

Civic Access

How to apply for a permit

Start from The Woodlands Township Homepage



The screenshot shows the homepage of The Woodlands Township. The browser address bar displays "thewoodlandstowship-tx.gov". The page features a green navigation bar with the following menu items: "Government", "Residents", "Businesses", "I Want To...", and a partially visible "Home" button. The main content area is dominated by a large green banner. On the left side of the banner is a circular award seal that reads "2023 NICHÉ BEST PLACES". In the center of the banner is a white silhouette of a row of houses. To the right of the houses, the text reads "BEST IN THE U.S. TO BUY A HOUSE" in large, bold, green letters. Below this, in smaller white text, it says "The Woodlands has been named #1 by Niche.com as". The background of the banner is a lush green forest scene.



THE WOODLANDS TOWNSHIP



Search



Government

Residents

Businesses

I Want To...

VIEW...

- Action Guide
- Agendas and Minutes
- Bids and RFPs
- Boat House Waivers
- Budgets and Financial Reports
- Calendar of Events
- Covenants / Deed Restrictions
- Election Information
- Environmental Resources
- Frequently Asked Questions
- Garbage / Recycling Guidelines
- Park and Ride Bus Routes

APPLY FOR...

- Commercial Improvements
- Home Improvements
- Mailing Address Change
- Public Records Request
- Special Event Permit
- Township Jobs

CONTACT...

- The Woodlands Township Board of Directors
- The Woodlands Township
- The Woodlands Fire Department
- The Woodlands Convention and Visitors Bureau
- Important Phone Numbers

RIDE...

- The Woodlands Express Park and Ride
- Town Center Trolleys
- Bike-Sharing

SIGN UP FOR...

- Bid Posting Notifications
- Emergency Notifications
- Event Calendar Alerts
- Department Blogs
- Press Releases
- Races
- Aquatics Programs
- Recreation Programs

• The easiest way to Civic Access is:

• 1st – hover over **I Want To...**

• 2nd – Click on Home Improvements under Apply For..

Our Covenant Administration page will show up

From here,
click on our
**Civic Access
Portal**

The screenshot shows the website header for 'THE WOODLANDS TOWNSHIP' with a search bar and navigation menu. The 'I Want To...' menu is active, showing a sidebar with options like 'Application Forms', 'Committees', and 'Stay Informed'. The main content area is titled 'Covenant Administration' and includes an 'IMPORTANT NOTICE' about the new online application system. A red circle highlights the link 'CIVIC ACCESS PORTAL: APPLY, PAY AND MANAGE YOUR APPLICATION'. To the right, there is a 'Contact Us' section with contact information for Hennie van Rensburg and an email address 'PermitSupport@thewoodlands-tx.gov'. Below that is an 'FAQs' section with a link 'Where can I find specific information on Short-Term Rental requirements and...'. At the bottom right, there is a 'Department Resources' section with a list of links and a 'View All' button.

If you are a Contractor, please scroll down to **Department Resources.**

The owner will need to sign the highlighted form, if you are submitting on their behalf

Department Resources

- [Community Revitalization Program](#)
- [Qualified Inspectors List](#)
- [Montgomery Central Appraisal District](#)
- [Mildew and Algae Removal Tips](#)
- [Texas Tree Planting](#)
- [Texas Native Tree and Shrub List](#)
- [Hold Harmless Agreement](#)

View All

You should now see the Civic Access Portal



COVENANT
ADMINISTRATION

[Login or Register](#)

[Home](#) [Apply](#) [Search](#) [Calendar](#) [Schedule](#)

The Woodlands Township Civic Access Portal



Apply

This tool can be used to apply for a permit.



Search Public Records

This tool can be used to search for existing permits and violation cases.



Pay Invoice

Use this tool to pay for individual invoices.



Map

Explore the map to see the activity occurring in your neighborhood.



eService Portal

Access Payments made to the Township, 311 Service Request, or interact with Vendor Access



FAQ

Frequently asked questions

I recommend registering for an account before trying to apply for a permit



Sign In to community access services.



