

Apply Online for a Permit

MyGovernmentOnline allows you to submit applications for permits and send the necessary documentation directly to the jurisdiction.

While application questions and requirements differ between every jurisdiction, below is the process you will take to apply for a permit no matter where your project is located.

Step 1: Log in to your MyGovernmentOnline account. [Click here if you do not have an account.](#)



Step 2: Once logged in, hover the Permits & Licensing heading in the top left of the home page. A drop down will show. Select "Apply Online".



Step 3: In the drop downs, select you Country, State, Jurisdiction, and Project Type. Click next.

Apply Online

Jurisdiction and Request Type *

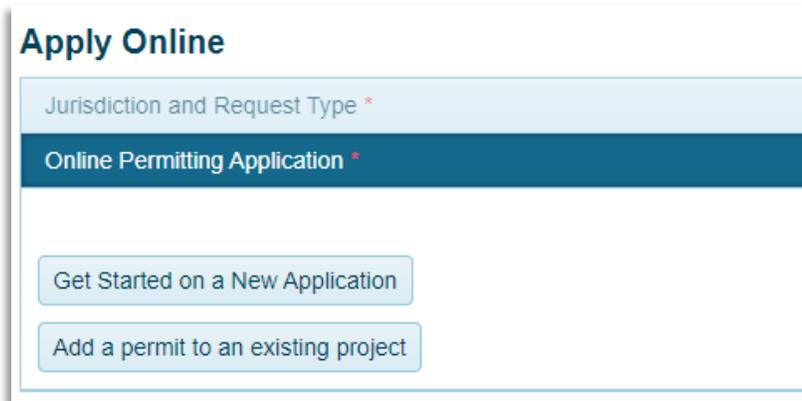
Some jurisdictions do not accept online applications.
If your jurisdiction or jurisdiction's department is not listed please contact that jurisdiction directly for their application procedure.

Country: * State: *

Jurisdiction: *

Project Type: *

Step 4: To apply for a new project, select “Get Started on a New Application”. To add an additional permit to an existing project, select “Add a permit to an existing project”.



Apply Online

Jurisdiction and Request Type *

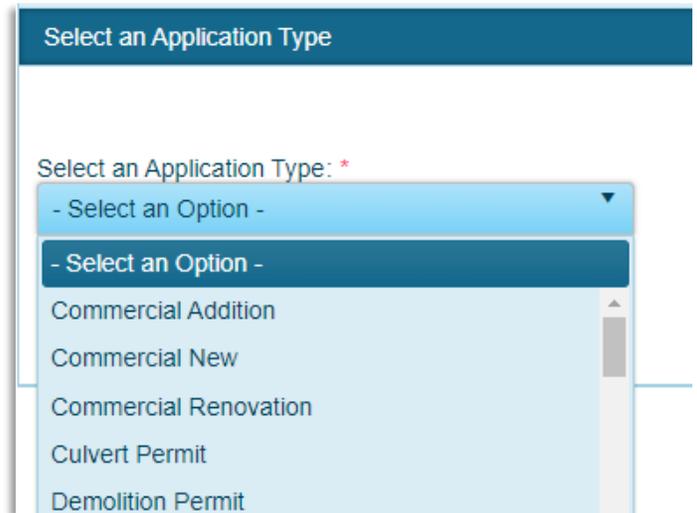
Online Permitting Application *

Get Started on a New Application

Add a permit to an existing project

Step 5: Select the application type for the permit you need. “Click Next”.

If you do not know what application you need to complete, contact our support team via phone (866) 957-3764 or go to <https://www.mygovernmentonline.org/#contactus>.



