




PAYING FOR A ZONING CLEARANCE

1. Go to www.mygovernmentonline.org
2. Log into your account
3. Once you are logged-in, click "**My Account**" in the upper right-hand corner.
4. Scroll down to "**My Planning & Zoning Projects**"
5. Look for the associated project number that was emailed to you, and click "View Project"
6. Once you have opened the project file, you will see a number of tabs at the top of the page, labeled "Overview, Contacts, Requirements, and Payments." Click on the **Payments** tab.
7. Scroll down to "New Payment"
8. Select "Pay Online"
9. Select "Make Payment"



Helpful Tips

- ♦ You must have the phone number and/or email associated with your account verified in order for a project file to be associated with your profile.
- ♦ **Note:** If you do not see the project file under "My Planning & Zoning Projects," you may need to search for it in the Planning & Zoning module and add it to your account. Hover over "Planning & Zoning" in the upper left-hand corner, and click on "Search." Select United States, Louisiana, and Jefferson Parish for the respective jurisdiction fields. Then, type the project file number that was sent in your payment notification email in the "Project #" field that appears below and click "Search." When the project appears in the search results, you can click "+ Add to My Account" before completing steps 1-9 above.

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

JEFFERSON PARISH PLANNING DEPARTMENT

ZONING ADMINISTRATION

1221 Elmwood Park Boulevard, Suite 601

Jefferson, LA 70123

Phone: 504-736-6320