

HOTEL/MOTEL PERMIT PROCESS

City/Parish East Baton Rouge

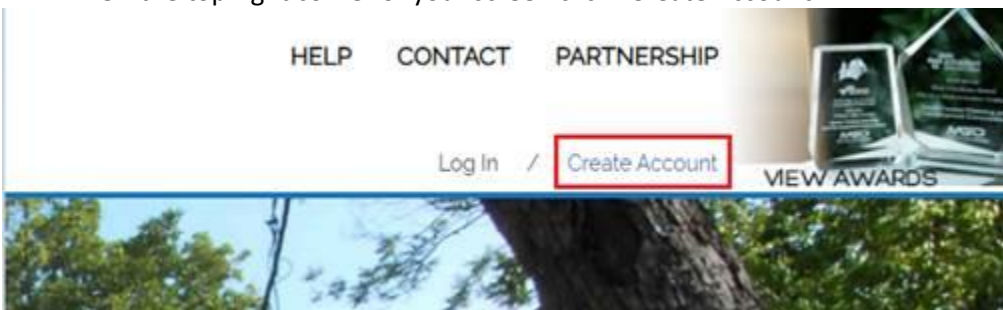
www.mygovernmentonline.org

1-866-957-3764



How to create a free Account

1. On the top right corner of your screen click "Create Account".



1. Enter your E-mail into the E-mail/Confirm E-mail location.
2. Enter a Password of your choice in the Password/Confirm Password location.
3. Enter your First/Last Name and Business Name (optional).
4. Enter your Primary Phone Number.
5. Enter a Challenge Question of your choice and a Challenge Answer.
6. Then, click "Create Account".

Create Account on Customer Portal

Important:

1. Before an account becomes fully functional it will require phone verification. You can still login without a verified account but some features will be disabled.
2. Upon clicking the "Create Account" button below, a phone verification call will be made to the listed phone number within a few minutes. Upon answering the call please press 1 to verify your account.
3. If you miss the call you can retry the call by logging in under your account and pressing the "Retry Phone Verify" button. If you have any trouble with this process please call our office at 1-866-957-3764 and we will help you verify your account.

Your Login Information

1. E-mail *	Confirm E-mail *
<input type="text" value="dcobb@brfa.gov"/>	<input type="text" value="dcobb@brfa.gov"/>
2. Password *	Confirm Password *
<input type="password" value="*****"/>	<input type="password" value="*****"/>

Your Account Information

3. First Name *	Last Name *	Business Name
<input type="text" value="David"/>	<input type="text" value="Cobb"/>	<input type="text"/>
① Enter a phone number that will be used to verify your account.		
4. Phone Number *		
<input type="text" value="555"/> <input type="text" value="555"/> <input type="text" value="5555"/>		
① Enter a question and answer to retrieve your password or verify your account manually.		
5. Challenge Question *	Challenge Answer *	
<input type="text" value="What was my first pet's name?"/>	<input type="text" value="Spot"/>	
6. <input type="button" value="Create Account"/>		

How to Create/Get Started on a New Application


1. To the top left corner of the screen hover over “Permits & Licensing” and select “Apply Online”.



1. Country: Select United States
2. State: Select Louisiana
3. Jurisdiction and select “East Baton Rouge”
4. Project Type and select “Permit”.
5. Click Next to Proceed

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 di

1. Country: * **2.** State: *

3. Jurisdiction: *

4. Project Type: *

5.

1. Click "Get started on a New Application".

Apply Online

Jurisdiction and Request Type *

Online Permitting Application *

Get Started on a New Application

Add a permit to an existing project

1. Click the Drop Down for "Select an Application Type" and select "Hotel/Motel Permit"
2. Click "Next" to Proceed.

Apply Online

Jurisdiction and Request Type *

Online Permitting Application *

Select an Application Type

Select an Application Type: *

Back Next

Commercial Building Permit

Commercial Occupancy

Electrical Permit

Fence Permit

Flood Zone Determination

Hotel/Motel Permit

Please select an option

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1. Enter your Address, City and Zipcode in the "Physical Address or Location" section.
2. Click "Next" to Proceed.

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: *

123 Main Street Lake Charles 12345

Next

1. Fill in the "Owners Contact Information" to the best of your ability
2. Click "Next" to Proceed.

Owner's Contact Information

Contact Information

[Click here](#) to search the Jurisdiction's Contacts Database

First Name: Jane
Last Name: Doe
Suffix: -
Business Name: Doe Electrical Service

Mailing Address
Address:
City:
State: Louisiana
Zipcode:
Email: jane.doe@gmail.com Notify

Cell Phone: (555) 555 5555 Notify

Home Phone: (000) 000 0000 Notify

Work Phone: (000) 000 0000 Notify

[Back](#) [Next](#)

