

It's time to renew your registration with the City of Shreveport.

Sec. 22-2 of the Shreveport Municipal Code

(a) Anyone desiring to engage in any electrical, mechanical, or plumbing activity within the jurisdiction of the Permits and Inspections Division for the city must register with the Permits and Inspections Division to engage in said activity.

This year we are doing things differently to make it easier for our contractors to send in and pay these renewals on line using the My Government Online (MGO) software.

If you do not have multiple employees to register you always have the option to contact us directly, your renewal will still be entered into the MGO software. All of the information requirements below are the same regardless of entry method.

Please send your information to permits@shreveportla.gov.

Please read the instructions below before beginning this process.

Please use the link on the Contractor's Registration page to view the Registration Data Form. Let's go over the information needed for each employee that you need to register.

Chapter 22-2 (c) of the Shreveport Municipal Code list the following required information for registering with the City of Shreveport:

1. Legal name.
2. Address.
3. Phone Number
4. Name of company.
5. Type of registration.
6. Copy of expired registration (if possible).
7. Correct amount due for renewal.
8. Copy of your current insurance certificate.

There is a place for all of this information on the spreadsheet.

Please download and save the spreadsheet before continuing.

Below is a list of all of the columns and the required information.

COLUMN		INFORMATION NEEDED
A.	REG NUMBER (OFFICE USE ONLY)	Please do not enter any information in this column.
B.	NEW OR RENEWAL	Please let us know if this is a new employee or renewal of a currently registered employee
C.	TRADE	Enter Electrical, Plumbing, HVAC or Gas Fitter
D.	MASTER	Place an X in the appropriate box for each employee
E.	JOURNEYMAN	Place an X in the appropriate box for each employee
F.	APPRENTICE	Place an X in the appropriate box for each employee
G.	CERTIFIED BY	Certifications can vary by employee. Please enter State, ICC or if your Master is requesting the certification please enter Master here
H.	CERTIFICATION #	Enter the relevant Certification # if applicable
J.	FIRST NAME	Employees First Name
K.	LAST NAME	Employees Last Name
L.	STREET ADDRESS	Employees Address
M.	CITY	Employees City of residence
N.	STATE	Employees State of residence
O.	ZIP CODE	Employees Zip Code
P.	PHONE NUMBER	Employees Phone Number
Q.	NOTES	Extra information can be entered here.

Save your spreadsheet with your employee information completed and let's go through entering your renewal into the MGO software.

1. Log into your MGO account. If you don't have one this link will lead you through the process.

<https://www.mygovernmentonline.org/MyGovernmentOnlineCustomerPortalInstructions.pdf>

2. At the top left of the screen, click on "Permits & Licensing" and then "Apply Online"



3. Complete the information on the Jurisdiction and Request Type Screen. Click “Next”

Country: * United States State: * Louisiana

Jurisdiction: * Shreveport

Project Type: * Permits and Inspections Division

4. Choose “Get Started on a New Application”

Get Started on a New Application

5. Select “Contractor Registration Renewal” from the drop down list.

Select an Application Type: *

- Select an Option -
- Select an Option -
- Building Permit Stand-Alone Commercial
- Building Permit Stand-Alone Residential
- Building Registration Permit Commercial
- Building Registration Permit Residential
- Contractor Registration Renewal
- Electrical Permit

6. Enter **your company address** on the Physical Address or Location screen, then click next.

My Project has been addressed by the Jurisdiction.

Address or Location: * MY COMPANY ADDRESS City: * CITY Zipcode: * ZIP CODE

7. The next screen is the Property Owner’s Contact Information. You do not need to enter any information here. So click on the “Next” button on the lower left of the screen.

8. The next two screens are for your company information. Enter your company on the Applicant’s Contact Information screen and also the Contractor’s Contact Information screens. Click next on each when complete

9. On the Application Questionnaire screen all you need to do is enter the total of each type of Trade that you need to renew. (1 Masters, 5 Journeymen...).

Electrical Master <small>Please enter the amount of renewals for this type</small>	1.00	▲ ▼
Electrical Journeyman <small>Please enter the amount of renewals for this type</small>	5.00	▲ ▼
Electrical Apprentice <small>Please enter the amount of renewals for this type</small>	2.00	▲ ▼

10. On the file upload screen, attach the copy of the spreadsheet using the “Upload Files” button. Click on the Upload Files button, find the spreadsheet you saved, then click the “Open” button. Once your spreadsheet listed, click the next button.

- Files

Upload Files

My Spreadsheet.pdf remove

11. Submit your application.

We will receive your application. Enter your registrations and send an invoice notice. A copy of the spreadsheet will be returned to you showing the new registration numbers of your employees.

Payment can be made online or you can send us a check. Unfortunately Trust Accounts have been discontinued and are no longer an option.