

APPLYING FOR A TRADE EPERMIT

Updated: 3/24/2021

At this time, only Residential Contractors can apply for residential trade ePermits. We are also allowing customers (both contractors and not) to apply for commercial STAND-ALONE trades.

We currently only accept Credit Card Payments but hope to open it up to eChecks soon.

There are two ways to apply for a sub-permit (trade permit).

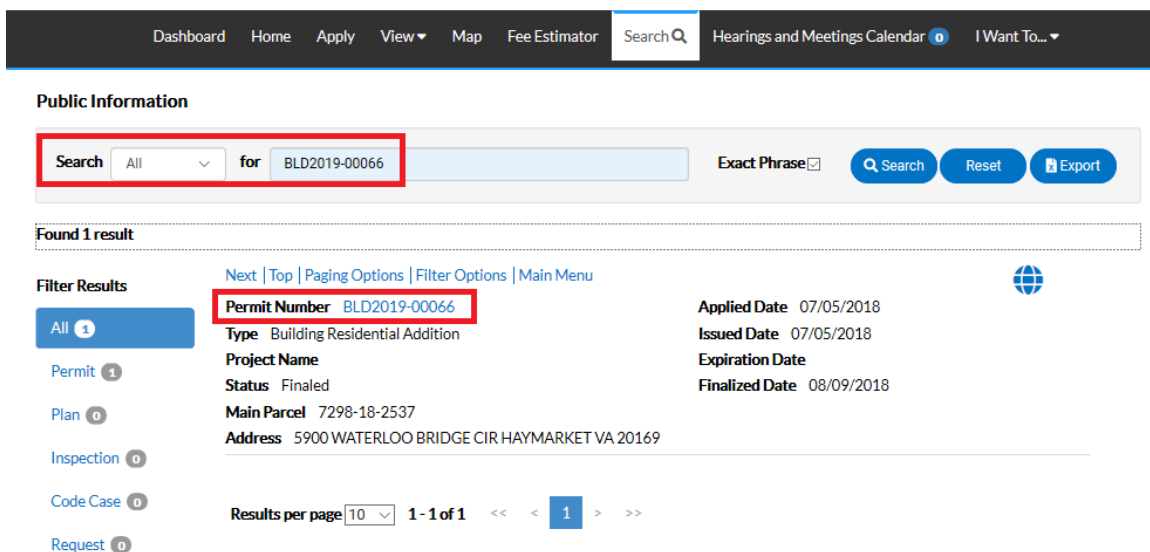
- Through the master Building Permit if it's related to a building permit
- As a stand-alone trade not linked to a master Building Permit, such as a Limited Permit. **For commercial trades, we are only accepting STAND-ALONE permits at this time...** these are commercial trades not linked to any Building permit.

Applying for a Sub-Permit from Master Building Permit

1. Log into your ePortal account... <https://www.pwcgov.org/eportal/> You'll know you are logged in because your name will appear in the top right hand side.



2. Search for the master Building Permit, and open the record.



3. Go to the SUB-RECORDS tab, and look in the "Remaining Sub-Permits" section for a list of permits you are able to apply for on-line.

Permit Number: BLD2019-00007



Permit Details | Tab Elements | Main Menu

Type:	Building - R - New Townhouse	IVR Number:	584460	Applied Date:	10/16/2018
Status:	Issued	Project Name:		Issue Date:	10/16/2018
District:	30 - Occoquan	Assigned To:		Expire Date:	
Square Feet:	3,500.00	Valuation:	\$500,000.00	Finalized Date:	
Description:					

Locations Fees Reviews Inspections Attachments Contacts **Sub Records** Holds Meetings More Info

Existing Sub-Permits | Remaining Sub-Permits | Existing Sub-Plans | Remaining Sub-Plans | Next Tab | Permit Details | Main Menu

Existing Sub-Permits

Sort Permit Number

Permit Number	Type	Status
No records to display.		

