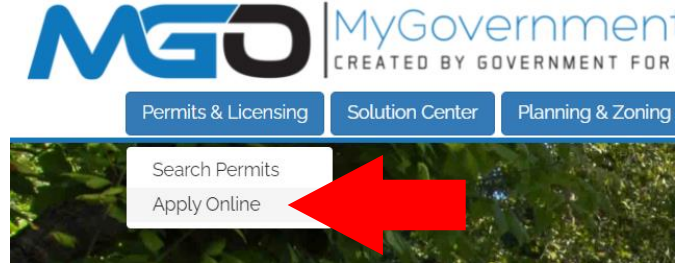


How to Apply for a Permit Online

1. Start by going to www.MyGovernmentOnline.org and Login to your user account.
2. Once you are logged in, go to the “**Permits and Licensing**” button in the top left of the screen and then click on **Apply Online**.



Country: * State: *

Jurisdiction: *

Project Type: *

3. Select Louisiana as the State, East Baton Rouge as the Jurisdiction, and the Project Type for your permit, then click **Next**.
 ** For Residential and Commercial building permits the Project Type will be **Permit**.

4. 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 existing accepted building permit application.
5. Select the **Application Type**. See listing of available Options below. Later during the Questionnaire section you will be able to select a Permit Sub Type (i.e. remodel, new, addition, accessory, shell, etc.)

- Commercial Building Permit:
- Commercial Occupancy
- Electrical Permit
- Fence Permit
- Flood Zone Determination
- Hotel/Motel Permit
- Mechanical Permit
- Plumbing Permit
- Political Campaign Sign Application
- Pool Permit
- Residential Building Permit
- Residential Occupancy
- Sign Permit
- Small Cell Unit

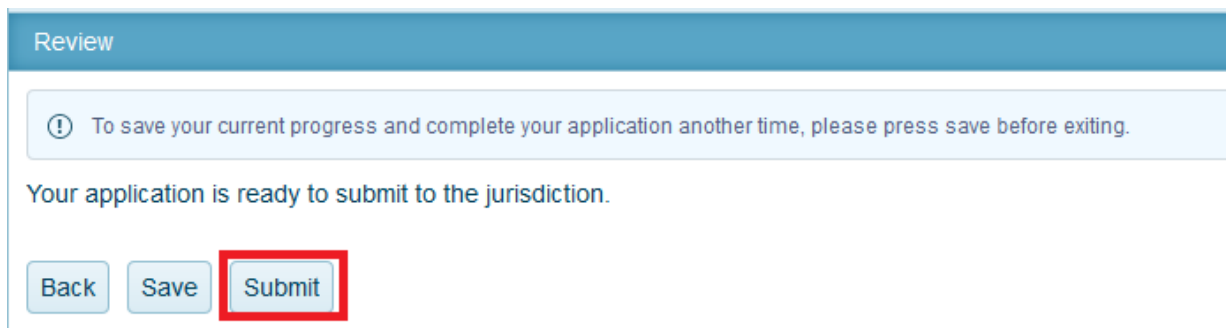
6. Enter the physical address of the project and then click **Next**.

7. Enter the Property Owner's contact info and click **Next**.
8. The Applicant contact information will automatically pre-fill from the current user account information. Click **Next** to proceed.

****** 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.
9. Enter the Contractor, Architect, and Surveyor information, or search the Jurisdiction Database to auto-populate the information. Not all project types require an Architect and/or Surveyor. Click **Next** to proceed.
10. Complete the Application Questionnaire, all items marked with a red asterisk are required fields. This information is pertinent to processing your application. See [Page 3](#) for a list of Permit Sub-Types available. Once the Questionnaire is complete, click **Next** to proceed.

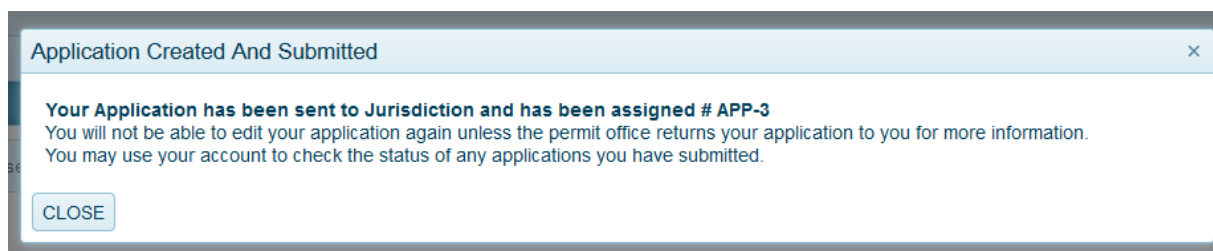
****** If you do not know the answer to a question or if it is not applicable to your project, please enter Not Known or Not Applicable, and you will be able to proceed with submitted your application.
11. Upload any files required with you application. Types of files that may be required include a Site Plan, Survey, Building Drawings, Construction Plants, etc. To upload documents, click on the **Upload Files** button, locate the files on your computer, then select the file and click **Open**. Files may take time to upload. Once all files have uploaded, click **Next** to proceed.

****** Visit the Department of Development website for a list of required documents based on Permit Type.
12. Click the Submit button only once to submit your application to the Jurisdiction for review.



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.

**** Someone from the jurisdiction will contact you if additional information is needed. ****



Application Sub-Types

- Cell Tower
- Commercial: Addition
- Commercial: Change in Occupancy
- Commercial: Complete Interior
- Commercial: Generator
- Commercial: New
- Commercial: New/Addition (Pier)
- Commercial: Parking Lot
- Commercial: Remodel
- Commercial: Shell
- Commercial: Special Foundation
- Complaint
- Damage Assessment
- Define
- Demolition
- Downtown Sidewalk Café
- Electrical
- Elevator
- Fence
- Flood Zone Determination
- Gas Test
- Land Clearing
- Mechanical
- Metropolitan Board of Adjustments
- Occupancy
- Occupancy: Clean
- Occupancy: Event
- Plumbing
- Pool
- Residential: Accessory
- Residential: Addition
- Residential: Driveway
- Residential: Generator
- Residential: New
- Residential: New/Addition (Pier)
- Residential: Remodel
- Servitude Encroachment
- Sign: Off Premise
- Sign: On Premise
- Sign: Political
- Sign: Temporary
- Small Cell Unit
- Solar
- Stop Work Order
- Stormwater 6-6-19
- Structure Moving
- Temporary Construction Trailer
- Trailer: Existing
- Trailer: Relocation