

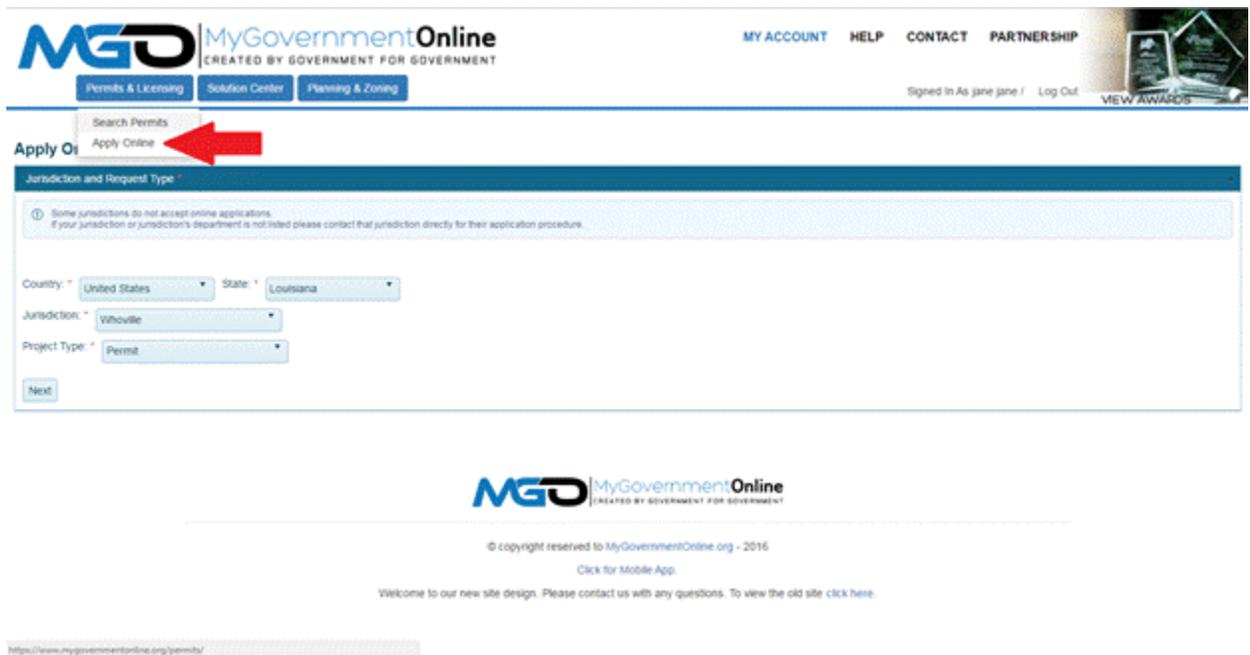
Good afternoon,

Thank you for contacting customer support. Please follow the steps below to create your account and begin your application process.

Step 1: Please go to <https://mygovernmentonline.org> and create an account.

You may apply for your permit online if your jurisdiction offers this feature. When applying for the permit you will be able to also upload plans and other documents in PDF format if documents and drawings are required for your project.

1. Once you are logged in, go to the “**Permits and Licensing**” button in the top left area of the screen and then click on **Apply Online**.



The screenshot shows the MyGovernmentOnline website interface. At the top, there is a navigation bar with the MGO logo and the text "MyGovernmentOnline CREATED BY GOVERNMENT FOR GOVERNMENT". To the right of the logo are links for "MY ACCOUNT", "HELP", "CONTACT", and "PARTNERSHIP". Below the navigation bar are three buttons: "Permits & Licensing", "Solution Center", and "Planning & Zoning". On the far right, there is a user profile section showing "Signed In As jane jane / Log Out" and a "VIEW AWARDS" button. Below the navigation bar, there is a search bar labeled "Search Permits" and a red arrow pointing to the "Apply Online" button. The main content area is titled "Jurisdiction and Request Type" and contains a form with the following fields: "Country" (United States), "State" (Louisiana), "Jurisdiction" (Vilhoville), and "Project Type" (Permit). A "Next" button is located at the bottom of the form. At the bottom of the page, there is a footer with the MGO logo, copyright information, and a link to the mobile app.