Remaining Sub-Permits

Type	Action
Electrical Residential New Townhouse - NOT CONDO	
Gas Residential New Townhouse - NOT CONDO	
Mechanical Residential New Townhouse - NOT CONDO	
Plumbing Residential New Townhouse - NOT CONDO	

- Click on the “Apply” button next to the trade permit you are obtaining to start the process. Please make sure to verify the Permit Type and Location of the master Building Permit before you apply so that the trade permit isn’t linked to the incorrect building permit. You can also verify the information at the start of the application process prior to proceeding.
- Once you have verified the location information is correct, click on NEXT to go to the next step or SAVE DRAFT, if you need to stop the application process at any time and come back to it later.

Please note: Be extra careful and check to make sure the permit type matches the building master. Some of our workflows are used for different types of new structures. The one for New Townhouses is used for TH Condos as well as Duplexes, which is why you “see” the options to apply for all of those sub-permits on the same master building.

Dashboard Apply View Map Reports Fee Estimator Search Hearings and Meetings Calendar Help I Want To...

Apply for Permit - Electrical Residential New Townhouse - NOT CONDO *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Summary

LOCATIONS

Type: Mailing
12783 STONE LINED CIR,
WOODBIDGE, VA, United
States, 22192

Main Address ☒

Parcel Number
8193-13-9526

Main Parcel ☒

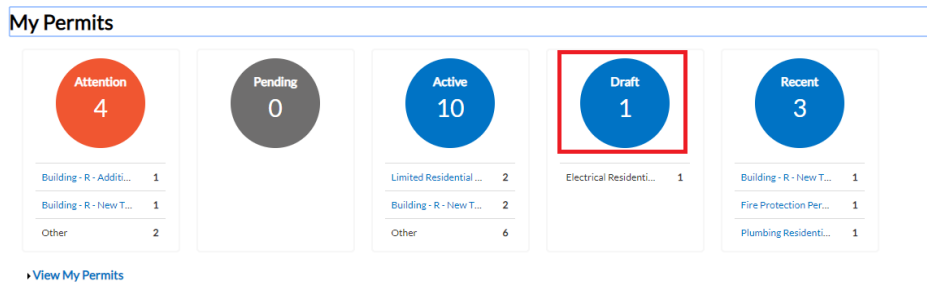
Remove

Site Address

Add Location

Save Draft Next

If you save the draft to come back to it later, you can continue the application process by opening your "Draft" permits from the Dashboard.



You'll have a choice to "Resume" or "Delete" your draft at any time. If you resume, the application process opens at start of the process but you can click on NEXT to get to the point where you left off. This allows you to refresh your memory on what has already been completed and a second chance to check and make sure nothing has changed since the last time you were updating this application.

My Drafts

Module Permit Sort Module

Module	Type	Last Update	Action
Permit	Electrical Residential New Townhouse - NOT CONDO	12/12/2018 09:41:08 AM	Resume Delete

Results per page 10 1 - 1 of 1 << < 1 > >>

- After verifying the location, the next step is Type. You'll notice the "Permit Type" is already populated for you, and in some cases Description and Square Feet will be as well. The fields with an asterisk, such as the Valuation, are required.

Enter or update the Description as needed, confirm/adjust square footage, and enter the Valuation (cost of the job). Please do not use commas or decimal points in the Valuation field. When you are finished, click NEXT or SAVE DRAFT for later.

[Dashboard](#) [Apply](#) [View](#) [Map](#) [Reports](#) [Fee Estimator](#) [Search](#) [Hearings and Meetings Calendar](#) [Help](#) [I Want To...](#)

Apply for Permit - Electrical Residential New Townhouse - NOT CONDO *REQUIRED

1

Locations

2

Type

3

Contacts

4

More Info

5

Attachments

6

Summary

PERMIT DETAILS

* Permit Type

Electrical Residential New Townhouse

Description

TH - SANDY BEACHES SEC 1 LOT 5

* Square Feet

3500

* Valuation

10000

Back

Save Draft

Next

7. The next step is to verify/remove or add any additional contacts related to your permit. Some contacts such as the owner or tenant may also carry down from the master Building Permit. Please note, you as the “contractor” logged into the application are automatically added as the contractor. You are the only person/contact that cannot be removed.