Select an Application Type

Select an Application Type: *

- Select an Option -

- Select an Option -

Commercial Addition

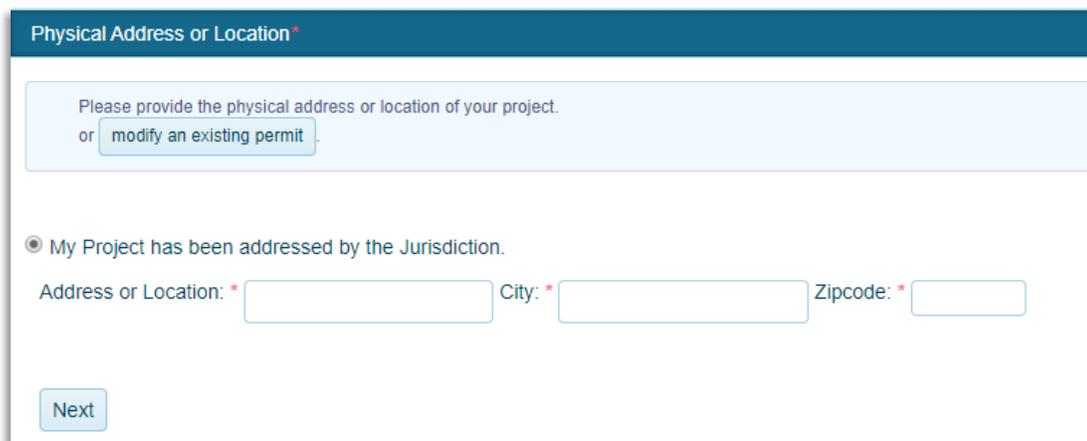
Commercial New

Commercial Renovation

Culvert Permit

Demolition Permit

Step 6: The next section is Physical Address or Location. Here, you will enter the address of your project.



Physical Address or Location *

Please provide the physical address or location of your project.
or [modify an existing permit](#)

My Project has been addressed by the Jurisdiction.

Address or Location: * City: * Zipcode: *

Next

Step 7: Once you have selected the desired application type and filled out the address, you will be able to fill out the Contact Information for the project.

The number of contacts vary between applications. Selecting the “Notify” check box on a phone number or email will notify that contact of any changes on the project. Click “Next” after each contact section.

The screenshot shows a contact information form with the following fields and options:

- First Name:
- Last Name:
- Suffix:
- Business Name:
- Mailing Address**
- Address:
- City:
- State:
- Zipcode:
- Email: Notify
- Cell Phone: () Notify
- Home Phone: () Notify
- Work Phone: () Notify

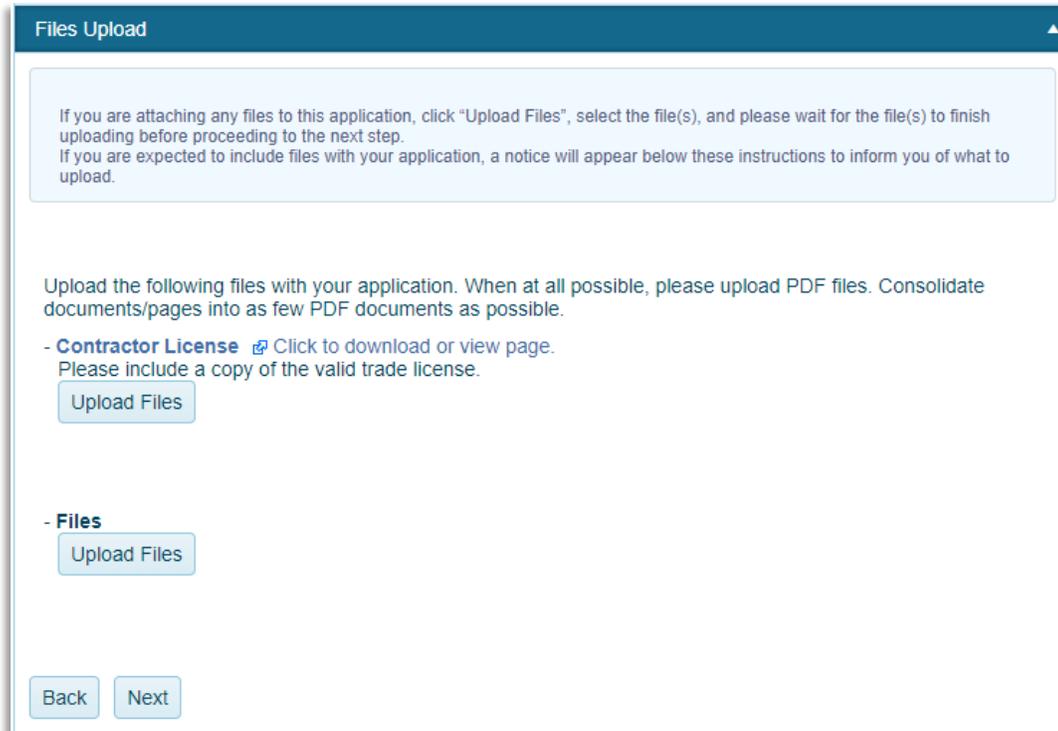
At the bottom of the form are two buttons: and .

