

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, hover the Permits & Licensing heading in the top left of the home page. A drop down will show. Select "Apply Online".



Step 3: In the drop downs, select you Country, State, Jurisdiction, and Project Type. Click next.

Apply Online

Jurisdiction and Request Type *

Some jurisdictions do not accept online applications.
If your jurisdiction or jurisdiction's department is not listed please contact that jurisdiction directly for their application procedure.

Country: * United States ▼ State: * Louisiana ▼

Jurisdiction: * Whoville ▼

Project Type: * Permit ▼

Next

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”.

Apply Online

Jurisdiction and Request Type *

Online Permitting Application *

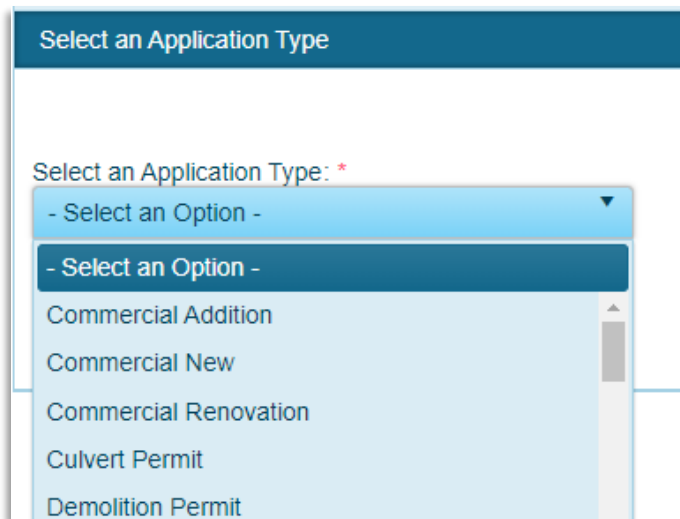
Get Started on a New Application

Add a permit to an existing project

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

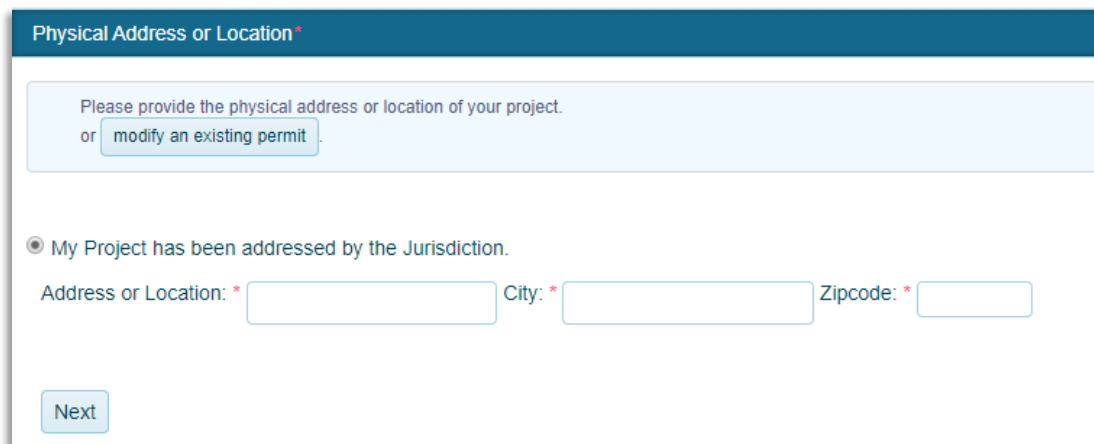
If you do not know what application you need to complete, contact our support team via phone (866) 957-3764 or go to

<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 is a radio button labeled "My Project has been addressed by the Jurisdiction." followed by three input fields: "Address or Location: *", "City: *", and "Zipcode: *". At the bottom left is a "Next" button.

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.