[Dashboard](#) [Apply](#) [View](#) [Map](#) [Reports](#) [Fee Estimator](#) [Search](#) [Hearings and Meetings Calendar](#) [Help](#) [I Want To...](#)

Apply for Permit - Electrical Residential New Townhouse - NOT CONDO *REQUIRED

1

Locations

2

Type

3

Contacts

4

More Info

5

Attachments

6

Summary

CONTACTS

Owner

MARK & AIDA HINKLE

12783 STONE LINED, WOO...

Remove

Contractor

ROSA MORAN (You)

RAINBOW GENERAL CONT...

8 ANYWHERE, NORTH POLE, VA., 55555

Applicant

Add Contact

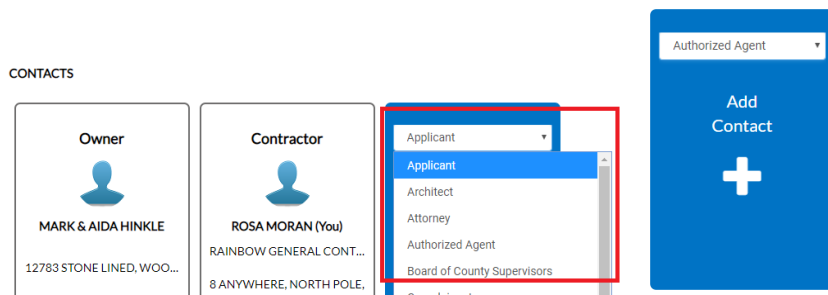
+

Back

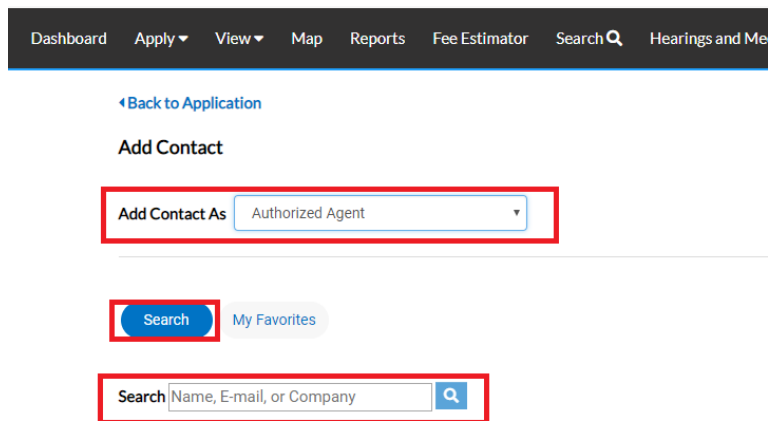
Save Draft

Next

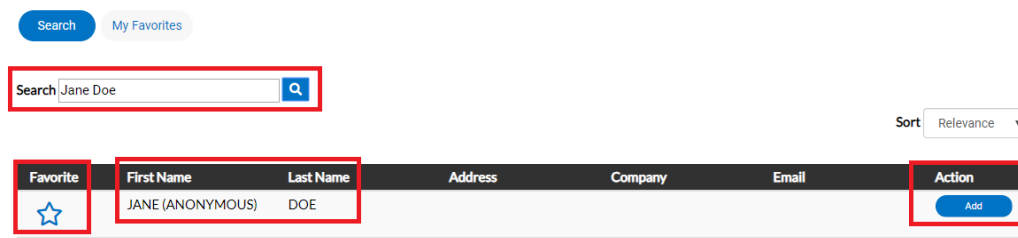
If you need to add an additional contact, first select the contact type from the dropdown list, then click on the “card” to ADD CONTACT.




