

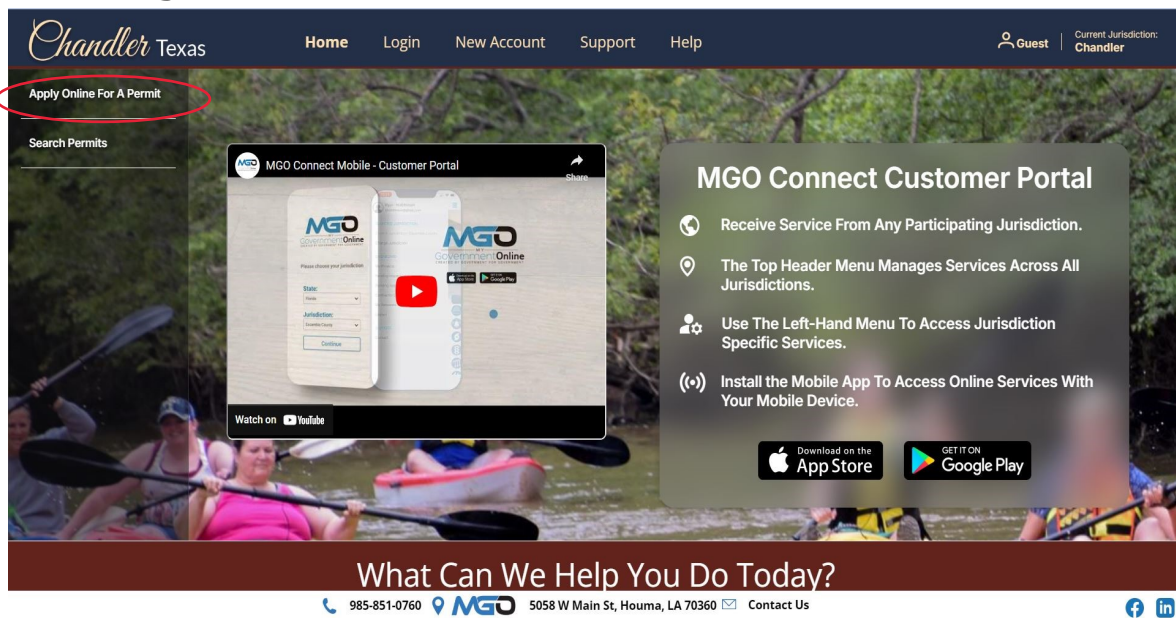
# Apply Online for a Permit

MyGovernmentOnline allows you to submit applications for permits and send the necessary documentation directly to the jurisdiction.

While application questions and requirements differ between every jurisdiction, below is the process you will take to apply for a permit no matter where your project is located.

**Step 1:** Log in to your MyGovernmentOnline account.

**Step 2:** Once logged in, click the [Apply Online For A Permit](#) in the top left of the home page.



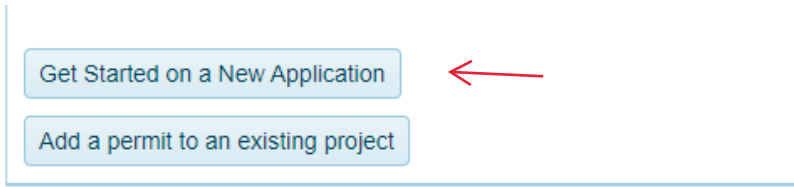
**Step 3:** In the drop downs, select permit.

Please select a project type

Contractor Registration →

Permit →

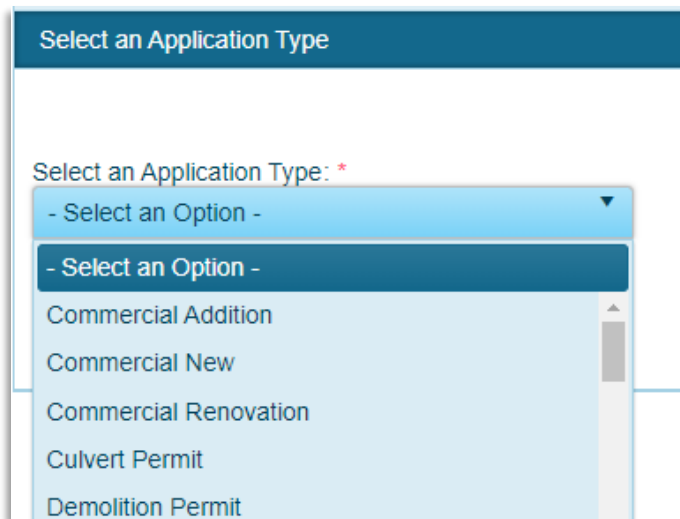
**Step 4:** To apply for a new project, select “Get Started on a New Application”. To add an additional permit to an existing project, select “Add a permit to an existing project”.



