



## MECHANICAL STAND-ALONE PERMIT

This Checklist is intended to help provide the information and data needed for a complete application. A request for a Mechanical Stand Alone 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: [Once link is available, it will go here](#) 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

The following paperwork must be submitted as a PDF electronically to your case in MGO:

Owner & Applicant information	
	Description of Work
	Project Value (\$)
	Site Location
	Contractor Information
Supporting Documents	
	Manual J/Q calculation (if replacing HVAC system)
	Provide sufficient plans, details, and specifications to comply with all applicable sections of IBC and IMC per jurisdiction, including but not limited to Duct Plan, Equipment Schedule, Heating and Cooling Load and Outdoor Ventilation Air calculations (if applicable)
	<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.

## **City of Taylor Contact**

Development Services	512-352-3675 Option 3	development.services@taylortx.gov
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