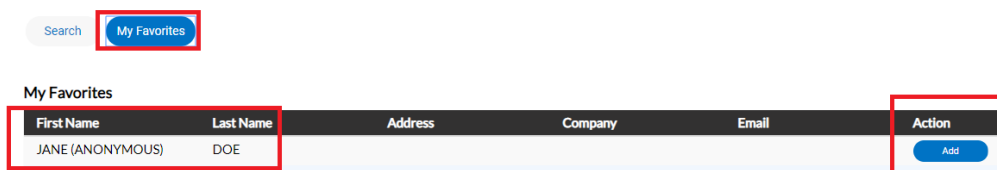
The Contact Type you selected appears at the top. There are two ways to find the contact you want to add... first by searching for a contact using the name, email or company.



You can then "ADD" the contact... AND if it's a contact you use on a regular basis... you can also ADD that contact to your Favorites by clicking on the STAR in the Favorites column.



If you add the contact to your favorites  , then the next time you need to add that contact to a permit, select MY FAVORITES, and your list of most used contacts appears and you don't have to search for them.



Once you are finished adding in your contacts, select SAVE DRAFT or NEXT to move on.

Dashboard
Apply
View
Map
Reports
Fee Estimator
Search
Hearings and Meetings Calendar
Help
I Want To...

Apply for Permit - Electrical Residential New Townhouse - NOT CONDO
*REQUIRED

✓

✓

3


4

5

6

Locations
Type
Contacts
More Info
Attachments
Summary


CONTACTS

Owner


MARK & AIDA HINKLE

12783 STONE LINED, WOO...

Remove


Contractor


ROSA MORAN (You)

RAINBOW GENERAL CONT...

8 ANYWHERE, NORTH POLE, VA., 55555

Remove

Authorized Agent


JANE (ANONYMOUS) DOE

Remove

Applicant

Add Contact

+

Back
Save Draft
Next

- The next step is to update the permit with the work you plan to perform. You do that by populating the appropriate fields on the permit. In some cases the fields will be prepopulated from data carried down from the master Building Permit. Those items often include the Permit Name.

Scroll down the list of custom fields and update those that are appropriate for the work you are applying for.

Dashboard
Apply
View
Map
Reports
Fee Estimator
Search
Hearings and Meetings Calendar
Help
I Want To...

Apply for Permit - Electrical Residential New Townhouse - NOT CONDO
*REQUIRED

✓

✓

✓

4

5

6

Locations
Type
Contacts
More Info
Attachments
Summary

MORE INFO

General Permit Items

Plan Code Year

2015

Plan Code Book

IRC

Master Permit Number

Project Name

Permit Name

REIDS PROSPECT S1 LOT 5

[Next Section](#)
[Top](#)
[Main Menu](#)

Temp Wiring	<input type="text"/>
Total Fixture/Recep/Switches	Custom field type is not supported.
Power Company	VA Power Woodbridge ▼
Exact Service Size	500
Subpanels	1
Stationary Equipment / Appl.	<input type="text"/>
Electric Heater	<input type="text"/>
Circuits	10
Trade Lighting Fa	<input type="text"/>

Please note: In some cases you will see the following... don't worry... those are usually calculated "total" field which update within the application once you've submitted your permit. Just ignore those types of fields.

Total Fixture/Recep/Switches

Custom field type is not supported.

Once you are finished updating the fields, select SAVE DRAFT or NEXT to move on.

- The next section are attachments. You are not required to enter anything in this area for residential trades, and should just continue to the next section unless there is something urgent that you need to include with the application. However if you do attach something you might want to contact the Department of Development Services, Building Development Division to let them know since it's not something we normally watch for.
- Prior to getting to the final "Summary" page for your review, you will be required to "sign" the application you are submitting. Please read the statement and sign the application in order to continue. Depending on the trade permit type you are applying for, the signature statement will be different with each type of application.



Please note: You do not need to "draw" the signature. You can switch the "Enable type signature" on and that will allow you to "type" the signature.