**Step 5:** Select the application type for the permit you need. "Click Next".

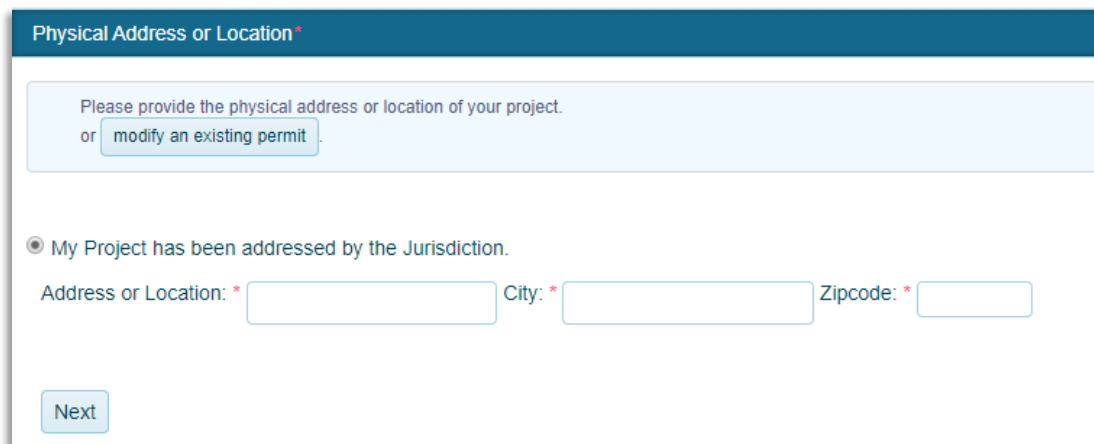
*If you do not know what application you need to complete, contact our support team via phone (866) 957-3764 or go to*

*<https://www.mygovernmentonline.org/#contactus>.*



The screenshot shows a web form titled "Select an Application Type". Below the title is a dropdown menu with the label "Select an Application Type: \*". The dropdown is open, showing a list of options: "- Select an Option -", "- Select an Option -", "Commercial Addition", "Commercial New", "Commercial Renovation", "Culvert Permit", and "Demolition Permit".

**Step 6:** The next section is Physical Address or Location. Here, you will enter the address of your project.



The screenshot shows a web form titled "Physical Address or Location \*". Below the title is a light blue box containing the text "Please provide the physical address or location of your project." and a button labeled "modify an existing permit". Below this box is a radio button with the label "My Project has been addressed by the Jurisdiction.". Below the radio button are three input fields: "Address or Location: \*", "City: \*", and "Zipcode: \*". At the bottom left of the form is a button labeled "Next".

**Step 7:** Once you have selected the desired application type and filled out the address, you will be able to fill out the Contact Information for the project.

