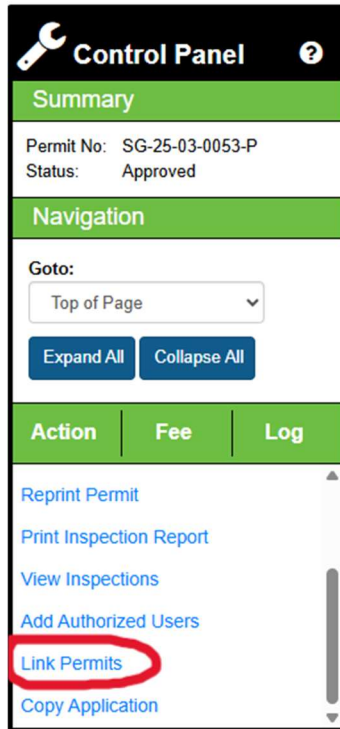


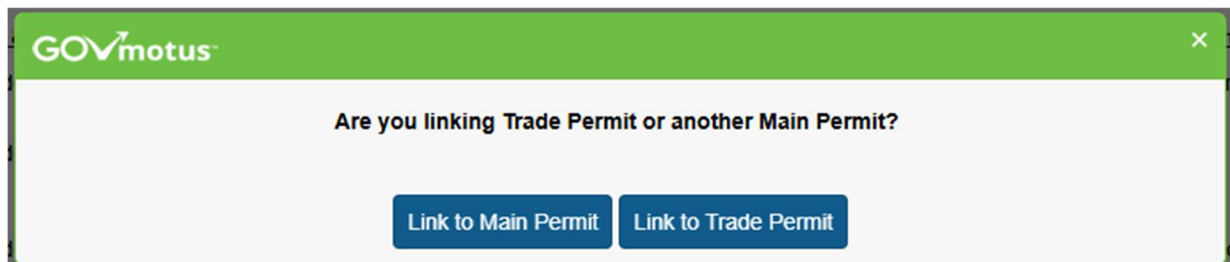
GC and Subcontractor Trade Permits

Linking Permits

Under 'Control Panel', there is now a 'Link Permits' button.

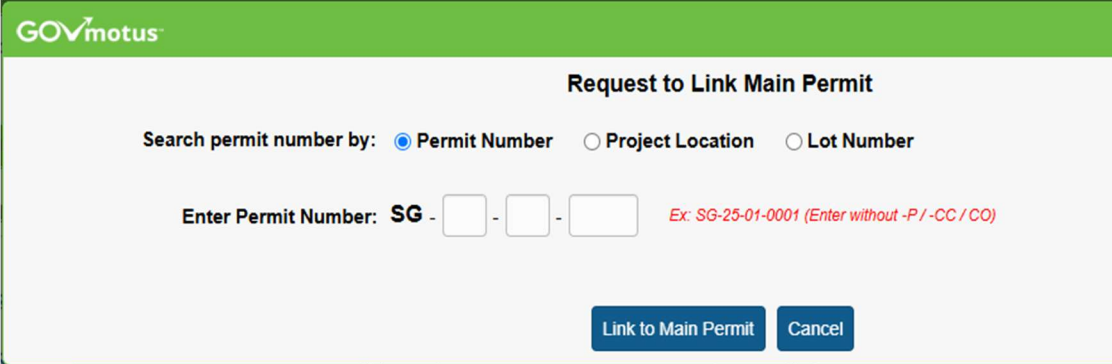


Linking a permit will show the interface below. General Contractors will choose 'Trade Permit' and Subcontractors will choose 'Main Permit'.



