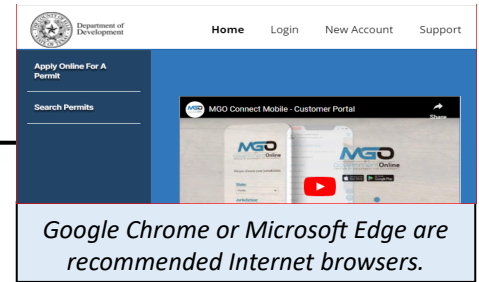




MGO Connect Online Customer Portal

Ellis County Department of Development

www.ellispermits.com



Applicants can apply online for development and septic applications, pay fees, print receipts & permits, view project status, and send/view comments related to a permit application.

Create a New Account *or* Login to Existing Account

- Go to www.mgoconnect.org/cp/portal and bookmark website for quick login access.
- Select “New Account” and follow instructions to set-up a customer profile.
- Select “Login” to access existing account and view “Projects” or “Apply Online” for a new permit.

Application Process

- Select “Apply Online” and choose Project Type.
- Complete site address, contact info, questionnaire, upload required documents and “Submit”.
- Application will be reviewed by DoD staff and either Accepted, Returned or Rejected.
- Application will be Returned if missing information. Applicant can update project and click “Submit”.
- When the application is Accepted, an invoice will be sent to applicant to pay fee(s) online.
- After payment is received, a work order may be created for DoD inspector to review/inspect proposed project.
- The approved/issued permit will be located under “Docs” and “Plan Review”.
- Applicant can view project status by clicking “Tasks” and send/view “Comments” related to project.

Pay Online

When invoice is received, the applicant can pay online by selecting the “Fees” tab within project. Certified Payments will charge a convenience fee for all credit card and ACH payments. The receipt will be added to the project after payment is processed.

Development Required Documents

- Accessory Structure: barn, detached garage, pool, shed, storage bldg. and addition \geq 300 SF
 - ✓ Survey or site plan with location of structure
 - ✓ Copy of Deed required if owned property less than three (3) years
- Habitable Structure: single family home, mobile home, manufactured/tiny home, and guest/pool house
 - ✓ Floor plan – basic layout or diagram of spatial use (bedrooms, bath, kitchen, living room, garage, etc.)
 - ✓ Site plan with location of structure and driveway
 - ✓ Lot grading plan (within subdivision only)
 - ✓ [Culvert application](#) and [911 address application](#)
 - ✓ Copy of Deed required if owned property less than three (3) years
- Commercial or Multi-Family: Contact the DoD office prior to applying with Fire Marshal's office.

Septic Required Documents

- Aerobic: OSSF design, technical, soil evaluation report, copy of filed affidavit and initial maintenance contract
- Alteration: OSSF design w/alteration details, OSSF technical form required if details aren't on design
- Hook-To: OSSF design of existing system or uncover tank lids, filed affidavit if a conventional system
- Repairs: OSSF design of existing system highlighting the location and description of repairs
- Property owner deed and/or other documents may be required.
- Affidavits can be filed electronically at [Ellis County Clerk's website](#)

Customer Support

Assistance with new account contact MGO Helpdesk 866-957-3764 (Option 1). Additional questions contact Ellis County Department of Development office 972-825-5200. For more information go to www.ellispermits.com