



## APPLYING FOR A ZONING CLEARANCE

1. Go to [www.mygovernmentonline.org](http://www.mygovernmentonline.org)
2. Login, or click "create account" on the top right-hand side of page if you don't already have an account
3. Once you are logged-in, click the top left blue box titled "**Planning and Zoning**". Click "Apply Online" in drop-down box
4. Choose "Jefferson Parish" for jurisdiction, and "Permit" for project type, then click "Next"
5. Click "Get Started on a New Application" and select "Zoning Clearance" in the Application Type drop down menu.
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 Inspection and Code Enforcement before a zoning clearance can be issued.

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

JEFFERSON PARISH PLANNING DEPARTMENT

ZONING ADMINISTRATION

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