



## RESIDENTIAL REMODEL PERMIT

This checklist is intended to help provide the information and data needed for a complete application. A request for a Residential Remodel Permit application requires approval by staff.

**Incomplete applications will not be accepted.**

### Digital Submission Requirements

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: <http://www.taylortx.gov/DocumentCenter/View/9975/Building---MyGovernmentOnline-Instructions?bidId=> Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

### Project Information

#### General Questions

|  |                               |
|--|-------------------------------|
|  | Owner & Applicant information |
|  | Description of Work           |
|  | Project Value (\$)            |
|  | Site Location                 |
|  | Contractor Information        |
|  | Square Footage                |

**Supporting Documents:** The following paperwork must be submitted as a PDF electronically

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|  | <b>Site Plan</b> – To show position of building(s), distance to lot lines, setbacks, driveway(s), parking, location of utilities, tree(s).   |
|  | <b>Existing Floor Plan and Proposed Floor Plan</b> – existing floorplan only if no changes are proposed to the internal layout of the home   |
|  | <b>Mechanical Electrical Plumbing Plans, Schedules, and Details</b> (if applicable) - <i>Electrical Plan showing the placement of electrical outlets, lights and any required ventilation, smoke alarms and/or carbon monoxide detectors. (2020 NEC). If you will be doing HVAC work to include new duct work, load calculation (Manual J,S,D) in compliance with city's current adopted codes are required.</i> |

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|  | <b>REScheck Report</b> (if applicable) - <a href="http://www.energycodes.gov/rescheck">www.energycodes.gov/rescheck</a> in compliance with 2018 code OR Window Detail and Insulation Value |
|  | <b>Description of Work</b> - <i>with details of the work being done (Moving walls, adding walls, bathrooms, etc.)</i>  |
|  | <b>Contractor Registration</b> – contractor must be registered with the City of Taylor. If contractor is not registered, the permit will not be issued.                                    |
|  | <b>Homestead Exemption</b> - if the proposed work is to be done by the homeowner. Evidence of a Homestead exemption for the property will need to be submitted                             |

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| <b>City of Taylor Contact</b> |
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| Development Services | 512-352-3675 Option 3 | <a href="mailto:development.services@taylortx.gov">development.services@taylortx.gov</a> |
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