Step 8: The Application Questionnaire follows the last contact section. Each questionnaire will be different. Below is an example of a permitting application. Fields with a red asterisk are required.

The screenshot shows an application questionnaire form with the following sections and fields:

- Project Description***
Please give a short description of your building's use.
1000 char(s) available.
- Business Name**
Please provide your business name.
4000 char(s) available.
- Lot or Tract Number**
Please provide the lot number
- Tract Number**
Please provide the tract number.
- Subdivision Name**
Please provide your subdivision name.
4000 char(s) available.
- Permit Type***
Please select the most appropriate type that fits your permit.

Step 9: Once all required fields on the application are filled, click “Next”. This section is called Files Upload. Some applications may ask for specific files in this section, such as in the image below. However, there is always a general file upload.



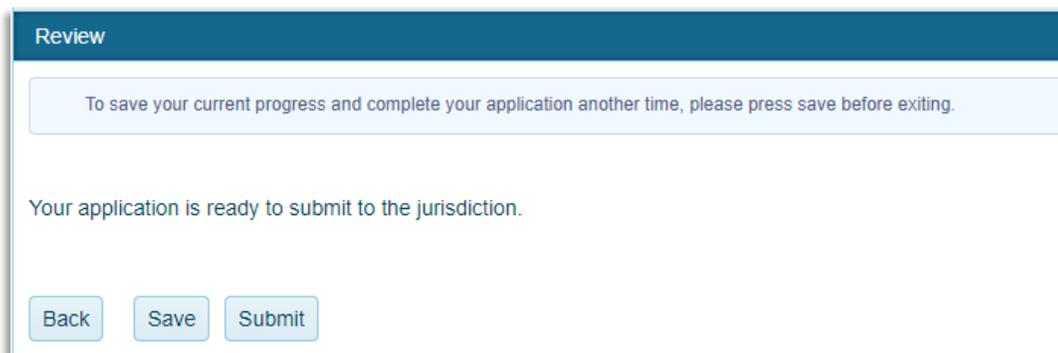
The screenshot shows a web interface titled "Files Upload". At the top, there is a dark blue header with the text "Files Upload" and a small upward-pointing triangle. Below the header is a light blue box containing instructions: "If you are attaching any files to this application, click 'Upload Files', 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 box, there is a paragraph: "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." This is followed by a section titled "- Contractor License" with a link icon and text: "Click to download or view page. Please include a copy of the valid trade license." Below this is a button labeled "Upload Files". Another section titled "- Files" has a button labeled "Upload Files". At the bottom of the form, there are two buttons: "Back" and "Next".

This is where you can upload building plans, drawings, and other documentation that may help in obtaining your permit.

Once you have selected and uploaded the necessary files, click “Next”.

Step 10: If all required sections are filled out, you will be able to **submit** the application to your jurisdiction. If there are unfilled required fields, you will be given the option to **save** the application to your account and finish it at another point in time.

[Click here](#) to learn how to review your application after its been submitted.



The screenshot shows a web interface titled "Review". At the top, there is a dark blue header with the text "Review". Below the header is a light blue box containing a warning: "To save your current progress and complete your application another time, please press save before exiting." Below this box, there is a paragraph: "Your application is ready to submit to the jurisdiction." At the bottom of the form, there are three buttons: "Back", "Save", and "Submit".