MyGov Permitting Software User Instructions

The City of Wasco Building Department has recently implemented permitting software to manage building permit issuance and inspections. To apply for a permit on-line, please follow these instructions:

1. Log on to www.ci.wasco.ca.us and click “Apply for a Permit” at the bottom of the “Quick Links” section on the left-hand side of the page.
2. Select the type of permit you wish to apply for. Please make sure you select from the appropriate permit category. You may choose from Commercial Building Permits, Planning Permits, Public Works or Residential Building Permits.
3. If you do not already have a Collaborator account with MyGov, you will be prompted to create one. Please follow the directions on your screen to create a MyGov Account.
4. Your MyGov access to the City’s portal will be auto-approved. Once you have your username and password set, you may log in to the system anytime.
5. Follow the steps for entering your permit information into the system. There will be a place for you to upload your plans. Please note that hard copy plans may still be required depending on the project.

Dashboard:

Once you log in to your MyGov account, you will see your dashboard in the upper left-hand corner. This is where you can change your account settings and see your activity overview. To view your City of Wasco projects, click on the “City of Wasco” logo at the top of your screen.

Auto-notifications:

If you wish to receive auto notifications via e-mail when a change is made on your project, please turn your auto-mail settings to “yes” in your user profile. You can log in to the system anytime to see the status of your project.

Correction Items:

If correction items are required, you will see these in the tab on your project labeled “correction items” just below the project address.

Inspections:

Please do not schedule inspections through the MyGov system. To schedule an inspection, please follow the directions on the attached sheet.

X:\Building Division\Building Forms