Enable Type Signature ☐



SIGNATURE

I HEREBY CERTIFY THAT I HAVE THE AUTHORITY TO MAKE THE FOREGOING APPLICATION, THAT THE INFORMATION GIVEN IS CORRECT, AND THAT ALL CONSTRUCTION WILL COMPLY WITH THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE AND APPLICABLE ORDINANCES. THE PERMIT HOLDER IS THE RESPONSIBLE PARTY FOR COMPLIANCE WITH THE VUSBC AND OTHER ORDINANCES.

* Please type your name as consent to electronically sign this application.

Enable Type Signature

ROSA MORAN
March, 24 2021

11. The final page is a Summary page for your review. Carefully scroll down the information and confirm everything is correct prior to submitting. If you need to make a change you can go "BACK" by clicking on the BACK button at the bottom of the page. ([Back](#))



Please note: Do not click on the browser "back" button or you will lose the updates you have made up until that point. If you need to go back to fix something, please click on the "BACK" button at the bottom of the screen.

Dashboard Home Apply View Map Reports Fee Estimator Search Hearings and Meetings Calendar Help I Want To...

Apply for Permit - Electrical Residential Addition *REQUIRED

Locations Type Contacts More Info Attachments **Review and Submit**

Submit

Locations

Mailing

13630 HOLLY RIDGE LN, GAINESVILLE, VA, United States, 20155

Parcel Number

7399-97-2502

Basic Info

Type

Electrical Residential Addition

Description

56' X 28' OPEN DECK WITH 4' X 4' LANDING AND 4' x 13 STAIRS BUILT TO GRADE WITH 12' X 12' DETACHED ACCESSORY STRUCTURE (GAZEBO) AND 4' X 6' STAIRS - AND - 18' X 12' ONE- STORY ATTACHED ADDITION (COVERED PORCH - MAX HEIGHT 35') NO STAIRS

Square Feet

240

Valuation

8900

Applied Date

09/13/2019

Contacts

Owner

JATINDER HANJRA
13630 HOLLY RIDGE LN, GAINESVILLE, VA, United States, 20155

Contractor

ROSA MORAN
5 County Complex CT, Woodbridge, VA, , 22192



Please note: The system does display “estimated fees”. These are just “estimated” and may be subject to change once the application has been reviewed.

Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Electrical - Difference to Make Min Fee	\$30.86
Electrical Existing - Resl Fixtures/Recep/Switches	\$9.25
Electrical Existing - Residential Base	\$46.27
Electrical Existing - Residential Circuits	\$6.16

Total: \$92.54

More Info

General Permit Items

Plan Code Year 2015
Plan Code Book IRC
Master Permit Number
Project Name
Permit Name HANJRA - DECK/GAZEBO & PORCH

[Next Section](#) | [Top](#) | [Main Menu](#)

Residential Permit Items

Temp Wiring
Total Fixture/Recep/Switches Custom field type is not supported.
Power Company
Exact Service Size
Subpanels
Stationary Equipment / Appl.
Electric Heater
Circuits 2

[Previous Section](#) | [Top](#) | [Main Menu](#)

Once you are satisfied with the application, click on the SUBMIT button.

[Save Draft](#)

[Submit](#)

12. Although the system offers all of the types of permits that are available online, permitting is limited by the State License on file for each Contractor. Permits will only be processed for the types for which a contractor is qualified. So assuming you qualify, after a short wait, the permit screen will appear with the permit number and all the information that was submitted.

Please note: The permit Status is shown as Draft.

[Dashboard](#) [Apply](#) [View](#) [Map](#) [Reports](#) [Fee Estimator](#) [Search](#) [Hearings and Meetings Calendar](#) [Help](#) [I Want To...](#)

✓ Your permit application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly.

Permit Number: ELE2019-00001

- Permit cannot be printed at this time. Permit has not been issued.