Linking Permits as a Subcontractor:

1. Requesting to link a trade permit to a general contractor's main permit will show the interface below.



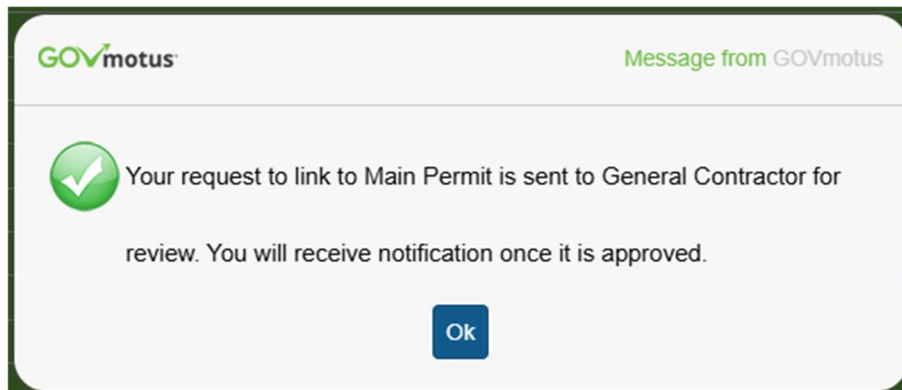
GOVmotus

Request to Link Main Permit

Search permit number by: Permit Number Project Location Lot Number

Enter Permit Number: **SG** - - - *Ex: SG-25-01-0001 (Enter without -P / -CC / CO)*

2. After submission of request to link to Main Permit, you will notice the following pop-up:



3. The General Contractor will review your request, and you will receive one of the following emails below:

a. Approval

Dear Sub Contractor,

Your request to link your permit [SG-01-01-1111](#) to Main Permit [SG-01-01-9999](#) has been approved by General Contractor. Any updates on your permit with notifications will be copied to General Contractor as well.

Thank you.

b. Rejection

Dear Subcontractor,

Your request to link your permit [SG-01-01-1111](#) to Main Permit [SG-01-01-9999](#) has been rejected by General Contractor.

Thank you.

Linking Permits as a General Contractor:

1. Manually linking a trade permit will show the interface below:

GOVmotus

Request to Link Trade Permit

Search permit number by: Permit Number Project Location Lot Number

Enter Permit Number: SG - - - *Ex: SG-25-01-0001 (Enter without -P / -CC / CO)*

[Link to Trade Permit](#) [Cancel](#)

GOVmotus

Request to Link Trade Permit

Search permit number by: Permit Number Project Location Lot Number

Enter Project Location: [Search](#)

Action	Permit#	Property Address	Lot Number	City	Permit Type	Category/Trade Permit
Select	SG-25-03-0054-P	1015 Perkins Road	1015	St George	Residential	Electrical
Select	SG-25-03-0055-P	1015 Perkins Road	-	St George	Residential	Mechanical
Select	SG-25-03-0057-P	1015 Perkins Rd.	1015	St. George	Residential	Plumbing
Select	SG-25-03-0058-P	1015 Perkins Road	1015	New orleans	Residential	Electrical
Select	SG-25-03-0063-P	1015 Perkins Rd.	1015	St George	Residential	Plumbing

[Link to Trade Permit](#) [Cancel](#)

2. If a subcontractor requests to link their trade permit to your main permit, you will receive the following email.

Dear GENERAL CONTRACTOR,

Sub Contractor has requested to link their Permit [SG-01-01-1111](#) to your Main Permit [SG-01-01-99999](#).

Please use this link to [review the request](#).

Thank you.

3. A General Contractor with multiple projects ongoing on at one address can now link to another main permit. For instance, you are building a main building, an accessory structure, and a fence all on one lot. You can now link these permits to easily navigate and keep up with their process under one permit.

Or

You had a Flood Zone Determination and/or a Fire Damage Assessment done prior to your building permit, and you want to keep this information all under one permit. You can link these by selecting Link to a Main Permit as well.

