



Department of Community Development

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CONTRACTOR ONLINE ACCESS OVERVIEW

Setup

The City of University City now provides contractors the ability to conduct various business interactions online. To use these online services, the contractor will first need to complete and submit the contractor registration form. The Department of Community Development will then enter the information and provide instructions on how to create a login.

Access

Once a login is created, users can access accounts online at mygov.us/login.

Features

Login provides access to several features:

1. **Create Projects** – Integrated projects can be created online. Trade contractors (i.e. mechanical, electrical, and plumbing), if required by the project, must be registered contractors with the City of University City prior to creation of the project. Trades must be defined at the time of creation of a project.
2. **Request and Review Inspections** – Contractors can schedule inspections online. Inspection results can be viewed online and additional information required by a plans examiner or inspector can be provided from the same interface.
3. **Renew and Request Registrations** – Existing contractors can renew current registrations and request new registrations online. Different project types require different contractor registrations (e.g. fuel tank removal).
4. **View Projects and Inspections** – Contractors can view the status of all projects, inspections, and any violations or issues on any existing project.
5. **Trust Account** – Trust accounts, when activated, can be maintained online. The trust account allows a contractor to add funds to an account and then use that account to pay for permits and inspections as needed.
6. **Download Forms** – Several documents including informational bulletins and applications can be viewed and downloaded.
7. **Estimate Fees** – Contractors can use the estimate fees tool to determine proposed project fees.
8. **Account Management** – Users can manage their account online.