



APPLYING FOR A ZONING CLEARANCE

1. Go to MGOconnect.org and click Customer Portal.
2. Choose “Jefferson Parish” for jurisdiction, and “Louisiana” for the state and click Go.
3. Click the blue box titled “**Apply for a Planning and Zoning Project**” on the left side of the screen.
4. Click “**Get Started on a New Application**” and then select “**Zoning Clearance Application**”.
5. Login, or click “New Account” if you don’t already have an account
6. Please be sure to answer all questions accurately, especially those with a red asterisk. The information that will be on your zoning clearance is pulled from the application, so double check your information to ensure it is correct, as **we cannot alter the information on a zoning clearance once it has been issued.**
7. Once your application is complete, go to the “Review” tab to click “Submit”
8. When your application is submitted you will get an application number, and a pop-up box that will allow you to either close or review your application.



- ◆ All zoning clearances must be applied for online.
- ◆ Please remember your account information, and provide an accurate email address, as all information concerning your zoning clearance (questions, payments, and the actual zoning clearance) will be emailed to you and available through the customer portal.
- ◆ **Note:** Certain requests may require additional permits be applied for and issued by the Department of Building Permits before a zoning clearance can be issued.

**Questions about MyGovernmentOnline?
Call the Help Line at 1-866-957-3764**

**START
HERE!** 
**YOUR ROADMAP TO OPENING A
BUSINESS IN JEFFERSON PARISH**

JEFFERSON PARISH PLANNING DEPARTMENT

ZONING ADMINISTRATION

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