2. In order, select the State, Jurisdiction, and Project Type as shown below and then click next. If you do not see the jurisdiction in which you desire to submit an application to after selecting the state, then the jurisdiction does not yet offer the “Apply Online” feature at this time.



### 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

3. Select **“Get Started on a New Application”** to begin the application process. You should only use the **“Add a Permit to an Existing Account”** option if you are applying for an Electrical, Mechanical or Plumbing permit that will be added on to an already issued building permit.



### Apply Online

Jurisdiction and Request Type

Online Permitting Application

Get Started on a New Application  
Add a permit to an existing project

4. Select an application type.



### Apply Online

Jurisdiction and Request Type

Online Permitting Application

Select an Application Type

Select an Application Type: Select an Option - Please select an option  
Back Next

5. Enter the physical address of the project and then click next.



### Apply Online

Jurisdiction and Request Type \*

Online Permitting Application \*

Select an Application Type \*

Physical Address or Location \*

Please provide the physical address or location of your project.  
To modify an existing permit, [click here](#).

My Project has been addressed by the Jurisdiction.

Address or Location \* City \* Zipcode \*

Select Available Fees \*

6. Now enter the Property Owner's contact information and then click next.



### Apply Online

Search  
Apply Online

Jurisdiction and Request Type \*

Online Permitting Application \*

Select an Application Type \*

Physical Address or Location \*

**Owner's Contact Information \***

First Name  Last Name  Suffix  Business Name

Mailing Address

Address  City  State  Zipcode

Email   Notify

Cell Phone      Notify

Home Phone      Notify

Work Phone      Notify

Applicant's Contact Information \*

7. The Applicant contact information will automatically pre-fill from the user account information of your log-in account. You may select how you wished to receive automatic notifications during the project. Please note that e-mail notifications are more convenient and can be referred back to at any time since the notifications arrive in your e-mail inbox. It is strongly encouraged that you opt in for e-mail notifications. Missed telephone calls can cause you to miss some of your notifications during the project. To opt in for any notification method type, please click the check box next to the preferred method in which you would like to be notified. Click next to proceed.



**Apply Online**

Jurisdiction and Request Type \*  
 Online Permitting Application \*  
 Select an Application Type \*  
 Physical Address or Location \*  
 Owner's Contact Information \*  
**Applicant's Contact Information**

First Name    Last Name    Suffix    Business Name  
 jane    jane    -   

**Mailing Address**  
 Address    City    State    Zipcode  
        - Select State -   

Email   Notify

Cell Phone (  )     Notify

Home Phone (  )     Notify

Work Phone (  )     Notify

8. Click the “Click Here” button to enter the Contractor’s Information.

**Contractor's Contact Information**

Search Jurisdiction Registered Contractors \*

\* If you do not find the contractor or need to enter a state contractor, Search is for Jurisdiction Registered Contractors Only.

Business Name    First Name    Last Name    Local License Number    State License Number  
               

Proceed to enter the Contractor’s contact information and then click next.

**Contractor's Contact Information**

**Contractor's Contact Information \***

to search a Jurisdiction Registered Contractor

First Name    Last Name    Business Name    License Number  
           

**Mailing Address**  
 Address    City    State    Zipcode  
        - Select State -   

Email   Notify

Cell Phone (  )    Notify

Home Phone (  )    Notify

Work Phone (  )    Notify

9. Select the **Application Type** desired from the drop down list. This represents the type of permit you are applying for.

Select an Application Type

Application Type: \* Commercial New Building

Back Next

10. If applicable, Select the Applicable Fee that corresponds with the permit you are applying for. You must go in order by selecting the Category first, next select the Type, then select the Calculation and then click the Add button. Sometimes a variable will be required to calculate the fee. If a variable is required, an additional box will display for you to enter it. If you add a fee in error, you may click the Remove button and then select the correct fee by following the steps again.

