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Filing online for a trades filing (NPR) permit is easy!

NPR filings are now being accepted online. ***An NPR is a standalone trades filing and is not associated with a building permit. ****

1. Visit www.mygovernmentonline.org. If you are currently not a customer with MPN, see the handout titled "Creating a customer account with MY PERMIT NOW (MPN)" for direction.
2. Select "Login" on the upper right.
3. Select "Permits and Licensing" in the upper left.
4. Select "Apply Online" from the drop-down box.
5. Select Louisiana. Click on the jurisdiction box, select Jefferson. Click on the "Project Type" and select "Permit". Click "Next."
6. Select "Get Started on a New Application" on the left side.
7. Enter the project address (all fields having a red asterisk (*) are required). Select "Next."
8. Select the "Type of Filing" (e.g.: Electrical NPR) and click "Next."
9. Enter Owner's information. Choose whether they will be notified by phone or e-mail. Select "Next."
10. Select "Next" to confirm applicant information page.
11. Enter contractor's information-you can search by name or license numbers. Select "Next."
12. Select the type of work you are performing in the box on the left side and select "Next."
13. Answer the questionnaire page by filling in the construction cost, a brief description of work, check the 'you must agree to filing fees Non-Refundable' box, indicate if you are using a Third Party Inspector, and if so enter Third Party Inspector. Select "Next."
14. Select "Upload Files" if you have any files to upload, if not, click "Next."
15. All fees including a \$2.00 credit card convenience fee will be displayed. Select "Save."
16. Select "Pay Now."
17. Enter credit card information and Select "Pay With Your Credit Card."
18. Click on "Submit to Jurisdiction".
19. Click the "Close" button on the confirmation screen.
20. Logoff

* There are four types of NPR Filings: Electrical, Plumbing, Mechanical and Gas. Examples include:

- Electrical: meter pan replacement, service replacement, vacancy inspection.
- Plumbing: tunnel, water heater replacement, fixture reset, backflow preventer test, sewer cap off.
- Mechanical: warm air change out, condenser change out.
- Gas: Six month gas test, gas line, special equipment (boiler), relocate meter.