

EAST BATON ROUGE PARISH – MGO ONLINE

ADDING (“PULLING”) ELECTRICAL, PLUMBING AND MECHANICAL TRADE PERMITS TO EXISTING PERMIT

STEP 1	Go to MGO Web Page, select apply online
STEP 2	Enter all fields for Jurisdiction and Project Type
STEP 3	Select add a permit to an existing project/permit
STEP 4	Use drop down to select permit application type (i.e. Electrical, Plumbing, Mechanical)
STEP 5	Search Project/Permit – Enter Permit Number
STEP 6	Select Details Tab on bottom right of search project screen. Use Select Tab on bottom right for Contractor Information Screen
STEP 7	Complete contractor information fields
STEP 8	Enter permit type cost (i.e. Electrical, Plumbing, Mechanical)
STEP 9	Upload Files – THIS NOT REQUIRED, proceed to Step 10.
STEP 10	You have an option to SAVE and complete later or SUBMIT if complete



STEP 1 GO TO MGO ONLINE MAIN PAGE

SELECT APPLY ONLINE TO ADD ADDITIONAL PERMITS
(i.e. ELECTRICAL, PLUMBING, MECHANICAL)

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: State: *

Jurisdiction: *

Project Type:

STEP 2

ENTER ALL FIELDS AS SHOWN

Apply Online

Jurisdiction and Request Type *

Online Permitting Application *

STEP 3

SELECT ADD TO EXISTING PROJECT/PERMIT

Apply Online

Jurisdiction and Request Type *

Online Permitting Application *

Select an Application Type

Select an Application Type: *

- Select an Option -
- Select an Option -
- Electrical Permit
- Environmental (Water Quality)
- Mechanical Permit
- Plumbing Permit

STEP 4

USE DROP DOWN AND SELECT PERMIT TYPE ELECTRICAL, PLUMBING OR MECHANICAL

Apply Online

Jurisdiction and Request Type *

Online Permitting Application *

Select an Application Type

Search Project *

In order to add a permit to an existing Building Permit you must begin by locating the existing Building Permit using the search form below. Use only ONE of the search fields below to access the existing Building Permit. Once you have found the existing Building Permit, click the "Details" button to confirm you have found the correct permit and then click "Select" to proceed. Otherwise

Project Number Project Name Address Business Name First Name Last Name

Files Upload

STEP 5

ENTER PROJECT / PERMIT NUMBER



Apply Online

Jurisdiction and Request Type *
Online Permitting Application *
Select an Application Type

Search Project *

In order to add a permit to an existing Building Permit you must begin by locating the existing Building Permit using the search form below. Use only ONE of the search fields below to access the existing Building Permit. Once you have found the existing Building Permit, click the "Details" button to confirm you have found the correct permit and then click "Select" to proceed. Otherwise, apply for a new application.

STEP 6

Project Number Project Name Address Business Name First Name Last Name
000000

ENTER PROJECT/PERMIT NUMBER

Project Number	Project Name	Address
000000		7777 BIG RED RD ZACHARY LA 70791

Details

AFTER ENTERING PROJECT/PERMIT NUMBER SELECT DETAILS, THE BELOW SCREEN WILL APPEAR

DETAILS SCREEN

Project # **00000**

00000

Jurisdiction: East Baton Rouge

Type: _____

REQUIRED PERMITS WILL BE LISTED HERE

Create Date: 2023-06-22T12:41:49.74

Business	Applicant
	JOHN DOE
Physical Address	Mailing Address
7777 BIG RED RD	7777 BIG RED RD
7091 ZACHARY, LA	7091 ZACHARY, LA
Lot Number	SubDivision
B-1	NONE
Square Footage	
Description	
Moving Manufactured Home on Individual Lot	

PRESS SELECT, THIS WILL TAKE YOU TO STEP 7 TO COMPLETE CONTRACTORS CONTACT INFORMATION

+ Select

Apply Online

Jurisdiction and Request Type *
Online Permitting Application *
Select an Application Type
Search Project *
Electrician's Contact Information

Contact Information

Search the Jurisdiction's Contacts Database

First Name Last Name Suffix Business Name

Mailing Address
Address City State Zipcode

Email Notify

Cell Phone () Notify

Home Phone () Notify

Work Phone () Notify

Application Questionnaire
Files Upload
Review

**ENTER CONTRACTOR CONTACT INFORMATION
(In this example Electrician is chosen for Electrical Permit)**

STEP 7

ENTER ALL FIELDS

Apply Online

Jurisdiction and Request Type *
Online Permitting Application *
Select an Application Type
Search Project *
Electrician's Contact Information
Application Questionnaire
Electrical (Existing Permit)
Electrical Cost
Please provide the cost of the electrical portion of your project.
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.
Back Next
Files Upload
Review

**STEP 8 – ENTER PERMIT TYPE COST
(In this example it is for Electrical Cost)**

Jurisdiction and Request Type *
Online Permitting Application *
Select an Application Type
Search Project *
Electrician's Contact Information
Application Questionnaire
Files Upload
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.
- Files
Upload Files
Back Next
Review

**STEP 9 – UPLOADING FILES IS NOT REQUIRED, SELECT
NEXT AND GO TO STEP 10**

Apply Online

Jurisdiction and Request Type *

Online Permitting Application *

Select an Application Type

Search Project *

Electrician's Contact Information

Application Questionnaire

Files Upload

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.

STEP 10

Back

Save

Submit

1. IF YOU ARE NOT COMPLETE YOU HAVE THE OPTION TO SAVE AND COMPLETE APPLICATION AT ANOTHER TIME. PRESS SAVE BEFORE EXITING

2. SELECT SUBMIT IF YOU ARE COMPLETE.

REPEAT THE STEPS FOR OTHER REQUIRED PERMITS (i.e. ELECTRICAL, PUMBING, MECHANICAL)