[Sign in with Google](#)



[Sign in with Apple](#)



[Sign in with Microsoft](#)



[Sign in with Facebook](#)

OR

Email address

Keep me signed in

Next

[Unlock account?](#)

[Help](#)

Don't have an account? [Sign up](#)

Please click on the Sign-Up button



Sign up

Email

First name

Last name

Mobile phone

Optional

Password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Password can't be the same as your last 10 passwords

Sign Up

[Already have an account?](#)

Enter the information requested and then click Sign-Up



Verify with your email



We sent an email to [redacted]. Enter the verification code in the text box.

Enter Code

Verify

[Return to authenticator list](#)

[Back to sign in](#)

You should see this page



From: Community Access Identity <noreply@identity.tylerportico.com>

Sent: Thursday, January 11, 2024 2:17:38 PM

To:

Subject: Welcome to your Community Access account

Hi!

Welcome to your Community Access account!

Your organization uses Community Access and Tyler Technologies to manage access to applications which serve citizens.

Community Access provides access to all of your citizen applications and connects you to other public applications within Tyler Technology's ecosystem.

[Learn more about Community Access.](#)

To verify your email address and activate your account enter the verification code

This is an automatically generated message from Community Access. Replies are not monitored or answered.

Check your email. You should get a similar email with a 6-digit code. Type the code in yellow highlighted area and click Verify

Registration

Step 1 of 3: Acknowledgement

We have recently enhanced our security. Click on continue to validate your user information or create your profile with us.

[Continue](#)

Registration

Step 2 of 3: Personal Info

*REQUIRED

First Name

Middle Name

Last Name

Company

* Contact Preference

* Email Address

Additional Contact Information

Business Phone

Home Phone

Mobile Phone

[Back](#)

[Next](#)

Click
continue

1. Make sure your name is correct
2. Select your Contact Preference
3. Type in a phone number
4. Click Next

Registration

Step 3 of 3: Address

***REQUIRED**

Country Type	<input type="text" value="US"/>
* Address Line 1	<input type="text"/>
Pre Direction	<input type="text"/>
Address Line 2	<input type="text"/>
Street Type	<input type="text"/>
Post Direction	<input type="text"/>
Unit Or Suite	<input type="text"/>
City	<input type="text" value="the woodlands"/>
State	<input type="text" value="TX"/>
Postal Code	<input type="text" value="77382"/>
County	<input type="text"/>
* Address Type	<input type="text" value="Home / Business"/>

Make sure your address is correct and hit Submit

You should see this page. This means your account has been created and you can now apply for a permit.

The screenshot shows the Covenant Administration dashboard. At the top left is the logo for 'THE WOODLANDS TOWNSHIP COVENANT ADMINISTRATION'. The navigation bar includes 'Dashboard', 'Home', 'Apply' (circled in red), 'My Work', 'Search', 'Calendar', and 'Schedule'. Below the navigation bar, there are two main sections: 'My Permits' and 'My Plans'. Each section contains five cards representing different permit statuses: Attention (0), Pending (0), Active (0), Recent (0), and Draft (0). A link to 'View My Permits' is located below the 'My Permits' section. At the bottom left, a URL is visible: 'https://woodlandstownshiptx-energovweb.tylerhost.net/apps/selfservice/WoodlandsTownshipTXProd#/dashboard'.

