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## Online Contractor Registration, Permit Applications, and Inspection Requests

The City of Denison online permitting & inspections system can be found at [www.mgoconnect.org](http://www.mgoconnect.org).



### To create an account...

1. Click **Customer Portal** located on the top left of the home page
2. Select the State, Jurisdiction and click **Go**
3. Click **New Account** at the top
4. Read the important details and click **Continue**
5. Fill out all required fields
6. Click **Create Account**

### To register as a contractor...

1. Verify the **Current Jurisdiction** located in the top right reflects **City of Denison**
2. Click **Register A Contractor** on the left
3. Fill out all required fields
4. Submit your completed application

### To apply for a permit...

1. Verify that the **Current Jurisdiction** located in the top right reflects **City of Denison**
2. Click **Apply Online For A Permit (Residential or Commercial)** on the left
3. Click the appropriate permit application type and click open
4. After all fields are completed and all plans are uploaded, click **submit**

### To access plan review documents uploaded by Staff...

1. Click **Dashboard** at the top of the home page
2. Click **Open** on the permit you'd like to review
3. Click **Docs** tab at the top
4. Click **Jurisdiction** tab
5. Scroll to "Plan Review Letters" section > click **Download** next to the document you want to view

### To upload a revised document...

1. Click **Dashboard** at the top of the home page
2. Click **Open** on the permit you need to upload to
3. Click **Docs** tab at the top
4. Click **Add New File** to upload a PDF

### To apply as a sub-contractor on a project...

1. Click **Apply Online for an Add To Existing Application** at the left side of the home page
2. Click **Open**
3. Enter in the project number you are requesting to add to and click **Search**
4. Locate the project and click **Open** then click **Select**
5. Then enter in the required information and submit your request.

### To pay for a permit...

1. Verify the **Current Jurisdiction** located in the top right reflects **City of Denison**
2. Click **Dashboard** at the top of the home page
3. Click **Open** on the permit you'd like to pay for
4. Under **I Want To...** located at the bottom, click **Pay Fees & Print Receipts**
5. Check all of the fees you would like to pay, select the **Payment Type**, and click **Pay Online**
6. Fill out the Payment Page and click **Submit Payment**

### To print your permit...

1. You must pay all outstanding fees before you are able to print a permit
2. Click **Dashboard** at the top of the home page
3. Click **Open** on the permit you'd like to print
4. Under **I Want To...** located at the bottom, click on **Print Permits/ Documents/Letters**
5. Click **Print Permit** located on the bottom right

### To request an inspection...

1. Verify that the **Current Jurisdiction** located in the top right reflects **City of Denison**
2. Click **Dashboard** at the top of the home page
3. Once you locate the permit, click the **Request Inspection** button
4. Fill out all required fields and click **Add Selected Type** button
5. A new pop-up window will open, select **Submit Request(s) to Jurisdiction** to complete request or click **Add Inspection to request** to add another

### To add a permit to your account...

1. From the Home page, click on **Search Permits** on the left
2. Fill in the **State and Jurisdiction**
3. Under **Project Details**, enter the permit/ project # in the **Number** field and click Search
4. Click on the 3 dots ( **ooo** ) on the left side of the permit
5. Click on **Add to My Account**