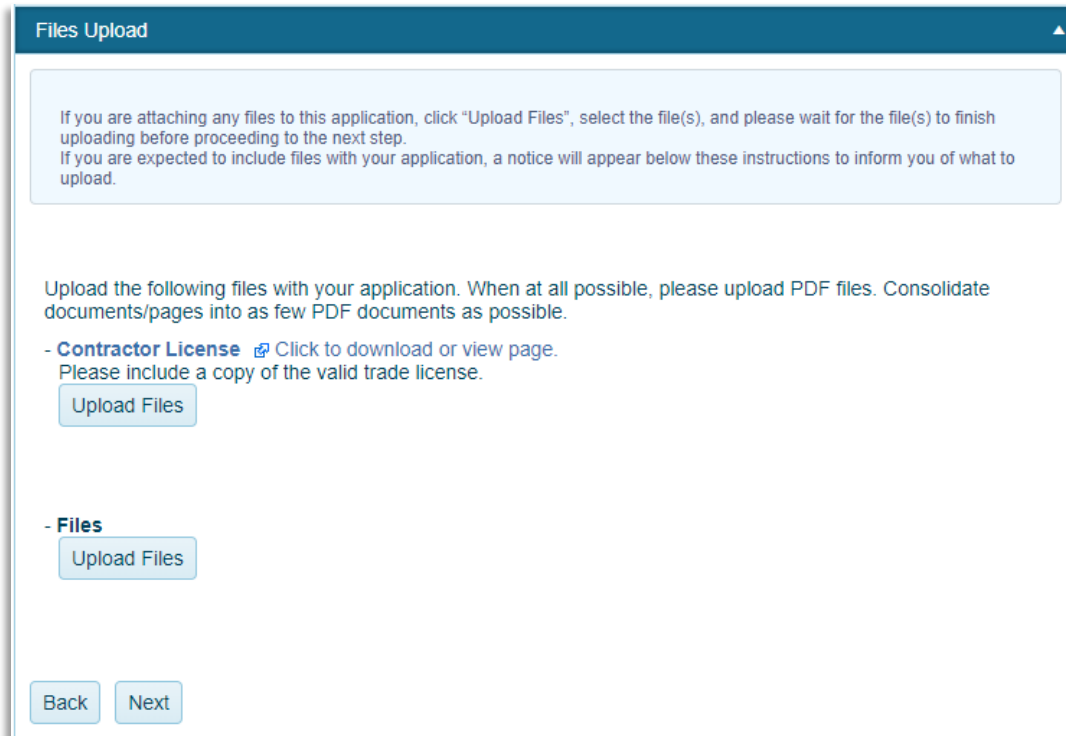
The number of contacts vary between applications. Selecting the “Notify” check box on a phone number or email will notify that contact of any changes on the project. Click “Next” after each contact section.

A screenshot of a web form for contact information. It includes fields for First Name, Last Name, Suffix, and Business Name. Below these is a 'Mailing Address' section with fields for Address, City, State (a dropdown menu currently showing 'Louisiana'), and Zipcode. There are also fields for Email, Cell Phone, Home Phone, and Work Phone, each with a 'Notify' checkbox. At the bottom of the form 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 contains several sections, each with a text input field and a character count: 'Project Description *' (1000 char(s) available), 'Business Name' (4000 char(s) available), 'Lot or Tract Number', 'Tract Number', 'Subdivision Name' (4000 char(s) available), and 'Permit Type *' (a dropdown menu currently showing '- 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.

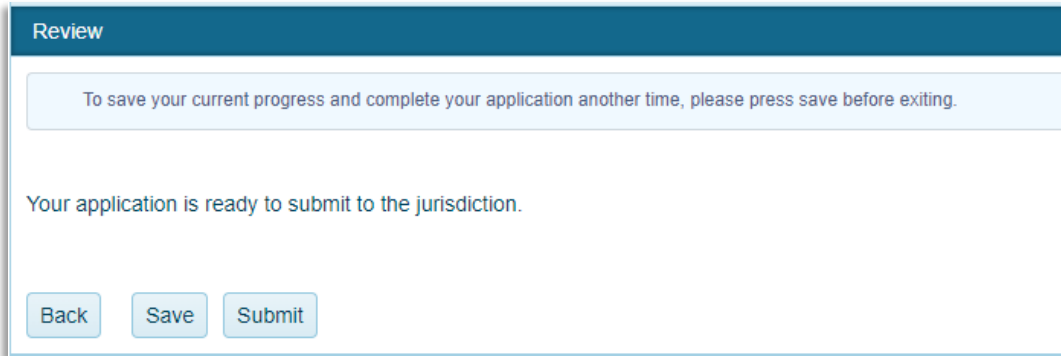


The screenshot shows a window titled "Files Upload" with a dark blue header. Inside the window, there is a light blue box containing instructions: "If you are attaching any files to this application, click 'Upload Files', select the file(s), and please wait for the file(s) to finish uploading before 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 box, the text reads: "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." There are two sections: "- Contractor License" with a link icon and text "Click to download or view page. Please include a copy of the valid trade license." and "- Files". Each section has an "Upload Files" button. At the bottom of the window, 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 buttons: "Back", "Save", and "Submit", each with a light blue background and rounded corners.