To apply, click Apply

If you do not see this page, please contact us

To Apply, choose a permit from the list or use the search bar



Dashboard Home Apply My Work Search Calendar Schedule

Application Assistant

Search for application names and keywords

All Trending My History Permits

[> Show Categories](#) [Show My Templates](#)

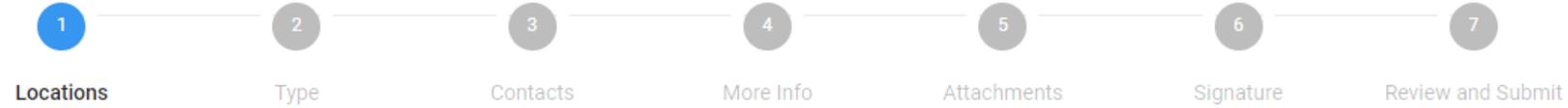
- Commercial Demolition**
Category Name: Commercial
Description: Commercial demolitions require an application for review and approval prior to commencement.
- Commercial Permanent Improvement**
Category Name: Commercial
Description: Commercial permanent improvements require an application for review and approval prior to commencement.
- Commercial Signs**
Category Name: Commercial
Description: Commercial signage requires an application for review and approval prior to commencement.
- Commercial Temporary Events**
Category Name: Commercial
Description: Commercial temporary events require an application for review and approval prior to commencement.

All permits have a description. If you are unsure of which permit to use, please read through the descriptions or give us a call.

Once you have chosen your Permit Type, click Apply

Apply for Permit - Color

*REQUIRED



LOCATIONS

Please enter the property address where the improvement will be located.

A blue rectangular form with rounded corners. At the top left is a dropdown menu with the text 'Location' and a downward arrow. In the center is a large white plus sign inside a blue circle, with the text 'Add Location' above it. At the bottom of the form, the word 'REQUIRED' is written in white capital letters.

This is the first step for applying.

Click on the + sign to add the location

Create Template

Save Draft

Next

You should see the Search bar (in yellow)



Type in your address and hit the Search Icon

Is your address not showing up?

If it has North, South, West or East = make sure you do not spell them out. Use N, S, W, or E instead.

Also don't include Drive, Circle, Trail, Boulevard etc.

Example: 23 North Heritage Hill Cir → 23 N Heritage Hill

If nothing is working, please call us so we can troubleshoot with you

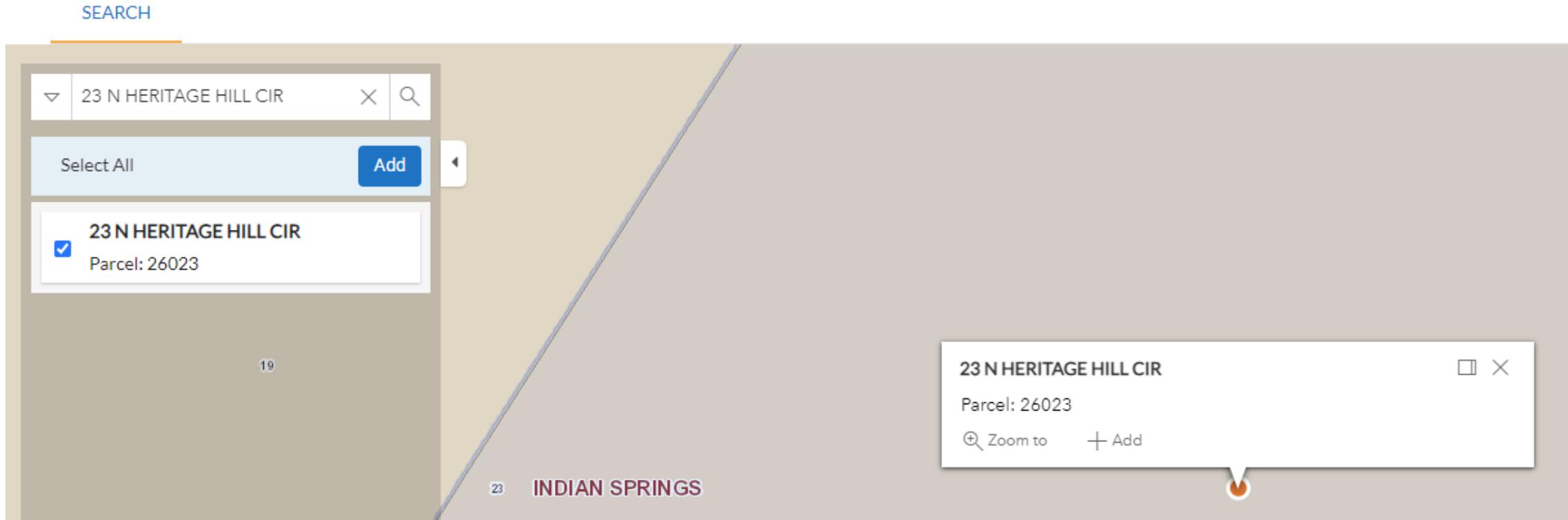
If you are applying and cannot see the page below.