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

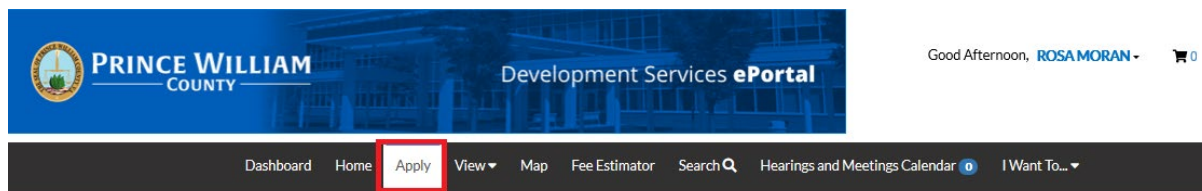
Type:	Electrical Residential New Townhouse - NOT CONDO	IVR Number:	584470	Applied Date:	12/12/2018
Status:	Draft	Project Name:		Issue Date:	
District:	05 - Brentsville	Assigned To:		Expire Date:	
Square Feet:	3,500.00	Valuation:	\$10,000.00	Finalized Date:	
Description:	TH - REIDS PROSPECT S1 LOT 5				

[Locations](#) [Fees](#) [Reviews](#) [Inspections](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [Holds](#) [Meetings](#) [More Info](#)

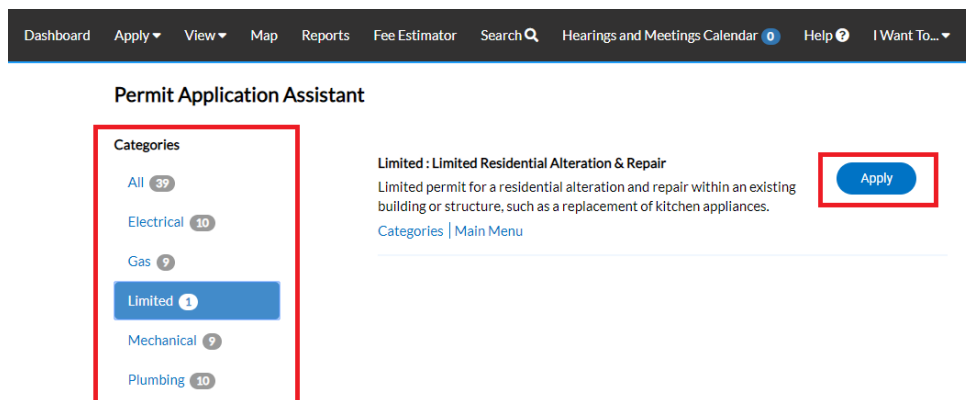
At this point, the permit has been submitted to the county to be processed. It may take 24-48 hours for the permit to be approved. You will not be able to pay for or print the permit until it has been processed by the Department of Development Services, Building Development Division. This portion of the process is complete.

Applying for a Stand-Alone Trade Permit (permit with no master building permit)

1. Please log into your ePortal/Citizen Self Service (CSS) account, and click on the APPLY menu item.



2. From the list of available permits you can apply for, you can filter from the category list to narrow the list or scroll down the full list until you find the permit you need. Once you have found the permit you need, click on the APPLY button to start the process.



Although the system offers all of the types of permits that are available online, permitting is limited by the State License on file for each Contractor. Permits will only be processed for the types for which a contractor is qualified. (For commercial stand-alone trades, you do not have to be a contractor to apply, a contractor will be designated prior to permitting.)

3. The first step in the process is to add a location for the permit. You'll note that at least one location is required. Click on ADD LOCATION.

Apply for Permit - Limited Residential Alteration & Repair



LOCATIONS

The screenshot shows the 'ADD LOCATION' button in the 'LOCATIONS' section. The button is blue with a white plus sign and the text 'ADD LOCATION' and 'REQUIRED'.

You may either add a location using the parcel number or address. Under most circumstance the address is the way to go and the search section defaults to Address search.

In the search box enter the address you are looking for. Please limit the information to just the street number and street name. **DO NOT enter a unit or suite or street type (like DR, ST, RD, etc.).** You do not need to enter the full address it can be a partial address.

