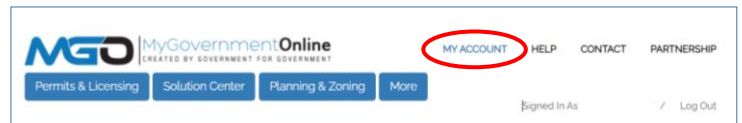


How to View a List of Your Personal Permits

1. Go to www.MyGovernmentOnline.org
Login with your user account by clicking the Login link located at the top right area of the website.

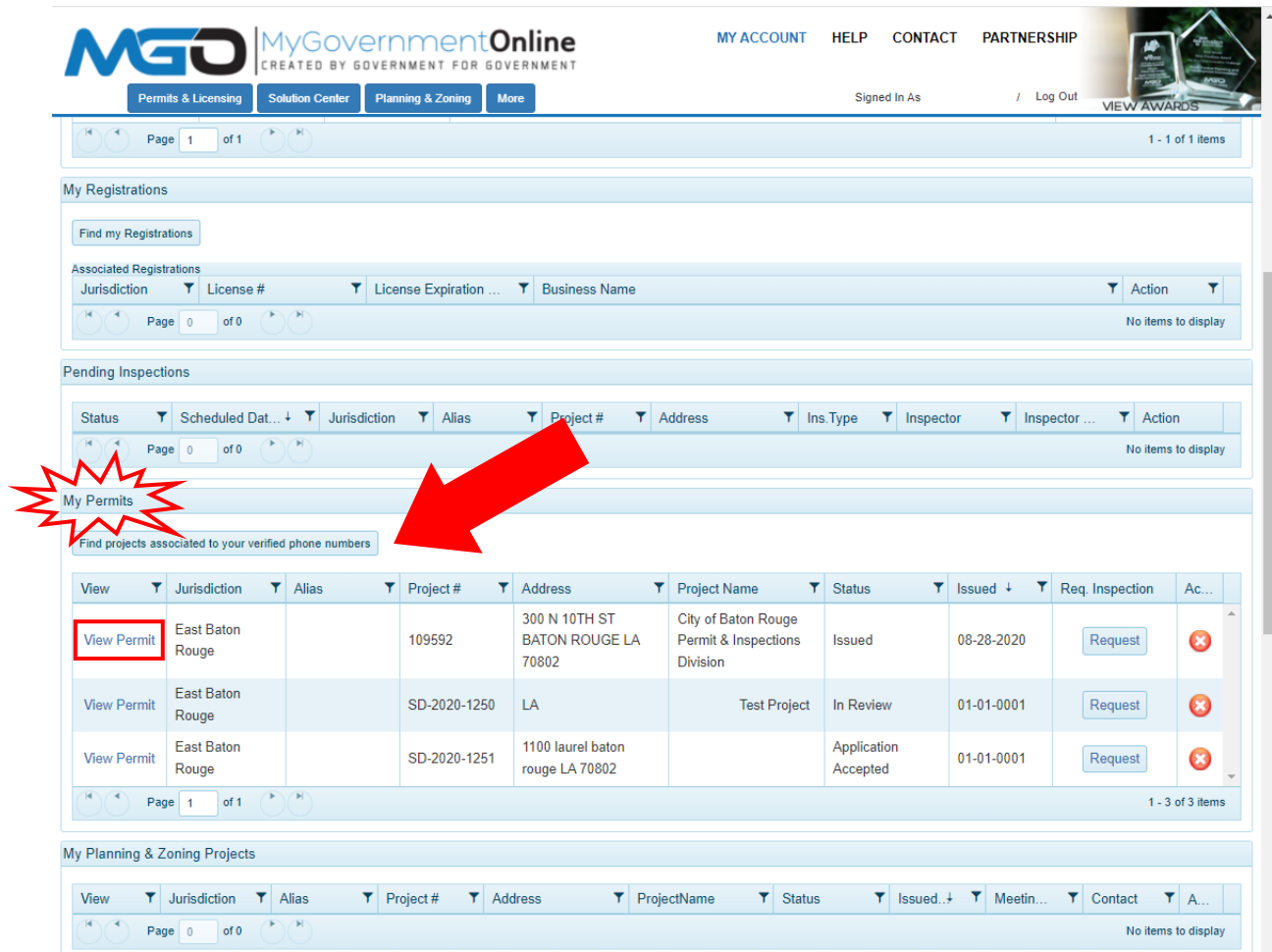


2. Enter your FULL e-mail address and the password for your account in the login window that appears.
3. Click on the “My Account” button in the top right section of the webpage. This will take you to your My Account dashboard.



4. **Scroll** down the page until you see the section called “My Permits” as shown below.

This section contains all of the permits that have been added to your account. From this section you are able to view the project details by clicking “**View Permit**”. This is where you can view plan review documents, schedule inspections, view inspection reports, and upload documents.



The screenshot shows the 'My Permits' section of the dashboard. A red starburst and arrow highlight the 'View Permit' button for the first project in the list.

View	Jurisdiction	Alias	Project #	Address	Project Name	Status	Issued	Req. Inspection	Ac...
View Permit	East Baton Rouge		109592	300 N 10TH ST BATON ROUGE LA 70802	City of Baton Rouge Permit & Inspections Division	Issued	08-28-2020	Request	✖
View Permit	East Baton Rouge		SD-2020-1250	LA	Test Project	In Review	01-01-0001	Request	✖
View Permit	East Baton Rouge		SD-2020-1251	1100 laurel baton rouge LA 70802		Application Accepted	01-01-0001	Request	✖

5. If you do not see a particular project in your My Permits list, **CLICK** the button “**Find Projects Associated to Your Verified Phone Numbers**”.

6. Select the appropriate Jurisdiction details for your project. Then click the **Search** button.

The search result will show up at the lower part of the page. Ensure you have located the correct project and then click the **“Add to My Account”** button on the right side of the screen in the search result.

Find projects associated to your verified phone numbers

Required