Manually linking to a main permit will show the interface below:

The screenshot shows the 'Request to Link Main Permit' interface. At the top left is the 'GOVmotus' logo. The title 'Request to Link Main Permit' is centered. Below the title, there are three radio buttons for 'Search permit number by:': 'Permit Number' (selected), 'Project Location', and 'Lot Number'. Underneath, there is a text input field for 'Enter Permit Number:' with the prefix 'SG' and three empty boxes for digits. To the right of the input field is an example: 'Ex: SG-25-01-0001 (Enter without -P / -CC / CO)'. At the bottom right, there are two buttons: 'Link to Main Permit' and 'Cancel'.

The screenshot shows the 'Request to Link Main Permit' interface with 'Project Location' selected. The search input field contains '1015 Perkins' and a 'Search' button. Below the search field is a table with the following data:

Action	Permit#	Property Address	Lot Number	City	Permit Type	Category/Trade Permit
Select	SG-25-03-0053-P	1015 Perkins Rd	1015	Baton Rouge	Residential	New Construction
Select	SG-25-03-0056-P	1015 Perkins Rd	1015	Baton Rouge	Residential	Swimming Pool
Select	SG-25-03-0060-P	1015 Perkins Road	1015	New Orleans	Residential	Fences Over 6'
Select	SG-25-03-0067-P	1015 Perkins Rd	1015	Baton Rouge	Residential	Flood Review

At the bottom right, there are two buttons: 'Link to Main Permit' and 'Cancel'.

- a. After clicking the 'review the request' link, you will be brought to your GOVMotus Dashboard and see a section towards the top of the permit titled 'Associated Permits'. Here under 'Pending Permits' you will be able to approve or deny any requests to link to your permit.

Associated Permits
?

Pending Permits

Permit #	Type & Category	Project Location	Lot #	Company & Contractor Name	Action
SG-25-02-0033-P	Residential - Plumbing (Issued)	123 Address, Edmond, LA 12345	999	Plumbing Trade LLC	Approve Reject
SG-25-03-0011	Residential - Plumbing (Submitted)	123 Bob Ave, Winchester, LA 20147	678	XYZ Builders, Sub Contractor2	Approve Reject

Permits Under Review By Contractor

Permit #	Type & Category	Project Location	Lot #	Company & Contractor Name	Action
SG-25-03-0006	Residential - Electrical (Submitted)	45207 RESEARCH PLACE, 1st Lane, Avenue #1234, Urgent, LA 12345	999	UAT Testing 2, John Doe	Under Review By Contractor
SG-25-03-0007	Residential - Mechanical (Submitted)	45207 research place, Urgent, LA 12345	111	XYZ Builders, Sub Contractor 2	Under Review By Contractor
SG-25-02-0026	Residential New Construction (Submitted)	135 Urgent Test, Urgent, LA 12345	999	ibts	Under Review By Contractor

Approved Permits

Permit #	Type & Category	Project Location	Lot #	Company & Contractor Name	Action
SG-25-03-0010-CO	Residential New Construction (Completed)	123 Bob Ave, Winchester, LA 20147	12345	IBTS, General Contractor	📄 🖨️ 🚫

- b. After approving a request, you will be able to view documents or print inspection report for each associated trade permit.

GOVMotus
Manage Documents

Permit Number: SG-25-01-0281-CC

Permit Related Documents

[Permit Application](#)

[Building Permit](#)

[Inspection Report](#)

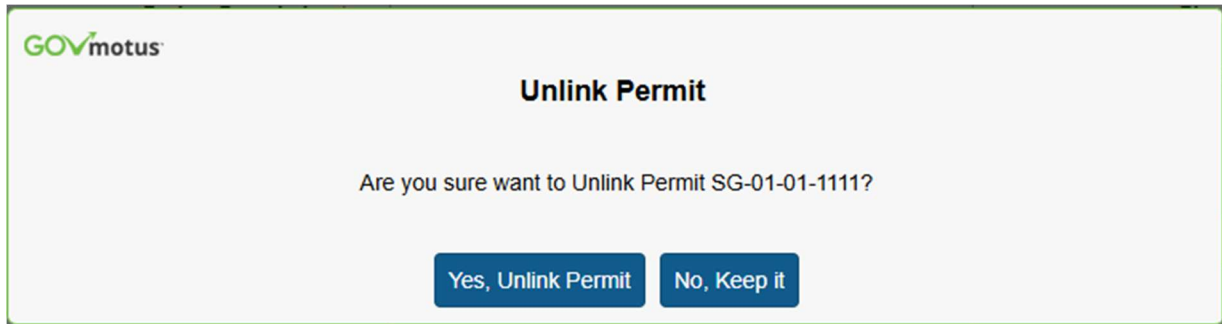
[Certificate of Completion](#)

