

TRANSPORTATION DEPARTMENT



ONLINE PERMIT PROCESS

(Mar. 10, 2025)

Please go to www.mgoconnect.org, and create an account. If account already exists, please login using existing account information.

- Select "Customer Portal" from home page.
- Select "Texas" for State.
- Select "Hays County" from the Jurisdiction drop-down menu.
- On the left-hand side, select "Apply for a Driveway or Utility Permit"
- Select "Open" from the "Driveway Application" type or from the "Utility Line Application" type.
- Type in all pertinent information related to the project (owner/engineer/contractor/location, etc.).
- Near the bottom of the driveway information page, you will be prompted to select "Payment Method." To pay online, select "Online via Certifiedpayments.net (Bureau Code:1379952)
- Upload all documentation regarding the scope of work (engineer plans/designs/specs, etc.).
- Select type of driveway for Driveway applications or type of installation for Utility Line applications, then hit "Calculate".
- Follow all remaining steps to pay the fee with a credit card.

Please fill out every section (owner/applicant/utility company/designated contact/etc.) because we need to see those fields filled in on the application, and then it will filter through to the permit.

We will then get an email from My Government Online once the application is submitted and the fee paid. Then, we have to submit everything to an upcoming Commissioner's Court agenda for approval. Court is held every Tuesday, so my deadline for submittals is Wednesday noon the week before. We will send the approved permit either later on after court that day, or the morning after. Let us know if you have any questions.