The screenshot shows a web browser window with the address bar containing the URL: `woodlandtownshiptx-energovweb.tylerhost.net/apps/selfservice#/permit/apply/addressmap`. A red circle highlights the address bar area. The browser's address bar also shows a star icon for bookmarks, a download icon, and a mobile app icon. The page header includes the logo for 'THE WOODLANDS TOWNSHIP' and 'COVENANT ADMINISTRATION'. The navigation menu includes 'Dashboard', 'Home', 'Apply', 'My Work', 'Search', 'Calendar', and 'Schedule'. The main content area features a search bar with the text '26 ar' and a dropdown menu showing address suggestions: '26 ARCHER OAK PL', '26 ARIA LN', '26 ARGOSY BEND PL', and '26926 ARETHUSA CT'. Below the search bar is a map of the area, showing various ponds and residential areas. The map includes labels for 'ALDEN BRIDGE', 'COLLEGE PARK', 'STERLING RIDGE', 'GOCHRANS CROSSING', and 'RESEARCH FOREST'. The map also shows several ponds, including 'Deepdale Pond', 'Windvale Pond', 'Cypress Lake', 'Alden Bridge Pond', 'Terrace Mill Pond', 'Kirkpatrick Glen Pond', 'Bear Branch Reservoir', 'Player Bend Pond', 'Pepperdale Pond', 'Summer Cloud Pond', 'Gosling Pond', 'Alden Woods Pond', 'Mystic Lake', 'Capstone Pond', 'Stonecroft Pond', 'Bear Branch Sportsfields Pond', 'Mason Pond', 'Shadow Point Pond', and 'Venture Tech Pond'. The map is overlaid with a red dashed line indicating a search area.

A Pop-up blocker may be stopping the map from showing up. We want to try and turn this off. Ask them if you may have a Pop-Up blocker on. If you do have one, It will show up in somewhere near the red circle.



- As you type the address, the address might show up.
- If it does, click here.
- If it does not, click on the search button

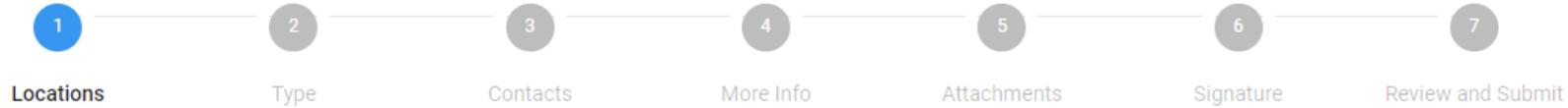


Add the location to the permit by either clicking the box in blue and hitting Add or by clicking the Add button highlighted in yellow

You should see this screen again. Click Next to Continue

Apply for Permit - Color

*REQUIRED



LOCATIONS

Please enter the property address where the improvement will be located.

