



## 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 "Permits & Licensing"
4. Click "Apply Online" in drop-down box
5. Enter all applicable information, then click "Next". Enter jurisdiction information (Jefferson Parish), then click "Next"
6. Click "Get Started on a New Application" and enter all applicable information on each tab. Select Zoning Clearance in the Project Type drop down menu.
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



- ◆ Zoning clearances should 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 Ext. 2 ]

JEFFERSON PARISH PLANNING DEPARTMENT

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