User Documents

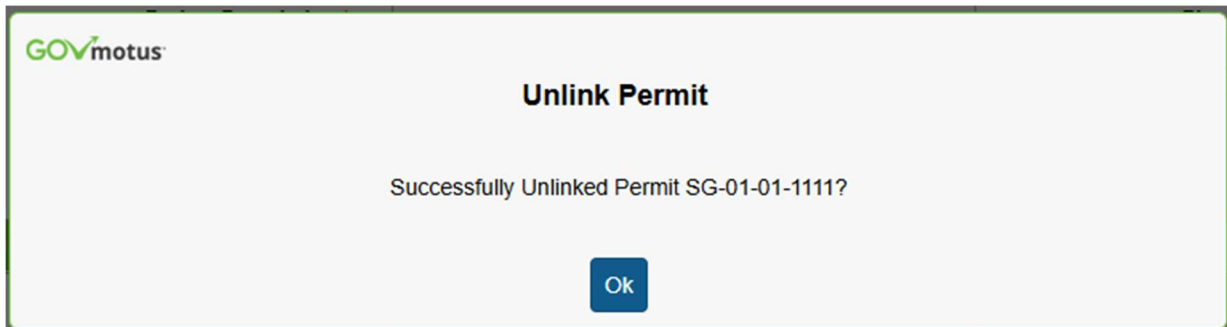
[Engineering Document](#)

[Architecture Document](#)

- GCs and Subcontractors are also given the ability to unlink trade permits when needed.



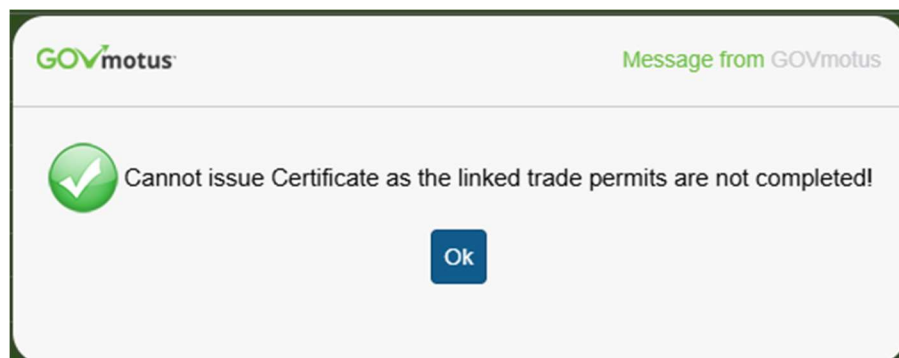
- After unlinking a permit, the following window will appear, and a notification will be sent to the Subcontractor.



Issuance of Certificate (CO or CC) for Main Permit:

- On Main Permit, when a General Contractor tries to issue a Certificate, the system will first check if all linked trade permits are completed. Then it will generate the Certificate for Main Permit.

Otherwise, you will receive the pop-up message below if all permits are not completed.



Requested Inspections Feature

1. General Contractors can request inspections by using the 'Request Inspections' link on the Control Panel to the left of permit.
2. Subcontractors have the ability to cancel the requested inspections by General Contractors.