Type: Location

23 N HERITAGE HILL CIR
THE WOODLANDS TX
77381-1405

Main Address

Parcel Number

26023

Main Parcel

[Remove](#)

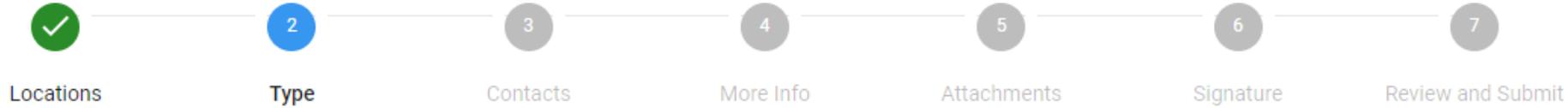
[Create Template](#)

[Save Draft](#)

[Next](#)

Apply for Permit - Color

*REQUIRED



PERMIT DETAILS

Please describe the improvement.

* Permit Type

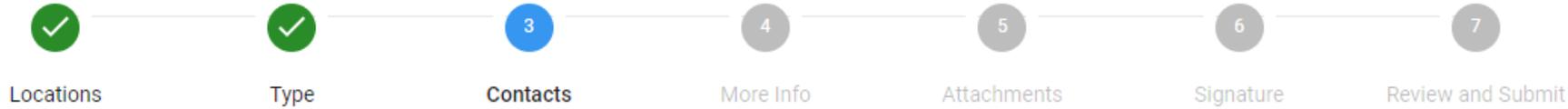
Description

A large, empty text input area for the permit description, highlighted with a red oval.

You can enter details about the application in the Description box

Back Create Template Save Draft Next

If you don't want to enter details. Click Next to Continue



CONTACTS

Please provide all contacts for this improvement. If the improvement requires a code inspection, include a [qualified 3rd party inspector](#) as a contact.

If you are submitting on behalf of the homeowner, please add them as a contact and **include a valid email address and phone number**. The homeowner must create an account for the permit to be processed.

The screenshot shows three panels. The first panel is titled 'Applicant' and shows a person icon with the text '(You)'. The second panel is titled 'Owner' and has a red circle around the 'Add Contact' text and a plus sign. Below this panel is a grey bar with the word 'REQUIRED'. The third panel is titled 'Add Contact' and has a plus sign. At the top of the third panel is a dropdown menu labeled 'Applicant'.

- Here is where you can add contact.
- Remember to add the Owner and a 3rd Party Inspector, if you need one.
- If it says Required, it must be filled in before we can continue.

[Back](#)[Create Template](#)

Click Add Contact to add someone to the application

[Save Draft](#)[Next](#)

[Back to Application](#)

Add Contact

Add Contact As : Owner

Search

My Favorites

Search



Search

My Favorites

Search



Sort

Favorite	First Name	Last Name	Address	Company	Action
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Results per page

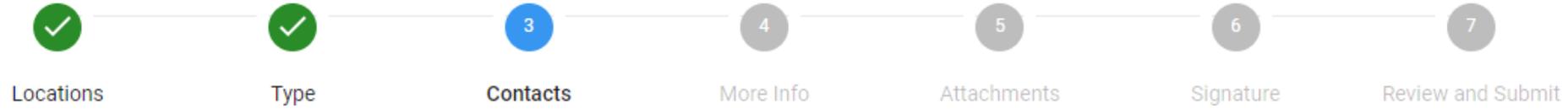
1 - 1 of 1



1



- Search for the contact by entering their Name, Email, or Company and then hitting Search
- Once you see the contact, please hit Add



CONTACTS

Please provide all contacts for this improvement. If the improvement requires a code inspection, include a [qualified 3rd party inspector](#) as a contact.

If you are submitting on behalf of the homeowner, please add them as a contact and **include a valid email address and phone number**. The homeowner must create an account for the permit to be processed.

The contact selection interface consists of three main components. On the left, there is a white card for 'Applicant' with a blue person icon and '(You)' below it. In the middle, there is a white card for 'Owner' with a blue person icon, '(You)' below it, and a blue 'Remove' button at the bottom. On the right, there is a blue 'Add Contact' card with a white dropdown menu set to 'Applicant', a white plus sign, and the text 'Add Contact' above it.

