



BCCO registers you in MyGov. You create a login and password using the activation letter you will receive from the MyGov system

Log in to MyGov by visiting "mygov.us"

Click on "Request Project"

Pick "Project Type"   
 (See notes below)

New = Work at any new school, replacement school or comprehensive project

Addition = Any addition to an existing system or structure

Modification = Any changes to an existing system or structure

"Describe Work" – Type scope of work details in box

Click "Next"

"Location Information" – Type in any part of the street name then click on "Search Address"

Type first word or only the numbers of the address then click "Search"

All school addresses which contain what you searched for will be displayed. Click "Expand All" to view details for each

Click "Select" next to the correct address/school name

"Valuation" – Enter total dollar for the project.   
 "Permit Application" – Click "Browse" to search and upload completed, signed, and notarized permit application

Click "Next"

"Terms of Agreement" – Check box next to "I agree with the terms" to proceed

Click Next

"Summary" – Review all information for correctness and completeness

Click "Submit Application"

Click "Done"

After your Project Request/Permit Application are reviewed and accepted you will be issued a permit number. A job specific safety plan, related construction drawings, specifications and data submittals must be emailed to BCCOPlans@ocps.net. The 2nd page of the permit application explains this in detail. Remember to reference permit number and school name in all emails.