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 <u>Permits & Licensing</u> 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.

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".
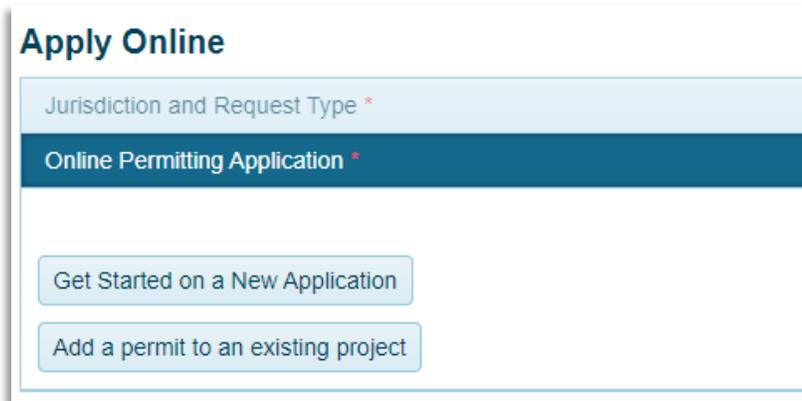
Apply Online

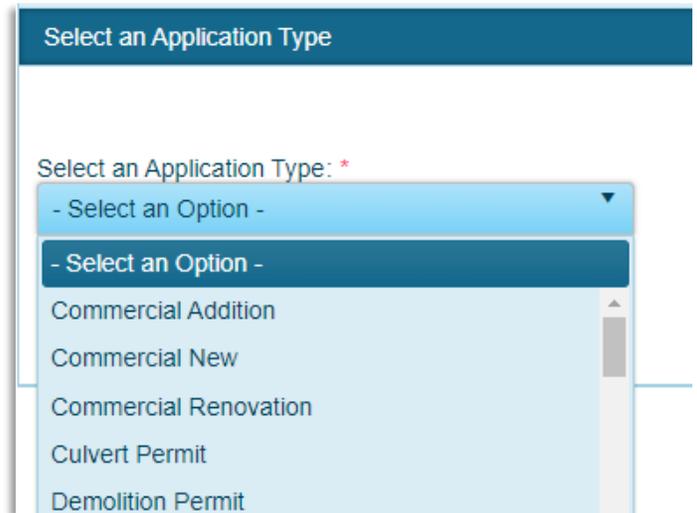Jurisdiction and Request Type *

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 -
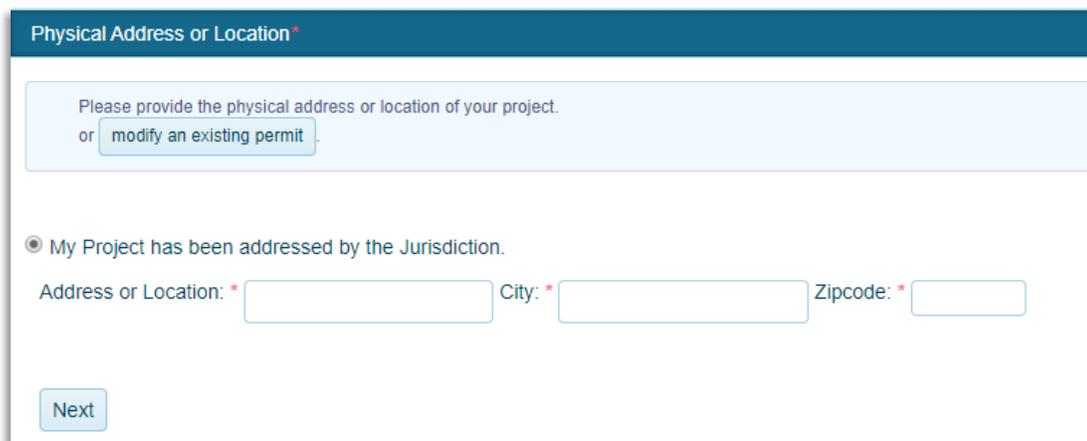Commercial Addition
Commercial New
Commercial Renovation
Culvert Permit
Demolition Permit

Step 6: The next section is <u>Physical Address or Location</u>. 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 <u>Contact Information</u> 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.

Step 8: The <u>Application Questionnaire</u> 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.

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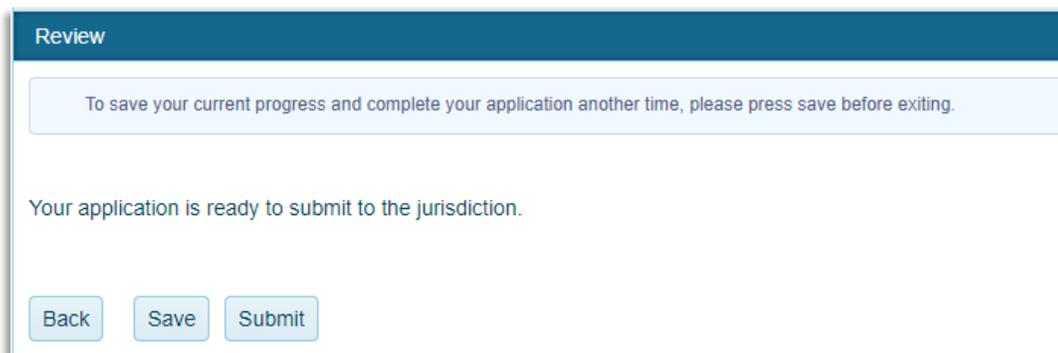

This is where you can upload building plans, drawings, and other documentation that may help in obtaining your permit.

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.

<u>Click here</u> to learn how to review your application after its been submitted.