: 0 | Terms

Type	All	On	Off	Active	Done	
STEP 00	Request					Standard ✓ Accepted
STEP 01	Application Review Electrical					Review ✓ Approved
STEP 04	Issue Permit Document					Document ✓ Issued
STEP 05	TCI- FORM MUST BE UPLOADED 1ST					Inspection Scheduled ⌵

Cancel Appointment

Next Appointment:
Due: 10/22/2025
Anytime
Duration: 30m

Note: you will have **15 minutes** after scheduling the inspection to cancel it. If you exceed the time limit, you will need to email permits@dickinsontexas.gov to cancel the inspection.

You can also schedule from the Inspections Tab under **Permits** in the left-hand menu.

City of Dickinson | Inspections | Welcome, Dickinson Permits Dept. | Logout

All Inspections
Here are all your selected Inspections on active Projects.

INSPECTIONS : 69

Type: All | Status: All

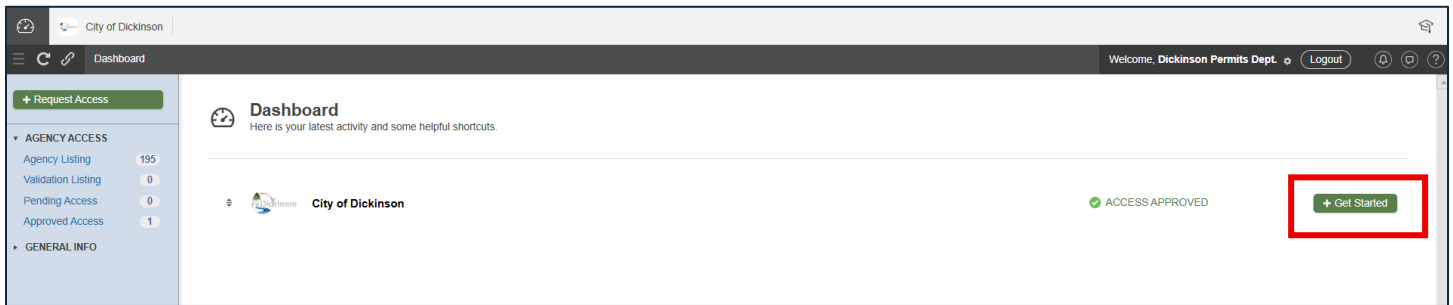
Step Details:	Project details:	Correction Items:	Action:
TCI- FORM MUST BE UPLOADED 1ST Canceled	25-001035 - Electrical Meter Service Permit Electrical Meter Service Permit Dickinson City Hall, 4403 Hwy 3, Dickinson, TX USA 77539 View Map	Required: 1 Corrected: 0	Request



