



Changes Coming in July: New Fee Schedule + GOVmotus.org

First, the City of Bixby is making a comprehensive update to our fee schedule. If you are currently working on a construction or development project in Bixby, or plan to do so in the future, please take a few minutes to familiarize yourself with the updated fees, **available online at www.bixbyok.gov**. New fees go into effect on July 1, 2017.

Second, the City of Bixby announces a new program to streamline the building permit process. This short reference sheet will help you set up your GOVmotus.org account with the City of Bixby. In GOVmotus, contractors can apply for a building permit, pay permit fees, and request inspections. Contractor licensing will also be handled through GOVmotus. This new online software will be "LIVE" on July 3rd.

If you have any questions about the new fee schedule or about GOVmotus.org, please contact:

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How to Set Up Your Account



- Step 1** Go to www.govmotus.org and click on the "Register Here" link
- Step 2** Enter your personal information, create your account credentials and submit
- Step 3** Wait for email confirmation/approval
- Step 4** Use email confirmation link to log on at www.govmotus.org; enter your user credentials
- Step 5** After log in, review dashboard and select **Permitting > Apply New Permit** to begin application process-fill in necessary fields; select Apply to send application

Note: Be sure to upload/attach necessary documents via the Control Panel of the application screen

- Step 6** Once application is reviewed and approved, email will be sent of approval and payment instructions

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How to Set Up Your Account (cont.)

Step 7 Log into GOVmotus and use the home page Pending Permit Payment section to pay fee(s) by entering payment type, credit card information, and billing information

The first screenshot, titled "Pending Permit Payment", shows a card with the permit number "XG-16-11-0018", a fee of "\$1210.00", and a "Click to Pay Fee" button. The second screenshot, "Payment Details", shows the "Select Payment Method" dropdown with options for VISA, MasterCard, Discover, and American Express. Below this, the "Payment Amount" is \$1210.00. The "Card Number" field is partially filled. The "Expiration Month" and "Expiration Year" fields are also partially filled, and the "CVV" field contains "XXX". A "Billing Information" section is visible at the bottom. The third screenshot, "Select Payment Method", shows the "Credit / Debit / eCheck" radio button selected. The "Credit Card Info" section shows the "Payment Date" as 11/22/2016 and the "Payment Amount" as 1,210.00. The "Payer" field is filled with "Jason Delgado" and the "Memo" field is empty. A "Proceed to Confirm" button is at the bottom right.

Step 8 After fees are paid, you now can manage your project(s) via the GOVmotus dashboard/home page

Note: GOVmotus has built in notifications where you will be receiving statuses of your project(s) from plan review status, approval/issuing of permits, scheduling your own inspections, inspections results, and certificate of occupancy/completion

The screenshot shows the "GOVmotus > Contractor-Home" dashboard. It features several widgets: "My Applications" with a "My Permits!" button and a "View Details" link; "My Recent Permit Status" with a table showing permit details for "XG-16-11-0018" (Residential); "Inspection Request for Permits"; "Resource Center" with buttons for "Click to Calculate Project Fees" and "Click to view the Standard Documents"; "Pending Permit Payment" with a "Click to Pay Fee" button; "Jurisdictions Access" with "VAGold" and an "Add More Jurisdiction" link; and "Global Search" with a "Permit Search" section and a search input field labeled "Enter Permit # or Address".