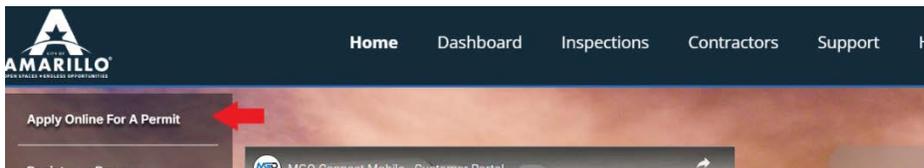


# Apply for a Permit

To apply for a permit you must be logged into your account on [mgoconnect.org](http://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**.

A screenshot of a web form titled 'Please select a project type'. It contains two dropdown menu options. The first option is 'Building Safety (Permits)' with 'Permit' written below it and a right-pointing arrow. The second option is 'Contractor Registration' with 'Occupational License' written below it and a right-pointing arrow.

Select “**Get Started on a New Application**” to start applying for your permit if it is a standalone project or the main permit for a larger construction job (ex: residential alteration, interior buildout, etc).

The “**Submission to an Existing Project**” is for sub-contractor permits. See our Applying for Sub Permit Guide for more information on this process.

A screenshot of a web form titled 'Do you want to use an existing project?'. It contains two dropdown menu options. The first option is 'Get Started on A New Application' with a right-pointing arrow. The second option is 'Submission to an Existing Project' with a right-pointing arrow.

Select the “**Application Type**”

**NOTE:** If your project is Residential and you are doing an addition, accessory structure, or new dwelling unit you will need to submit a Zoning and Site Review Permit Application. This is a two-step process. See our Zoning and Site Review Application Instructions for more information.

**Please select an application type**

**Annual Renewable Sign Permit Application**  
Click here if you would like to preview the application questions prior to beginning the online application. The application preview is intended as a resource that will allow you to become acquainted with the required questions that will be asked once you begin the online application. Please do not submit the application preview document to the jurisdiction. When you are ready to proceed, click the "I" button below to begin the online application.

**Commercial - Disaster**  
Click here if you would like to preview the application questions prior to beginning the online application. The application preview is intended as a resource that will allow you to become acquainted with the required questions that will be asked once you begin the online application. Please do not submit the application preview document to the jurisdiction. When you are ready to proceed, click the "I" button below to begin the online application.

- Commercial Disaster Checklist
- Commercial Disaster Requirements

**Commercial Addition Permit Application**  
Click here if you would like to preview the application questions prior to beginning the online application. The application preview is intended as a resource that will allow you to become acquainted with the required questions that will be asked once you begin the online application. Please do not submit the application preview document to the jurisdiction. When you are ready to proceed, click the "I" button below to begin the online application.

- Please click the icon above to download and review the Commercial Additions and Alterations Checklist.
- Please click the icon above to download and review the Requirements for Applying for a Certificate of Occupancy.

**Commercial Certificate of Occupancy Permit Application**  
Click here if you would like to preview the application questions prior to beginning the online application. The application preview is intended as a resource that will allow you to become acquainted with the required questions that will be asked once you begin the online application. Please do not

## **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.

## Select Address



Fill out the address or location where the work is to be done for the permit.

Address

Enter Address or Location

Address \*

City \*

State \*

LA - Louisiana

Zip Code \*

[← Back](#) [→ Next](#)

## 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\*  

Email is required

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\*



## 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.

## 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: jpg, png, mp4, pdf, xls, doc, docx, ppt, pptx, xlsb, xlsx

**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: jpg, xls, xlsx, doc, docx, ppt, pptx, xlsb, xlsx

## 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](#)