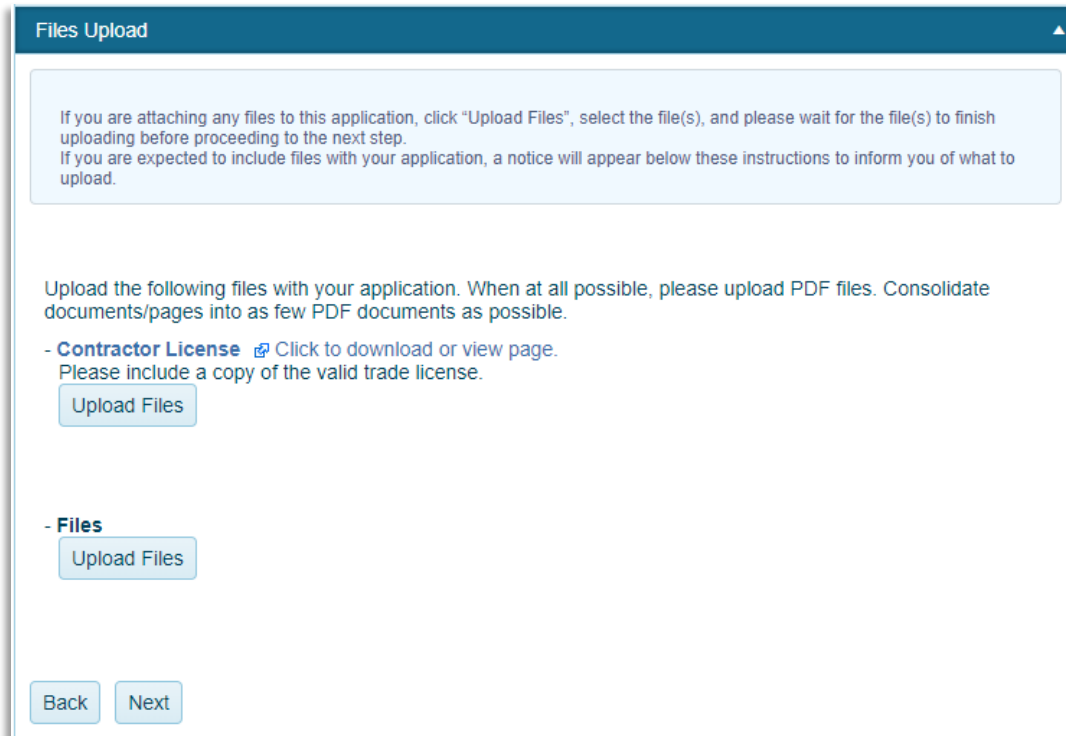
The number of contacts vary between applications. Selecting the “Notify” check box on a phone number or email will notify that contact of any changes on the project. Click “Next” after each contact section.

A screenshot of a web form for contact information. It includes input fields for First Name, Last Name, Suffix, and Business Name. A section titled "Mailing Address" contains fields for Address, City, State (a dropdown menu currently showing "Louisiana"), and Zipcode. Below this are fields for Email, Cell Phone, Home Phone, and Work Phone, each with a "Notify" checkbox. At the bottom are "Back" and "Next" buttons.

**Step 8:** The Application Questionnaire follows the last contact section. Each questionnaire will be different. Below is an example of a permitting application. Fields with a red asterisk are required.

A screenshot of an application questionnaire form. It consists of several sections, each with a label, a description, and an input field. The "Project Description" field is marked with a red asterisk and has a note "1000 char(s) available." The "Business Name" field has a note "4000 char(s) available." The "Subdivision Name" field also has a note "4000 char(s) available." The "Permit Type" field is marked with a red asterisk and has a dropdown menu with the text "- Select Option -".

**Step 9:** Once all required fields on the application are filled, click “Next”. This section is called Files Upload. Some applications may ask for specific files in this section, such as in the image below. However, there is always a general file upload.



The screenshot shows a window titled "Files Upload" with a dark blue header. Inside, there is a light blue box with instructions: "If you are attaching any files to this application, click 'Upload Files', select the file(s), and please wait for the file(s) to finish uploading before proceeding to the next step. If you are expected to include files with your application, a notice will appear below these instructions to inform you of what to upload." Below this, there is a paragraph: "Upload the following files with your application. When at all possible, please upload PDF files. Consolidate documents/pages into as few PDF documents as possible." This is followed by a section for "Contractor License" with a link icon and text: "Click to download or view page. Please include a copy of the valid trade license." Below this is an "Upload Files" button. Then, there is a section for "Files" with another "Upload Files" button. At the bottom left, there are "Back" and "Next" buttons.

This is where you can upload building plans, drawings, and other documentation that may help in obtaining your permit.

Once you have selected and uploaded the necessary files, click “Next”.

**Step 10:** If all required sections are filled out, you will be able to **submit** the application to your jurisdiction. If there are unfilled required fields, you will be given the option to **save** the application to your account and finish it at another point in time.

The image shows a screenshot of a web application interface. At the top, there is a dark teal header bar with the word "Review" in white text. Below the header, a light blue message box contains the text: "To save your current progress and complete your application another time, please press save before exiting." Underneath this message, the text "Your application is ready to submit to the jurisdiction." is displayed. At the bottom of the interface, there are three light blue buttons with rounded corners: "Back", "Save", and "Submit", arranged horizontally from left to right.