

Print a Copy of Your Permit Document

Once your jurisdiction has received payment of the permit fees and issues the permit, you may print a copy of your permit document from the customer portal. The jurisdiction will notify you via e-mail when you are able to go online and print a copy of your permit. Here are the steps you should follow to print a copy of your permit document.

1. Once you are logged in, click on the “My Account” button at the top right area of the webpage.



2. Scroll down to the “My Permits” section and click on the “View Permit” link associated with the project you desire.



3. When the project opens, click on the “Payments” tab shown below. This will take you to the page listing the fees applicable to the project. It is also the page that allows you to print a copy of the permit once the fees are paid and the jurisdiction issues the permit.

Project #2014-311

3024 Magnolia Drive Hernando MS 38632

Jurisdiction: Hernando

Create Date: 03/24/2014

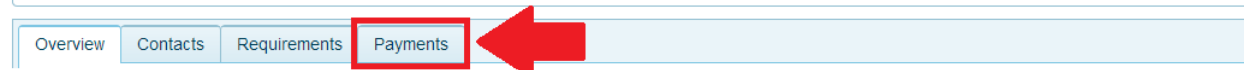
Permit Fees: \$3,758.54 **Fees Paid:** \$3,683.74

Balance Due: \$74.80

Permit Types:

Water Closets (5630) Water Basins (5631) Showers (5632) Tubs (5633) Sinks (5635) Garbage Disposal (5636) Dish Washers (5637) Washing Machine 3/4 Inch Tap Meter (6215) 4 Inch Sewer Tap (Inside City Limits) (6224) Water Deposit - Residential (6228) Grading Permit (6235) Desoto County Regional

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4. The “Payments” tab may list several fees that are required for the project. However, certain fees are classified as the fee that indicates the actual permit type. This is easily recognized when the “Print Permit” link shown at the far right is visible. If the “Print Permit” link is visible at the far right this means that the fee has been paid and the jurisdiction has issued

the permit. Click on the “Print Permit” link as shown below to print a copy of the permit document.

Project #14-321772
301 Southwood Dr. Gretna LA 70056

Jurisdiction: Jefferson
Create Date: 08/08/2014
Permit Fees: \$12.00 Fees Paid: \$12.00
Balance Due: \$0.00
Status: Permit Closed
Permit Types: Credit Card Fee (5558) Garage Sale Permit (5562)

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Overview | Contacts | Requirements | Payments

Project Type Fees

Fee Type	Total	Amount Due
Credit Card Fee	\$2.00	Paid
Garage Sale Permit	\$10.00	Paid

[Print Permit](#)

5. A copy of the permit document will display. Use the print options specific to your web browser to print a copy of the permit document.

Jefferson Parish (Unincorporated)
Garage Sale Permit

Permit # 14-321772

Date(s) of Sale: 8/30/2014 to 9/1/2014

Print Name: _____

Address: _____

Phone: _____

Items to be Sold: appliances, clothing, home decor, kitchenware

I have read and understood the requirements, rules and laws concerning such sales:

- \$10.00 Administrative Charge for each sale (non-refundable).
- Only two (2) garage sales at this location in any 12-month period.
- No signs allowed on telephone poles, neutral grounds or anywhere on any parish right-of-way or property.
- Maximum duration of sale is two (2) consecutive days
- Time of sale shall not exceed 8:00 a.m. to 5:00 p.m.
- This permit (or a copy) must be prominently posted on front of building at all times during sale.
- To view ordinances go to www.jeffparish.net
- To reschedule, please phone (504) 736-6961, M-F: 8:00 a.m. to 4:00 p.m.

State of Louisiana
Jefferson Parish

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