Select Jurisdiction: You can select default values for country, state, and jurisdiction in your account. If selected, these filters will be automatically set when you log in.

Country: United States State: Louisiana

Jurisdiction: East Baton Rouge

Search

109592
City of Baton Rouge Permit & Inspections Division
Jurisdiction: East Baton Rouge

Type: Building Permit Tech Fee, Commercial Construction, Commercial Plan Review, Electrical Permit, Fire Prevention Inspection, Mechanical Permit, Plumbing Permit

Create Date: 2020-03-19T14:44:26.777

Status: Issued

Business	Applicant
Physical Address 300 N 10TH ST 70802 BATON ROUGE, LA	Mailing Address , LA
Lot Number DPW Square Footage 10243	SubDivision NONE

Description
Interior renovation of existing 10,243 s.f. for Business office use, including new entry and break room with warming kitchen. Demolishing exterior walls around Sean Lee Room.

SD-2020-1247

+ Add to my account

+ Add to my account

7. A window will open as shown below. You may enter a project alias if desired, but one is **not required**. Click the button that says **“Add Project to My Account”**.

Note: If you receive a message stating that you cannot add the project to your account, please call technical support for assistance at **1-866-957-3764, option 2**.

et Name: Add project to your account

You may optionally enter a project alias to help you uniquely identify your projects.
The project alias is only seen by the account holder and will not be shared with other users.

Project Alias

Cancel **Add Project to My Account**

8. You will see a new window confirming the permit has been added to your account. The project will now be in your **“My Permits”** list. Click **“View Project Details”** to view the project from this screen.

Permit added to your account

Project successfully added to your account.

Continue **View Project Details**

* Remember that you may click on the button at the top right area of the webpage at any time to return to your **My Account Dashboard** page to view your entire **“My Permits”** list.