Notifications from Trade Permits linked to Main Permit and Vice versa

1. General Contractors will also be included on all notifications related to Trade Permits.

Action Buttons

There are multiple action buttons: Blue, Red, Orange, etc. located under the Associated Permits section for quick and convenient access:

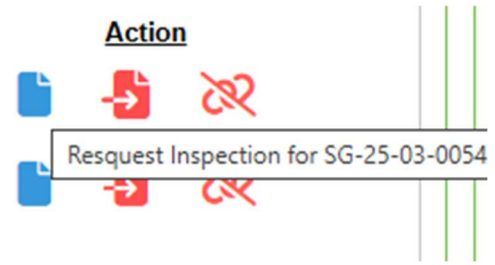
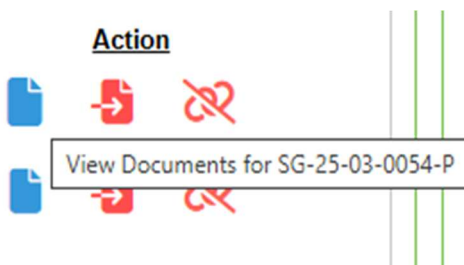
Associated Permits					
Pending Permits					
Permit #	Type & Category	Project Location	Lot #	Company & Contractor Name	Action
SG-25-02-0033-P	Residential - Plumbing (Issued)	123 Address, Edmond, LA 12345	999	Plumbing Trade LLC	Approve Reject
SG-25-03-0011	Residential - Plumbing (Submitted)	123 Bob Ave, Winchester, LA 20147	678	XYZ Builders, Sub Contractor2	Approve Reject
Permits Under Review By Contractor					
Permit #	Type & Category	Project Location	Lot #	Company & Contractor Name	Action
SG-25-03-0006	Residential - Electrical (Submitted)	45207 RESEARCH PLACE, 1st Lane, Avenue #1234, Urgent, LA 12345	999	UAT Testing 2, John Doe	Under Review By Contractor
SG-25-03-0007	Residential - Mechanical (Submitted)	45207 research place, Urgent, LA 12345	111	XYZ Builders, Sub Contractor 2	Under Review By Contractor
SG-25-02-0026	Residential New Construction (Submitted)	135 Urgent Test, Urgent, LA 12345	999	ibts	Under Review By Contractor
Approved Permits					
Permit #	Type & Category	Project Location	Lot #	Company & Contractor Name	Action
SG-25-03-0010-CO	Residential New Construction (Completed)	123 Bob Ave, Winchester, LA 20147	12345	IBTS, General Contractor	📄 📅 🚫

Action Buttons:



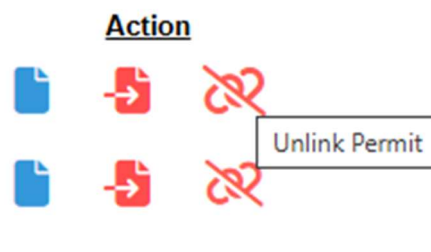
1. Blue – View Documents

2. Red – Request Inspections of Linked Permits





3. Orange – View Inspection Report

4. Break in Red Chain link – Unlink Permit



On the Dashboard - Different color human icons represent whether you are the owner or if this is a linked permit fee. When you hover over the icon a message will appear.

Pending Permit Payment

 SG-25-03-0057-P	\$50.00	Click to Pay Fee
 SG-25-03-0053-P	\$100.00	Click to Pay Fee
 Indicates you are an Authorized User of this Permit		Click to Pay Fee
 SG-25-04-0020-P	\$49.99	Click to Pay Fee

[<<](#) [1](#) [>>](#)

Dashboard

1. Your Linked Permits can be found under the Associated Permits section under 'My Applications' to the top left of Dashboard.

The screenshot shows the GOVmotus dashboard with the following sections:

- My Applications:** Contains 'My Permits' (5) and 'Associated Permits' (7). The 'Associated Permits' link is circled in red.
- My Recent Permit Status:** A table listing permits with columns: Permit #, Address, Lot #, Type, Category/Trade, Project Description, and Date Issued.
- Pending Permit Payment:** A list of permits with fees and 'Click to Pay Fee' links.
- Inspection Request for Permits:** A table listing permits with columns: Permit #, Address, Lot #, Type, Category/Trade, Project Description, and Action (Request Inspection).

