

Access Customer Reports

Jurisdictions may make certain reports available to the customer through the MyPermitNow.org Customer Portal. Accesses these report does not require an account.

1. Begin by going to www.mygovernmentonline.org and clicking the blue Permits and Licensing button on the right side of the screen.



2. You will now be at the welcome screen for the Permits and Licensing section. Click on either the blue permits and licensing button in the upper left corner or the "search permits" link in the Reporting and Searching section.



Customer Portal Overview

Create Account

To get started, login to your account in the upper left hand corner or create a new account if you do not have one.

Reporting and Searching

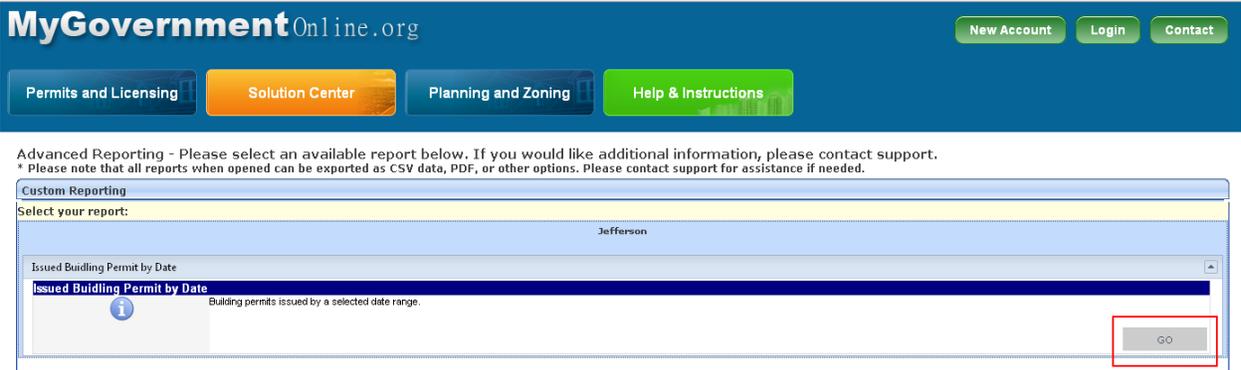
To locate a specific permit by number, address or name click [search permits](#). Then select the state and jurisdiction you would like to search.

For more advanced reporting, click the link that says "advanced reporting or bulk downloads" that will appear after selecting your jurisdiction.

- 3. Select your desired State, Jurisdiction and Project type. This will cause the recommended search criteria to appear.
- 4. Between the Required and Suggested section, Click on the link that says "Click here for advanced searching or bulk downloads.



- 5. From the list of available reports, click on the report name you wish to view and click GO to open the report viewer. *****Note: Reports in this section are specific to the jurisdiction you have selected, so not all jurisdictions will have the same list.**



MyPermitNow.org
Plan review, inspections and alerts... Now!

Start: 12/17/2014 End: 1/16/2015 **View Report**

Site: Not Set, East Bank, West Bank Designation: Commercial, Miscellaneous, Not
Permit Type: Accessory Building w/Utilities (F) City:

1 of 2 ? Find | Next **Export button**

Jefferson Parish Permits Issued
from 12/17/2014 to 1/16/2015
Generated 1/16/2015

Permit Number	Address	Subdivision	Issued Date	Bank	Description	Sq Ft	Value	Council District	Stories
14-313745	104 JAMIE BLVD, AVONDALE, LA 70094	AVONDALE HOMES SOUTH	01/13/2015	West Bank	Commercial Sign	0.00	\$3,500.00	District 2	
14-314565	3309 CLUB DR, METAIRIE, LA 70003	COUNTRY CLUB HOMES	01/06/2015	East Bank	Residential New Single Family Residence	3606.00	\$3,606.00	District 4	
14-319195	5570 PEPSI ST, JEFFERSON, LA 70123	COMMERCE COURT	12/29/2014	East Bank	Commercial Occupancy Permit	9643.00	\$300.00	District 2	1

- 6. In your report you may have filter criteria such as dropdown menus, date pickers and text fields. Complete these fields with your desired search criteria and click the View Report button to the right of the criteria. ****Note: Some reports may have default criteria information set according to the Jurisdiction's specifications and may automatically load data.*
- 7. Your search results will appear below. You may view the results in the report viewer or you may export the results for printing.
- 8. To export the results, click the export button and select your desired file format. PDF is the best choice for printing and Excel or CSV are the best choices for mail merge or to sort the information in a different manner.