1. Fill in the "Applicant's Contact Information" to the best of your ability
2. Click "Next" to Proceed.

Applicant's Contact Information

Contact Information

[Click here](#) to search the Jurisdiction's Contacts Database

First Name: David
Last Name: Cobb
Suffix: -
Business Name:
Address:
City:
State: Louisiana
Zipcode:
Email: dcobb@brla.gov Notify

Cell Phone: (111) 111 1111 Notify

Home Phone: (222) 222 2222 Notify

Work Phone: (000) 000 0000 Notify

[Back](#) [Next](#)

1. Contractor Information is Optional DO NOT FILL IN, so, you can click “Next” to continue.

Contractor's Contact Information

Contact Information

[Click here](#) to search the Jurisdiction's Contacts Database

Duplicate Applicant's Contact Information

First Name Last Name Suffix Business Name License Number

Mailing Address
Address City State Zipcode

Email Notify

Cell Phone () Notify

Home Phone () Notify

Work Phone () Notify

[Back](#) [Next](#)

1. Fill in the “Agent for Service’s Contact Information” to the best of your ability
2. Click “Next” to Proceed.

Agent for Service's Contact Information

First Name Last Name Suffix Business Name

Bob Grey - Grey's Plumbing

Mailing Address
Address City State Zipcode

222 Main Street Lake Charles Louisiana 12345

Email Notify

Cell Phone () Notify

Home Phone () Notify

Work Phone () Notify

[Back](#) [Next](#)

1. Fill in the “Emergency Contact’s Contact Information” to the best of your ability
2. Click “Next” to Proceed.

Emergency Contact's Contact Information

First Name: Jane Last Name: Doe Suffix: Business Name: Doe Electric Service

Mailing Address
Address: 123 Main Street City: Lake Charles State: Louisiana Zipcode: 12345

Email: jane.doe@gmail.com Notify

Cell Phone: (111) 111 1111 Notify

Home Phone: (222) 222 2222 Notify

Work Phone: (000) 000 0000 Notify

1. Enter the Hotel/Motel Name in the “Hotel/Motel Name” location.
2. Enter the Number of Rental Units in the “Number of Rental Units” location.
3. Enter the Commencement of Operation by clicking the calendar, locating the date, and clicking on it.
4. Check “Yes” or “No” in the first Acknowledgement field.
5. Check “Yes” or “No” in the second Acknowledgement field.
6. 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.

Hotel/Motel*

1. Hotel/Motel Name * Holiday Inn

2. Number of Rental Units * 40.00

3. Commencement of Operation * 4/17/2019

4. Acknowledgement *
Applicant acknowledges that I am authorized to apply for this Hotel/Motel permit. Yes No

5. Acknowledgement *
I have read and understand Ordinance #16723 relating to the Licensing and Regulation of Trades and Occupations in conjunction with Hotel and Motel Registration. Yes No

6.

1. Press “**Upload Files**” under the “Proof of Liability Insurance” section
2. Once uploaded you will see the “Proof of Liability Insurance” below the “-Files” section
3. Then click “Next” to Proceed.

The screenshot shows the 'Files Upload' section of a web application. At the top, there is a blue header with the text 'Files Upload'. Below the header is a light blue box containing an information icon and the text: '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 is another light blue box with the text: '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.' The main content area has a red border and contains a section titled '- Proof of Liability Insurance * Required'. Below the title is the text: 'Proof of liability insurance, if applicable, including the carrier, policy number, agent's name, address and phone number or a statement of self-insurance in a form acceptable to the City-Parish Division of Risk Management.' There is an 'Upload Files' button below this text. Below the red-bordered section is another section titled '- Files' with an 'Upload Files' button. Below that, there is a list of uploaded files: 'Proof of Liability Insurance' and 'tract search three.png', with a 'remove' link next to the second file. At the bottom of the section are 'Back' and 'Next' buttons, with the 'Next' button highlighted by a red box. The bottom of the screenshot shows a 'Review' section header.

1. Press “Save” if you would like to return and make changes to your application at a later date
2. Or press “Submit” if you would like to send this application to a jurisdiction member

The screenshot shows the 'Review' section of a web application. At the top, there is a blue header with the text 'Review'. Below the header is a light blue box containing an information icon and the text: 'To save your current progress and complete your application another time, please press save before exiting.' Below this is a light blue box with the text: 'Your application is ready to submit to the jurisdiction.' At the bottom of the section are three buttons: 'Back', 'Save', and 'Submit'. The 'Save' and 'Submit' buttons are highlighted with red numbers '1.' and '2.' respectively.

The submitted application will be reviewed by the East Baton Rouge Permit Office and if complete a payment email will be sent to pay the \$100.00 permit fee (online).

If the application is incomplete an email will be returned and you will need to complete the information missing and reapply online.

Once the permit fee is received and processed an email will be sent that the permit is ready and you can print it from the Customer Portal.

If there are any questions or assistance needed to apply for a permit contact the MyGovernmentOnline help desk at 866-957-3764.