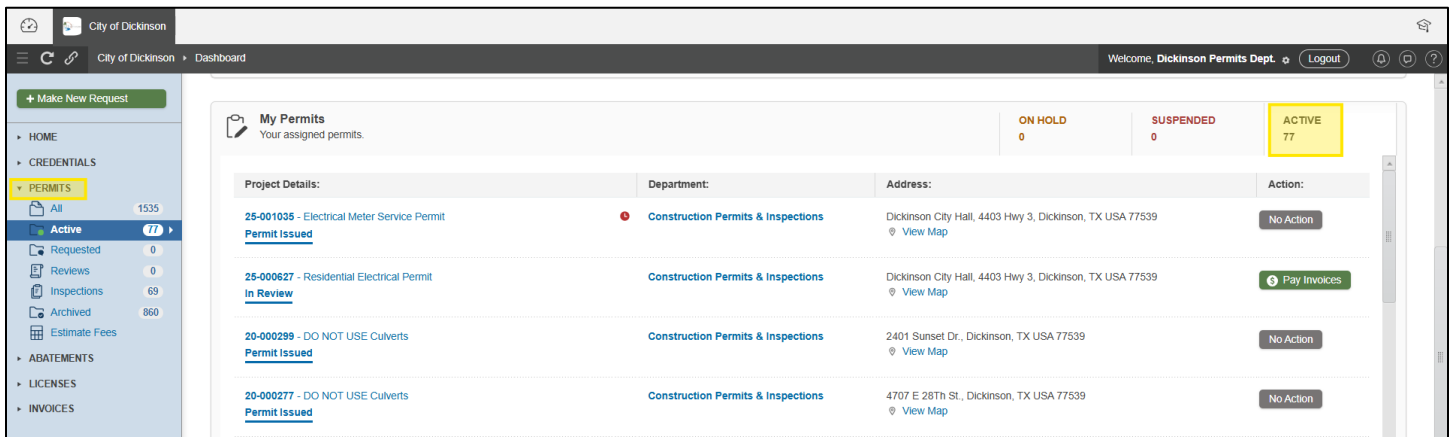
Adding a Comment in MyGov

This section shows the steps on how to add a comment and/or upload a file for your application after it has been submitted. If additional information or documentation is requested, you will need to comment a response with that information in MyGov.

Step 1. Once you sign into your collaborator account, you will come to a page pictured below stating “Access Approved”. On that page, click on the green **Get Started** button to continue.



Step 2. You will now be on the Dashboard page, pictured below. Click on **In Progress** under the **My Applications** section, then click the permit number link, or you can select the **Permits** section in the left-hand menu.





You can also click on one of the numbers in the **My Correction Items** section and click the green comments button to respond.

The screenshot shows the City of Dickinson dashboard. The 'My Correction Items' section is highlighted with a red box, showing a table with one item. The 'Comments' button next to the item is also highlighted with a red box.

ID:	Title:	Priority:	Status:	Activity:
PI 25-001035	Correction Items Test Added by on 10/21/2025 at 11:02 AM in TCI- FORM MUST BE UPLOADED 1ST (Inspection Step) Test to update tutorials	NORMAL	Required	0 Comments Comments

Step 3. If you click on the permit number link, you can either click on the green/red numbers next to a review step or the **Correction Items** tab. Another option is to click the **Comments** tab on the right hand side of the screen.

The screenshot shows the project details page for permit #25-001035. The 'Comments' tab is highlighted with a red box. Below the project steps, the 'Correction Items' tab is also highlighted with a red box, showing a table with one item.

Project Steps	Information Fields	Fees	Credentials	0	Correction Items	1	Terms
STEP 00	Request						Accepted
STEP 01	Application Review Electrical						Approved
STEP 04	Issue Permit Document						Issued
STEP 05	TCI- FORM MUST BE UPLOADED 1ST						Canceled



Step 4. Click the green **Add Comment** button, then click in the textbox that says “Add your comment here”. You can then type in your response and upload a file along with your comment.

The screenshot shows the 'Project Details' page for permit #25-001035. The page includes a navigation sidebar on the left, a top header with project information, and a main content area with tabs for Overview, Reviews, Inspections, Payments, and Documents. A table of project steps is visible, with the 'STEP 01 Application Review Electrical' row highlighted. A green 'Add Comment' button is located at the end of this row, enclosed in a red rectangular box.

This screenshot shows the comment input area for a correction item. It features a header with 'All 0' and 'Unread 0' indicators, a 'Sort By: Oldest First' dropdown, and a 'Scroll to Top' link. Below the header, a message states: 'This Correction Item currently has no comments. Add a comment below.' A large text input box contains the placeholder text 'Add your comment here'.

This screenshot shows the comment submission form. It includes a rich text editor with a toolbar (Bold, Italic, Underline, etc.), a 'Notify:' dropdown menu with 'Select from the list' highlighted in a red box, an 'Attachments:' section with 'Upload up to 100MB. Allowed file types: .pdf, .doc, .docx, .txt, .gif, .jpeg, .jpg, .png, .mp4, .mov, .xls, .xlsx, .msg, .zip.' Below this, there are 'Upload A File' and 'Use Webcam' buttons, with 'Upload A File' highlighted in a red box. At the bottom right, there are 'Cancel' and 'Comment' buttons, with the 'Comment' button highlighted in a red box.

Step 5. You will need to select who to notify before you can submit your comment. Select the name of the person that left you a comment to notify them directly. Click the green **Comment** button to submit your comment.