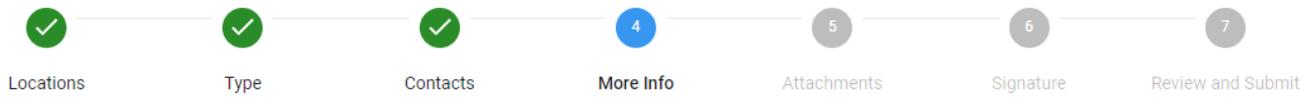
Enter as many contacts and you need for your application.

Hit Next to continue.



Apply for Permit - Color

***REQUIRED**



MORE INFO

Please fill in all fields. If there is a table, you can add rows by selecting the plus button or select the trash can to delete a row. If a field does not apply, enter N/A or 0.

Color Specifications

[| Top](#) | [Main Menu](#)

Siding Color (Brand, Number, Name)

Shutters Color (Brand, Number, Name)

Front Doors Color (Brand, Number, Name)

Other Doors Color (Brand, Number, Name)

Trim Color (Brand, Number, Name)

Here is where you can enter the application information.

Each application is different so make sure to read everything

Once everything has been entered, scroll down and hit Next to Continue

Next we can add Attachments

THE WOODLANDS TOWNSHIP COVENANT ADMINISTRATION

Dashboard Home Apply My Work Search Calendar Schedule

Apply for Permit - Color *REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit

Attachments

Please attach all documents related to this improvement. See drop down menu for document types.

*If you are submitting on behalf of the property owner , please attach or have the property owner submit a signed "Owner Certification, Hold Harmless, Waiver and Release of Liability."

Select Type

Add Attachment

Supported: .pdf, .png, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, .dwf, .dwfx, .txt

Back Create Template Save Draft Next

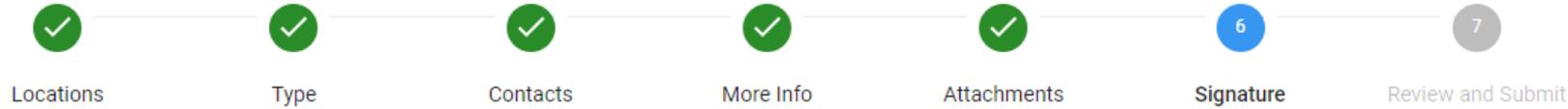
Not every application needs attachments.

If you need to add an attachment, click on the + button.

Otherwise, click Next to Continue

Apply for Permit - Color

*REQUIRED



Next is our
wavier form.

SIGNATURE

OWNER CERTIFICATION, HOLD HARMLESS, WAIVER AND RELEASE OF LIABILITY

COVENANTS, STANDARDS AND EASEMENTS

Owner (and Contractor indicated below) does hereby agree and certify that:

1. The information included with this Application is accurate and complete.
2. The improvements will be completed in accordance with the approved application.
3. The improvements will not affect existing surface water flows at the lot boundaries.
4. Agents or employees of The Woodlands Township have my permission to enter the property during normal business hours to inspect and review the improvements.
5. Construction/Installation of the project specified in your application may not begin until the action by the Plan Review Committee established under the Covenants and Easements is granted and a permit has been issued by The Woodlands Township's Covenant Administration Department.

Improvements, including but not limited to swimming pools, associated walls, decking, spas, room additions, and summer kitchens may not be located within a covenant easement, other additional easement, beyond a platted building line, or beyond owner's property line.

Any improvement constructed within an easement without written consent of the easement holder is subject to removal by that easement holder. Any action by the Plan Review Committees as established in the Covenants and Standards, only applies to the Covenant Easements.

The owners must contact the additional entities for approval within an easement established by other entities. Placement of the improvements is at the owner's risk. ALL EASEMENTS, including but not limited to Covenant Easements and utility easements must be verified and reflected on application materials, which includes but is not limited to surveys. Any improvements must comply with all Covenants and Standards and Easements.