Permit #	Address	Lot #	Type	Category/Trade	Project Description	Date Issued
SG-25-04-0019-P	414 April Road	414	Residential	New Construction		04/13/2025
SG-25-04-0021	415 APRIL ROAD	415	Residential	Mechanical		Not yet issued
SG-25-03-0020	15644 Bluebonnet Blvd	Not Provided	Residential	Mechanical		Not yet issued
SG-25-03-0026	3126 34th street	3126	Residential	Mechanical		Not yet issued
SG-25-03-0031	38300 Rachel Drive	38300	Residential	Mechanical		Not yet issued

Permit #	Address	Lot #	Type	Category/Trade	Project Description	Action
SG-25-04-0019-P	414 April Road	414	Residential	New Construction		Request Inspection
SG-25-04-0020-P	414 APRIL ROAD	414	Residential	Mechanical		Request Inspection
SG-25-03-0023-P	3126 34th street	3126	Residential	New Construction		Request Inspection
SG-25-03-0024-P	38300 Rachel Drive	38300	Residential	New Construction		Request Inspection
SG-25-03-0054-P	1015 Perkins Road	1015	Residential	Electrical		Request Inspection

2. You can request inspections from the dashboard, as well as see all scheduled inspections from any associated permits. This way you know when your associated permits schedule or request an inspection (this is in addition to the email notifications).

Inspection Request for Permits

Permit #	Address	Lot #	Type	Category/Trade	Project Description	Action
SG-25-04-0019-P	414 April Road	414	Residential	New Construction		Request Inspection
SG-25-04-0020-P	414 APRIL ROAD	414	Residential	Mechanical		Request Inspection
SG-25-03-0023-P	3126 34th street	3126	Residential	New Construction		Request Inspection
SG-25-03-0024-P	38300 Rachel Drive	38300	Residential	New Construction		Request Inspection
SG-25-03-0054-P	1015 Perkins Road	1015	Residential	Electrical		Request Inspection

<< 1 2 >>

Jurisdictions Access

StGeorge

+ Add More Jurisdiction

<< 1 >>

Scheduled Inspections for Permits

Permit #	Address	Type	Inspection	Project Description	Requester Comments	Scheduling Comments	Scheduled Date	Inspector
SG-25-03-0023-P	3126 34th street	Residential	Footing/Pier				05/08/2025	Bobby Neal
SG-25-03-0024-P	38300 Rachel Drive	Residential	Drainage PrePour				04/07/2025	Larry Walters

<< 1 >>

- A pdf of this document can be located on your dashboard in the 'Resource Center' under the 'Click to view the Standard Documents' icon.

Pending Permit Payment

	SG-25-03-0057-P	\$50.00	Click to Pay Fee
	SG-25-03-0053-P	\$100.00	Click to Pay Fee
	Indicates you are an Authorized User of this Permit		Click to Pay Fee
	SG-25-04-0020-P	\$49.99	Click to Pay Fee

<< 1 >>

Resource Center

Click to Calculate Project Fees

Click to view the Standard Documents

Questions:

1. What if the Contractor's Email is not listed on the Main Permit (i.e., No Building Contractor)?
Answer: When signing up for a contractors account for GOVmotus, contractors are required to put in their email address (homeowners performing work themselves need to create a contractors account). This is required in order to link any permits. It is also recommended the contractor inputs their cell number as well in case inspectors have any concerns in the field.
2. What if I would like to suggest an improvement to help improve GOVmotus? Answer: Please email any suggestions to Scott Byrd at Scot.Byrd@stgeorgela.gov or Nicholas Vasquez at Nicholas.Vasquez@stgeorgela.gov. This is a software for the people, and it is ever evolving.