Select Available Fees

Commercial New Building

Category: \* - Select Category - Type: \* - Select Type -

Calculation: \* - Select Calculation - Add

Category	Type	Calculation	Calculation Value
Commercial/Industrial Construction	Commercial New	Range Calculation TBD	

I do not know which fee to use.

Back Next

Remove

**\*Note: There is an option to select “I do not know which fee to use” in the event you are simply unaware which fee to select. The jurisdiction will be able to select the appropriate fee for you if this is the case.**

1. Answer all questions in the Application Questionnaire. This is information required to process your application. Please make the absolute best effort to answer all questions accurately. If you do not know the answer to a question or if it is not applicable to your project, please enter “Not Known” or Not Applicable” so that you may proceed with submitting your application. Once you have completed all questions, click next to proceed.

**Application Questionnaire**

**ⓘ** All items marked with a red asterisk are required fields and must be completed before you are able to submit your application to the jurisdiction. If you are unsure of a required field's answer you may skip the question to answer other questions. After you press "next" to advance to the "review" section, you can press the "Save" button to save your progress and return to your application at a later date to continue your progress in completing the application.

**Commercial Building\***

Business Name or Building Name \*   
Please enter the name of the Business or Building.

Project Description \*   
Please enter a short description of your project such as "New Single Family House." Limit your response to ONE sentence.

Method of Payment \*   
Please select your preferred method of payment. The permit office will contact you once the fees are ready for payment.

Total Square Footage \*   
Please provide the total square footage of your project.

Heated Square Footage \*   
Please provide the heated area square footage.

Un-Heated Square Footage \*   
Please provide the un-heated area square footage.

