

Instructions for filing for a variance on My Government Online

1. Go to <https://www.mygovernmentonline.org/> and create an account. If you have an account already created, you can skip this step.
2. Select “Permits and Licensing” and apply online. **DO NOT** select “Planning and Zoning”.
3. Once on the Jurisdiction and Request Type page, select your state (Louisiana), Jurisdiction (Jefferson), and Project Type (Permit).
4. Next on the “Online Permitting Application” page, select “Get Started on a New Application”.
5. Next “Select an Application Type”. For residential variances only, you must select **“Residential Board of Zoning Adjustments Appeal Application (One and Two Family Dwellings)”**.

If you are applying for commercial property, you must select **“Commercial Board of Zoning Adjustments Appeal Application (More than Two Family Dwellings and Commercial Establishments)”**.

6. The next page contains all the forms that are needed when applying for a variance and must be printed BEFORE moving on to the next page. Once you move on to the next page, you will not be able to return to the forms.

You can always go to Jeffparish.net > Inspection and Code Enforcement > Forms > BZA Appeal Application and Instructions to get the relevant forms.

7. Follow all online instructions for relevant information. Please note, when asked for an address, you must enter a physical property address for where the variance is being applied for. Lot numbers, subdivisions or just street names with no numeral address will not be accepted and be cause for your application to be rejected.
8. A current survey, list of owners within 100’/300’, hardship statement, contact information and a plot plan must be uploaded as a PDF. All documents must be clear to read and print.
9. If you have problems applying for the variance or uploading documents please contact My Government Online at 866-957-3764.