Dashboard

Apply

View

Map

Reports

Fee Estimator

Back to Application

Add Location

Address

Parcel

Add Address As

Site Address

Search

Address Information

Search

127 stone lined

From the results of the search, select the address you want to add to the permit.

Address Information

Search

127 stone lined

Address	Action
12700 STONE LINED CIR, WOODBRIDGE, VA 22192	<div>Add</div>
12733 STONE LINED CIR, WOODBRIDGE, VA 22192	<div>Add</div>
12735 STONE LINED CIR, WOODBRIDGE, VA 22192	<div>Add</div>
12736 STONE LINED CIR, WOODBRIDGE, VA 22192	<div>Add</div>
12737 STONE LINED CIR, WOODBRIDGE, VA 22192	<div>Add</div>
12738 STONE LINED CIR, WOODBRIDGE, VA 22192	<div>Add</div>
12739 STONE LINED CIR, WOODBRIDGE, VA 22192	<div>Add</div>
12740 STONE LINED CIR, WOODBRIDGE, VA 22192	<div>Add</div>
12741 STONE LINED CIR, WOODBRIDGE, VA 22192	<div>Add</div>
12742 STONE LINED CIR, WOODBRIDGE, VA 22192	<div>Add</div>

Results per page

10

1 - 10 of 36

<<

<

1

2

3

4

>

>>

Once you have verified the location information is correct, click on NEXT to go to the next step or SAVE DRAFT, if you need to stop the application process at any time and come back to it later.

Dashboard
Apply
View
Map
Reports
Fee Estimator
Search
Hearings and Meetings Calendar
Help
I Want To...

Apply for Permit - Limited Residential Alteration & Repair
*REQUIRED

1
2
3
4
5
6

Locations
Type
Contacts
More Info
Attachments
Summary

LOCATIONS

Type: Site Address
Prince William County
12740 STONE LINED CIR,
WOODBRIDGE, VA, United
States, 22192
Main Address
Parcel Number
8193-22-0877
Main Parcel
Remove

Site Address
Add Location

Save Draft
Next

If you save the draft to come back to it later, you can continue the application process by opening your “Draft” permits from the Dashboard.

My Permits

Attention

4

Building - R - Additi... 1
Building - R - New T... 1
Other 2

Pending

1

Electrical Residenti... 1

Active

10

Limited Residential ... 2
Building - R - New T... 2
Other 6

Draft

1

Limited Residential ... 1

Recent

4

Building - R - New T... 1
Electrical Residenti... 1
Other 2

View My Permits

You'll have a choice to “Resume” or “Delete” your draft at any time. If you resume, the application process opens at start of the process but you can click on NEXT to get to the point where you left off. This allows you to refresh your memory on what has already been completed and a second chance to check and make sure nothing has changed since the last time you were updating this application.

My Drafts

Module
Permit
Sort
Module

Module	Type	Last Update	Action
Permit	Limited Residential Alteration & Repair	12/18/2018 02:45:47 PM	Resume Delete

Results per page
10
1 - 1 of 1
<<
<
1
>
>>

4. After verifying the location, the next step is Type. You'll notice the "Permit Type" is already populated for you based on the permit you selected to apply for.

PERMIT DETAILS

Fill in all required fields marked with a "red" star. In the description type in the scope of work.

* Permit Type Limited Residential Alteration & Repa

* Description Enter scope of work here

The fields with an asterisk, such as the Valuation, are required. Enter a brief description of the work that is being performed, square footage (if appl), and enter the Valuation (cost of the job). Please do not use commas or decimal points in the Valuation field. When you are finished, click NEXT or SAVE DRAFT for later.

Apply for Permit - Limited Residential Alteration & Repair

*REQUIRED



PERMIT DETAILS

* Permit Type Limited Residential Alteration & Repa

Description Enter a brief description of the work that is being performed, square footage (if appl), and enter the Valuation (cost of the job). Please do not use commas or decimal points in the Valuation field.