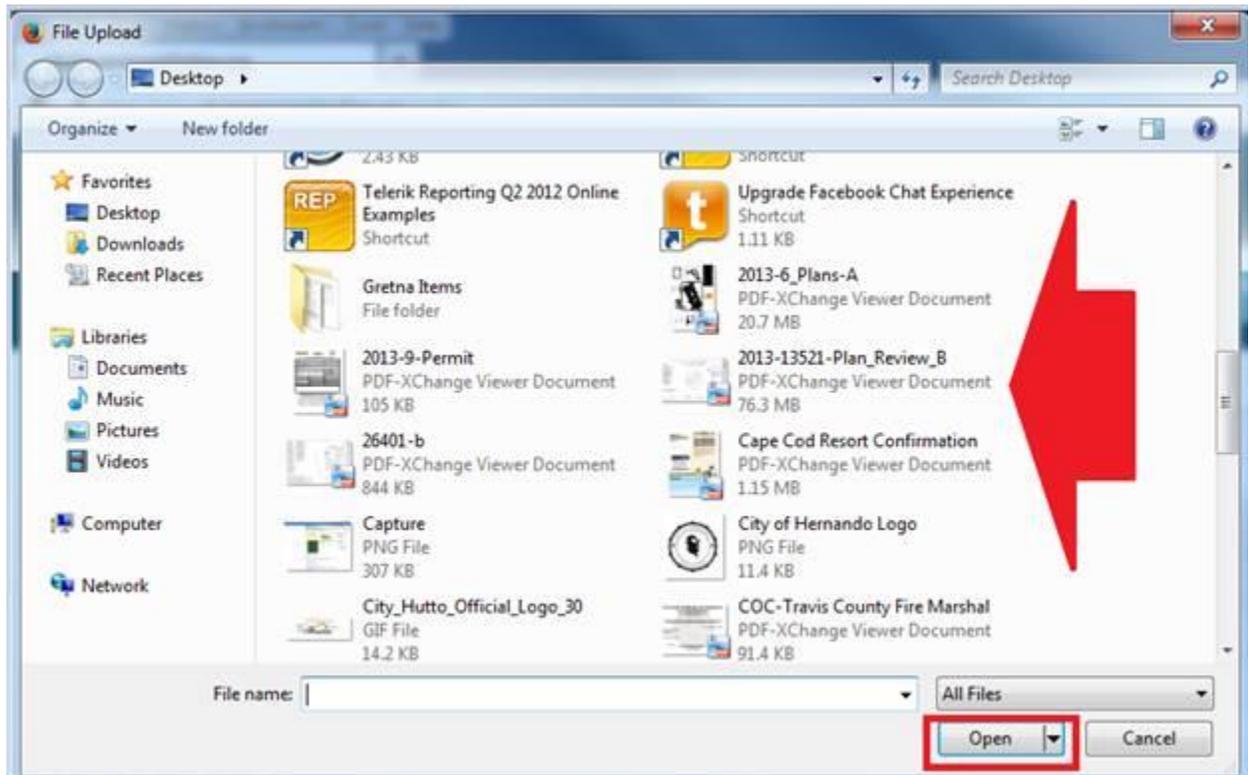
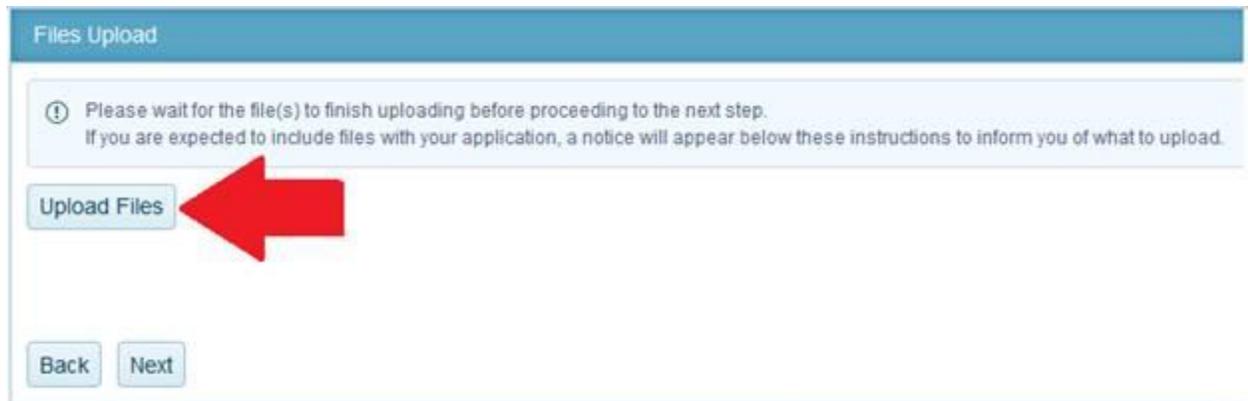
Valuation \*   
Please provide the valuation of your project. This is also referred to as the contract value of the project.

Acknowledgment (Building) \*  **Required**  
I understand that construction shall not start until all permits have been pulled and a permit number has been issued.

Flood Plan \*  Yes  
Is this a property in the Flood Plain?  No

Historic District \*  No  
Is this a property in the Historic District?  Yes

2. You may upload any files required with your application. Files uploaded must be in PDF format. Some types of files that may be required include a Site Plan, Survey, Building Drawings, Foundation Certification Letter, etc. To upload documents, click on the **Upload Files** button. Search for the files on your computer. Select the file and then click Open. Allow the file time to upload. You may repeat this process to upload multiple files. Once you have uploaded all files click the **Next** button to proceed.



3. Click the Submit button only once to submit your application to the jurisdiction for review.

Review

ⓘ To save your current progress and complete your application another time, please press save before exiting.

Your application is ready to submit to the jurisdiction.

Back Save **Submit**

You will receive a confirmation message and an application number. The jurisdiction will receive your application and begin processing the application. Once the jurisdiction accepts the application, you will be able to pay the permit fees. Please be patient. Someone from the jurisdiction will contact you to proceed or if they need additional information.

Application Created And Submitted

**Your Application has been sent to Jurisdiction and has been assigned # APP-3**  
You will not be able to edit your application again unless the permit office returns your application to you for more information.  
You may use your account to check the status of any applications you have submitted.

CLOSE

If you have any questions, feel free to give us a call.