

## Online Application Guide

- ⇒ Visit [www.mygovernmentonline.org](http://www.mygovernmentonline.org)
- ⇒ If this is your first time, create an account. A direct phone number is required for phone verification purposes from MGO.
- ⇒ Once you are logged-in / account is created, hover over “Permits & Licensing” tab or the “Planning and Zoning” tab.
- ⇒ Click “Apply Now”
- ⇒ Be sure “Hays County” is selected as the Jurisdiction.
- ⇒ Follow all instructions and fill out the application in its entirety.
- ⇒ Once all information is filled out and all documents have been uploaded, click the “SUBMIT” button.

## Payment Options

### Online Payment Option

- ◇ Please visit [www.certifiedpayments.net](http://www.certifiedpayments.net). Enter Bureau Code “4963827”. Click on “Begin Payment”.
- ◇ Once the page loads, click “Continue”. The next page will ask for the payment amount, permit number / site address, and payment type (Visa, MasterCard, American Express, Discover).
- ◇ In the dropdown menu under payment type, look for the correct fee / fee description.
- ◇ Follow on screen steps to complete the payment. A receipt will be e-mailed to you.

### Mailed Payment Option

- ◇ We accept checks or money orders made out to “Hays County Treasurer”.
- ◇ Please mail the payment to:

Hays County Development Services  
2171 Yarrington Rd, Ste 100  
Kyle, Texas 78640

- \* Incomplete applications will NOT be accepted
- \* Tax Summary must show a \$0.00 balance for all applications
- \* Please be aware there is a convenience fee for all on-line payments
- \* MyGovernmentOnline Help Desk—1-866-957-3764