Improvements, including but not limited to swimming pools, associated walls, decking, spas, room additions, and summer kitchens may not be located within a covenant easement, other additional easement, beyond a platted building line, or beyond owner's property line.

Everyone who
applies for a
permit must
sign this form.

Feel free to
take your time
and read
through it

- Clearly mark improvements in relation to the Covenant Easement and all other Easements.
- Ensure all materials submitted accurately and completely account for all Easements, platted building lines, property lines and other encumbrances and improvements on the property.

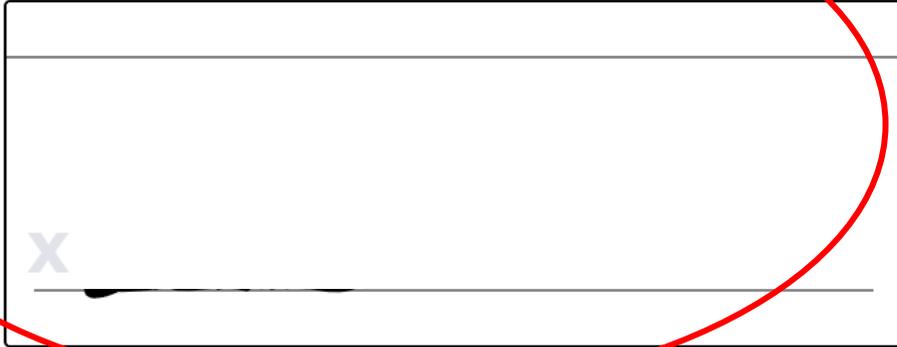
Owner understands that The Woodlands Township and the Plan Review Committee do NOT review plans for compliance with applicable laws or codes, and that it is the duty of the Owner and the owner's contractors or consultants to design and construct the proposed improvements according to applicable laws, codes and sound practices.

In consideration of being able to propose residential improvements, Owner hereby releases, waives, discharges, covenants not to sue, and agrees to hold The Woodlands Township, Development Standards Committee, Plan Review Committees, and their respective agents and employees harmless from and against any cost or liability arising out of the review or approval of plans for the proposed improvements and to indemnify each of them from any against any loss, liability, damage, claim or demand, or cost on account of the proposed improvements.

***If you are submitting on behalf of the property owner , please have the property owner submit a signed "Owner Certification, Hold Harmless, Waiver and Release of Liability."**

* Please type your name as consent to electronically sign this application.

Enable Type Signature



Back

Create Template

Save Draft

Next

When you scroll down, You can sign in 2 spots.

Type your name in the box (in blue)

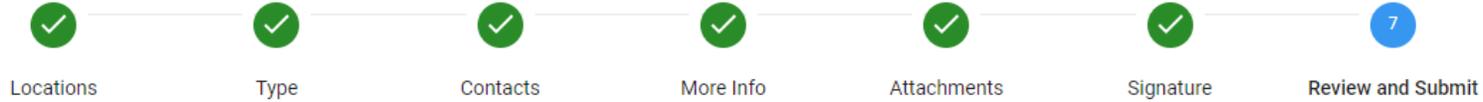
Either draw your signature here or Enable Type Signature and type your name in the box here.

To Continue, Click Next

Review your application and hit submit

Apply for Permit - Color

*REQUIRED



Submit

Locations

Location	23 N HERITAGE HILL CIR THE WOODLANDS TX 77381-1405
Parcel Number	26023

Basic Info

Type	Color
Description	
Applied Date	01/11/2024

Contacts

Applicant

Congratulations! Your application has been submitted!

✔ **Your application was successfully submitted!**

You have successfully applied! Your application has been sent to the Village Team for review. Please allow 2-4 weeks for review and/or permitting. Should you have additional questions or concerns, including status update requests, please contact your Village Specialist. PLEASE KEEP IN MIND THAT NO WORK MAY BEGIN UNTIL THE PERMIT HAS BEEN ISSUED!

[Continue to permit](#)