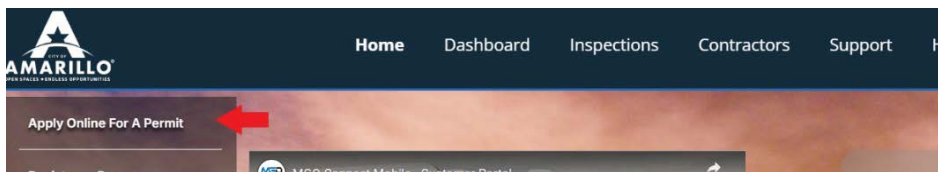


Apply for a Sub-Permit

To apply for a permit you must be logged into your account on mgoconnect.org. If you do not have an account see the help guide [Create a New User Account](#) for assistance in creating one.

Confirm you are logged in and on the desired Jurisdiction portal. If you are in the wrong jurisdiction the permit will not pass and you will have to repeat this process.

On the Jurisdiction portal, select “**Apply Online for a Permit**” on the left sidebar.



Select the appropriate **Project Type**.

Please select a project type

Building Safety (Permits) Permit	→
Contractor Registration Occupational License	→

Select “**Submission to an Existing Project**” if you are a sub-contractor on a larger project. (ex: new construction, remodel, addition, gas for generator installations, etc.

Do you want to use an existing project?

Get Started on A New Application	→
Submission to an Existing Project	→

Select the “**Application Type**”

Please select an application type:

Commercial Construction Permit Application (Add to Existing)	Application Preview	→ Open
Electrical Permit Application - Add To Existing	Application Preview	→ Open
Fire Safety Application - Add to Existing	Application Preview	→ Open
Gas Permit Application - Add to Existing	Application Preview	→ Open

Enter the Project Number and click “**Search**”.

NOTE: Be sure to include the dashes in the project number otherwise it will not populate in the search results.

Search by project number

OR

Search by project details

Project Name

Address

First Name

Last Name

Business Name

[Back](#)

[Q Search](#)

Click “**Open**” next to the correct permit you are working under.

Search results. Select a project to attach the application

**NEW SFD W/ ATTACHED ADU
ABOVE GARAGE**

→ Open

Address

725 W GOVERNMENT ST

Project Name

NEW SFD W/ ATTACHED ADU
ABOVE GARAGE

Designation

Residential

Work Type

New (R)

Back

Click “**Select**”

Project 22-11-8417

Jurisdiction:
Pensacola

Type:
Administrative Application
Fee,Building Permit
Fee,Building Permit Grouped
Fees (Qty. 5),Building Re-
Inspection Fee (Qty. 4),DBPR
Surcharge,DCA
Surcharge,Electrical
Grouped fees (Qty. 5),Plan
Review Fee Initial,Zoning
Compliance
Inspection,Zoning Review
One and Two-Family
Dwelling,Zoning Review
Revision Fee (Qty. 3)

Create Date:
11/04/2022

Business:
J MURPHY OF
PENSACOLA,INC.

Applicant:
James Murphy

Physical Address:
725 W GOVERNMENT ST

Mailing Address:
1715 W ROMANA ST

Lot Number:
LT 22

SubDivision:
DONELSON & 19TH ARPENT

Work Type:
New (R)

Square Footage:
4695

Description:

CloseSelect

Completing an Application

Permit applications are unique to each jurisdiction and permit type. The below directions may be different than the permit you are applying for. If you need additional help when applying for your permit, please contact the support team.



During the application process there is a Save Icon located on the top right of the Questionnaire, File Upload, and Review pages. This will save your information for this application to be completed later. This DOES NOT submit the application.

Contacts



Enter the **CONTACT** information for the permit. This will be used to notify you throughout the project. **Contractors:** please select the “Contractor” tab at the top of this application.

Applicant* Contractor

Personal Information

First Name Last Name Suffix

Business Name

Residential Address

Address City State Zipcode

Contacts

Email*

Home Phone Cell Phone Work Phone

NOTE: Select the Bell icon next to email or phone numbers to receive notifications for this project. When the bell is blue, it will send notifications to the email or phone number.

@ Contacts

Email *

support@mygovernmentonline.org



Questionnaire



The **Questionnaire** portion of the application is different for each Jurisdiction and Application Type. Please fill these sections out with as much information as possible.

Commercial Construction Permit Application (Add to Existing)

Address Unit / Apt / Suite #: *

Commercial - Specific Permit Type *

Select Option



Total Construction Cost *

Please provide the construction cost of the project.

Building Cost Only (Less M,E, & P) *

Please provide the building cost less the M, E, & P

Description of Work (Scope) *

File Upload



The **File Upload** portion of the application allows you to upload photos and documents of the site.

Please wait for the files to finish uploading before proceeding to the next step.

The following files should be uploaded with your application. When possible, please upload pdf files. Please consolidate the document into as few PDF documents as possible.

Drag & drop files or Browse
Supported Formats: .png, .jpg, .img, .pdf, .xls, .xlsx, .doc, .docx, .ppt, .pptx, .zip, .txt, .log

Site Plan [Click to download or view page.](#)

This file should include detailed drawings for the placement of the structure on the lot. Please include all property lines, setbacks, and existing structures.

Drag & drop files or Browse
Supported Formats:
.pdf, .xls, .xlsx, .doc, .docx, .ppt, .pptx, .zip, .txt, .log

Review



The **Review** portion of the application has the option to Save OR Submit your application.

(NOTE: These are not the same)

To **Save** the application so you can edit it later, click the **Save** Icon on the right side of the page.

To **Submit** the application, click on Submit on the bottom right of the page.



Your application is ready to submit to the jurisdiction.

← Back

✓ Submit