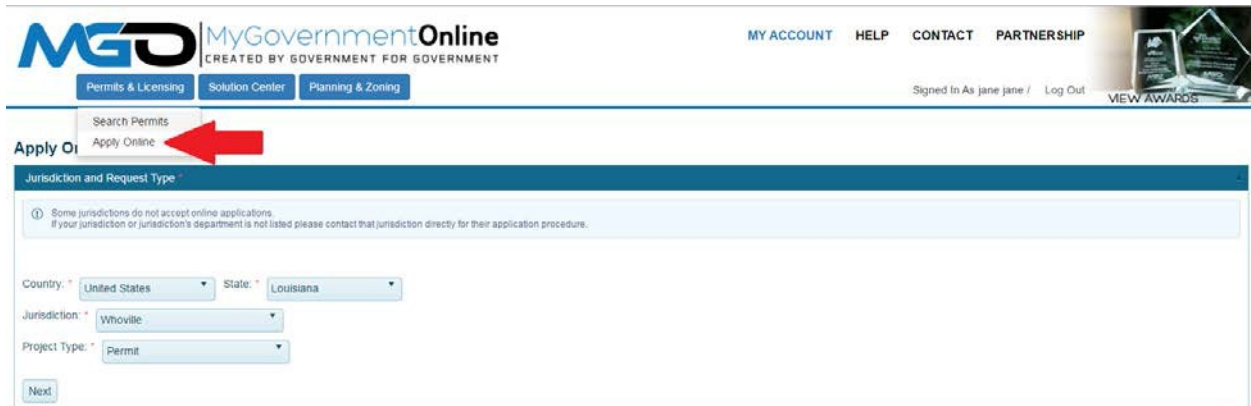


## Apply Online for a Permit

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 right side of the page, there is a user login area showing 'Signed In As: jane jane / Log Out' and a 'VIEW AWARDS' button. The main content area is titled 'Apply Online' and features a dropdown menu with 'Search Permits' and 'Apply Online' options. A red arrow points to the 'Apply Online' option. Below this is a section titled 'Jurisdiction and Request Type' with a warning message: '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.' The form includes dropdown menus for 'Country' (United States), 'State' (Louisiana), 'Jurisdiction' (Whoville), and 'Project Type' (Permit). A 'Next' button is located at the bottom of the form.



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[Click for Mobile App.](#)

Welcome to our new site design. Please contact us with any questions. To view the old site [click here.](#)

<https://www.mygovernmentonline.org/permits/>

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

'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

SELECT ADD A PERMIT TO MY ACCOUNT

4. Select an application type.

The screenshot shows a web browser window with the URL <https://www.mygovernmentonline.org/apply/>. The page header includes the MGO logo and navigation buttons for 'Permits & Licensing', 'Solution Center', and 'Planning & Zoning'. The main content area is titled 'Apply Online' and contains a form with the following sections:

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

The 'Select an Application Type' section features a dropdown menu with the following options:

- Select an Option -
- Select an Option -
- Certificate of Occupancy (New Tenant/Change of Ownership Only)
- Electrical Permit
- Irrigation Permit
- Mechanical Permit
- Plumbing Permit

Below the dropdown are 'Back' and 'Next' buttons. The MGO logo is visible in the bottom right corner of the page.

5. Enter Project number (permit number)

The screenshot shows the same 'Apply Online' page, but the 'Search Project' section is active. This section includes an information box and a search form.

**Search Project \***

**Information:** 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 to apply for a new application [click here](#).

**Search Form:**

Project Number	Address	Business Name	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

A red circle highlights the 'Project Number' input field. A 'Search' button is located below the form. The 'Files Upload' section is visible at the bottom of the page.

6. Click on details



Permits & Licensing

Solution Center

Planning & Zoning

### Apply Online

Jurisdiction and Request Type \*

Online Permitting Application \*

Select an Application Type

Search Project \*

**i** 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 to apply for a new application [click here](#)

Project Number	Address	Business Name	First Name	Last Name
<input type="text" value="32992"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Search

#### Project NumberAddress

2016-32992 202 S AUSTIN AVE Bldg 2 GEORGETOWN TX 78626

Details



7. Hit the Select Button

The screenshot shows the MyGovernmentOnline website interface. At the top, there is a navigation bar with the MGD logo and the text "MyGovernmentOnline CREATED BY GOVERNMENT FOR GOVERNMENT". On the right side of the navigation bar, there are links for "MY ACCOUNT", "HELP", "CONTACT", and "PARTNERSH". Below the navigation bar, there are tabs for "Permits & Licensing", "Solution Center", and "Planning & Zoning". The user is signed in as "Jenny Cameron".

The main content area is titled "Apply Online" and includes a "Search Project" section. A search results modal is open, displaying details for project #2016-32992. The modal contains the following information:

- Project #**: 2016-32992
- Jurisdiction**: Georgetown
- Type**: Signs (PERMIT), Technology Fee (AccBldg, Fence, Roof, Demo, WtrSub, etc.)
- Create Date**: 2016-09-08T10:34:05.833
- Business**: Supreme Lending
- Applicant**: Miriam Rudy
- Physical Address**: 202 S AUSTIN AVE, 79626 GEORGETOWN, TX
- Mailing Address**: 202 South Austin Ave #2 Unit 106, Georgetown, TX
- Lot Number**: [Blank]
- SubDivision**: GEORGETOWN CITY OF
- Square Footage**: [Blank]
- Description**: Wait Sign and Change out panel of freestanding sign

A blue circle highlights the "+ Select" button in the top right corner of the modal. Below the modal, there is a "Project NumberAddress" table with the following data:

Project Number	Address
2016-32992	202 S AUSTIN AVE Blg 2 GEORGETOWN TX 78626

At the bottom of the page, there is a "Files Upload" section and the MGD logo.

8. Finish the questions and submit

9. We will send a notification either to pay or that permit has been issued.

10. Once notification is received you can access permits under the My Permits Tab on your customer portal page