# How to Apply Online for an Event Permit

This guide will walk you through the steps to apply for a permit for Downtown Events online. Follow the steps below and refer to the pictures to assist you along the way.

Access the portal and locate the Application Link:

Open your web browser and go to the building permit portal at https://www.mgoconnect.org/cp/portal.
On the left-side navigation menu, you will see several options. Look for the **"Apply Online for a Permit"** link and click on it.
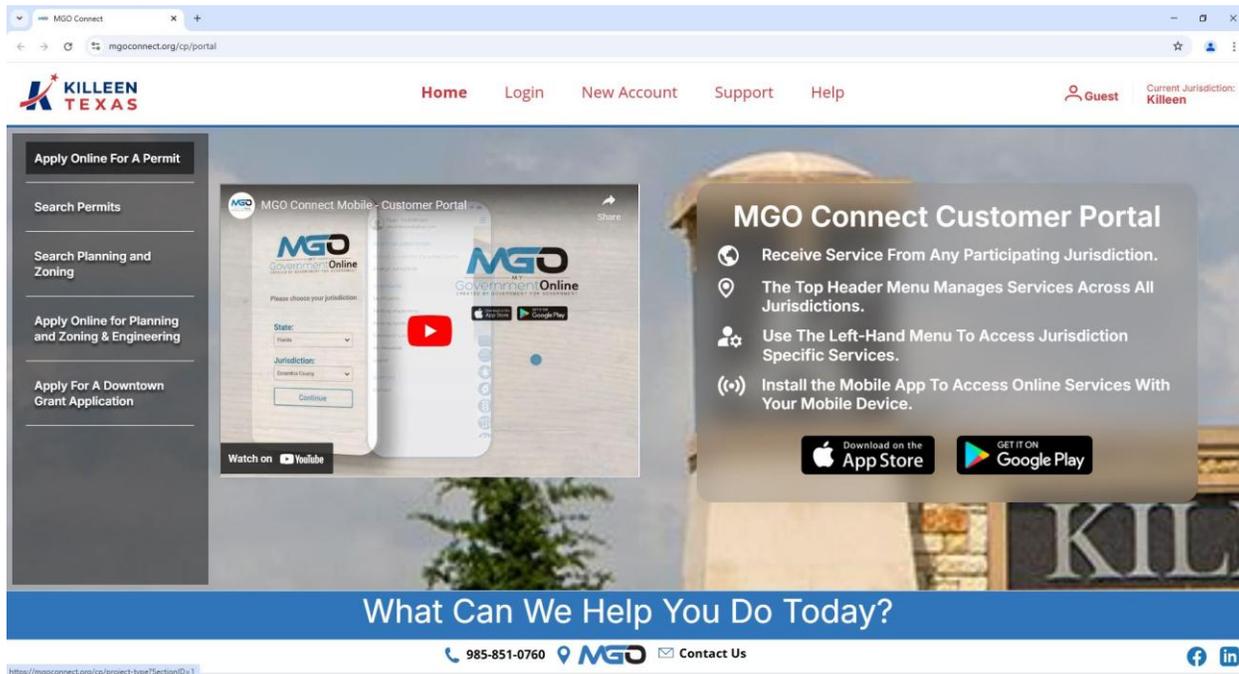
Select the Permit project type:

You will need to select the **Permit** Project Type. Click on the arrow → next to the **Permit** project type to view the available application options.

Select an Application Type:

After selecting your permit project type, click on the blue **Open** button next to the application type that best fits your project.

Selecting Your Address or Location

In this step, you will need to enter the address or location where the permit will apply. Fill out all the required information on the application form. Be sure to answer all questions marked with a red asterisk (*****), as these are mandatory fields.

Once you've completed the form, click [→ Next] to move on to the next step in the application process.

1	2	3	4	5
Select Address	Contacts	**Questionnaire**	File Upload	Review

◉ Address

📍 Enter Address or Location

Address *****

[   ]

City *****

[   ]

State *****

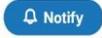[TX - Texas   ⌄]

Zip Code *****

[   ]

[← Back] [→ Next]

Enter Contact Information:

Begin by completing all required fields on the contact information page. Fields marked with a red asterisk (*) are mandatory, while fields without a red asterisk are optional.

Important: To ensure you receive updates about your permit application, click the button next to your email address, phone number, or both, depending on your preferred method of contact.

In the **Property Owner** tab, enter the required information for the property owner. This section ensures that the city has accurate records regarding the ownership of the property.

Next, in the **General Contractor** tab, you'll need to list the person responsible for doing the work. The general contractor must be an **actively registered contractor** with the city; if the contractor is not registered, your application will be returned. If you are a homeowner, **living in the home and doing the work yourself (homesteaded)**, you do not need a licensed contractor. In this case, you need to either enter "Owner" or copy the property owner's information into the General Contractor tab.

For commercial projects, if you do not know who the general contractor or subcontractors will be, you can list "TBD" (To Be Determined). **The application will still be accepted, but you'll be required to verify the contractors and subcontractors before invoicing and paying for the permit**.

The **Applicant** tab is usually **auto populated** with the information you used when you created your account. However, there may be a few additional required fields that you need to complete before you can move forward. Make sure all required information is filled out in this tab.

Once you've completed the form, click to move on to the next step in the application process

Property Owner | **General Contractor** | **Applicant***

☐ Copy From Applicant

🔍 Search the Jurisdiction's Contact Database

👤 Personal Information

First Name

Last Name

Suffix

Business Name

📍 Mailing Address

Address

City

State

Texas

Zipcode

@ Contacts

Email

🔔 Notify

Home Phone

(___) ___-____

🔔 Notify

Cell Phone

(___) ___-____

🔔 Notify

Work Phone

(___) ___-____

🔔 Notify

← Back   → Next

Answer All Permit-Specific Questions

Answer all questions related to the type of permit you are applying for. Remember that questions with a red asterisk (*) are mandatory, while others are optional. Complete these sections thoroughly to ensure your application is not delayed.

1	2	3	4	5
Select Address	Contacts	**Questionnaire**	File Upload	Review

Once you've answered all the required questions, click → Next to move on to the next step in the application process

Upload Required Documents

Upload all necessary documents as instructed in this section. Any fields marked with a red asterisk (*) require documents to be uploaded. **If there is no red asterisk next to a document field, it is not mandatory to upload anything there**. Be sure to review the document requirements carefully, as missing or incomplete documents could delay the acceptance of your application. **All documents must be in PDF format**; if they are not, the system will not allow you to upload them.

1	2	3	4	5
Select Address	Contacts	Questionnaire	**File Upload**	Review

ⓘ Please wait for the files to finish uploading before proceeding to the next step

Drag & drop files or Browse

Supported Formats: .jpeg,.jpg,.png,.pdf,.xls,.xlsx,.doc,.dot,.docx,.ppt,.pptx,.zip,.zipx,.dwg

Once you've uploaded all the required documents, click → Next to move on to the next step in the application process

Review and Submit the Application

Double-check your responses to ensure everything is accurate. Once satisfied, click the **Submit** button to submit your permit application.

Conclusion

Your permit application has been submitted! Once all steps are completed and the application is submitted, a confirmation email will be sent once the application has been accepted. If additional information is needed or something is incomplete, the application will not be accepted and will be sent back for review. If further information is required, it will be highlighted in red on the dashboard, indicating that attention is needed. Applicants will also be contacted via their preferred method of contact (email or phone) to notify them of the required updates. The permit status can be checked at any time by logging into the account and navigating to the dashboard.