* Square Feet 500

* Valuation 8000

Back

Save Draft Next

5. The next step is to verify and add any additional contacts related to your permit. You as the "contractor" logged into the application are automatically added as the contractor. (For commercial stand-alone permits, you'll be added as an "Applicant".) You are the only person/contact that cannot be removed.

Apply for Permit - Limited Residential Alteration & Repair

*REQUIRED



CONTACTS

Contractor

Applicant

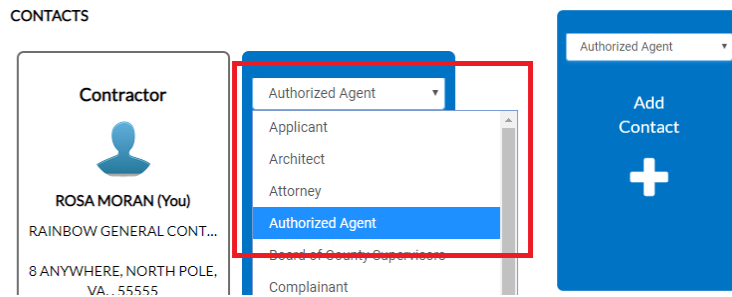
Add Contact

ROSA MORAN (You)
RAINBOW GENERAL CONT...
8 ANYWHERE, NORTH POLE,
VA., 55555

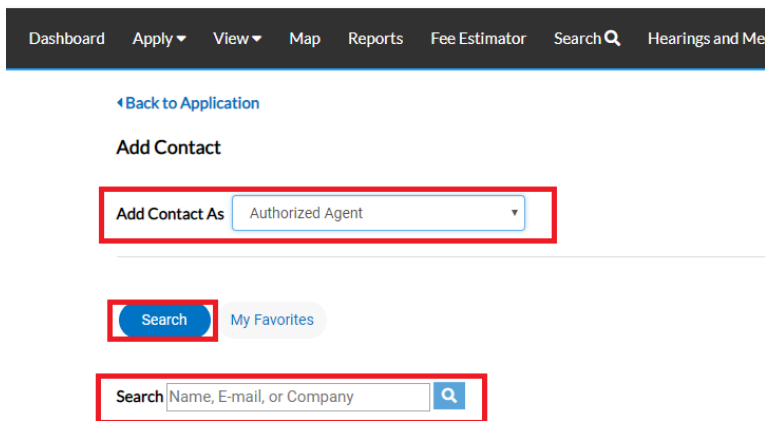
Back

Save Draft Next

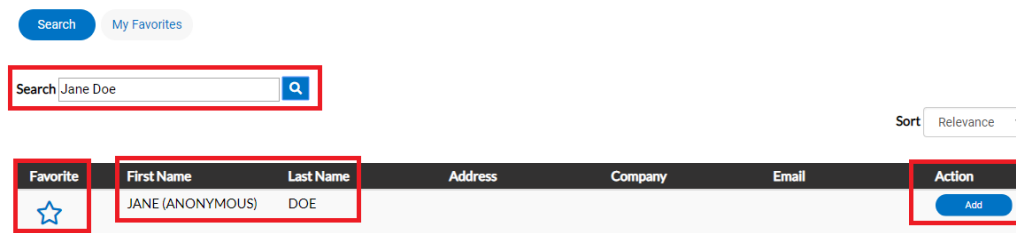
If you need to add an additional contact, first select the contact type from the dropdown list, then click on the “card” to ADD CONTACT.



The Contact Type you selected appears at the top. There are two ways to find the contact you want to add... first by searching for a contact using the name, email or company.



You can then “ADD” the contact... AND if it’s a contact you use on a regular basis... you can also ADD that contact to your Favorites by clicking on the STAR in the Favorites column.



If you add the contact to your favorites, then the next time you need to add that contact to a permit, select MY FAVORITES, and your list of most used contacts appears and you don’t have to search for them.

My Favorites

First Name	Last Name	Address	Company	Email	Action
JANE (ANONYMOUS)	DOE				<input type="button" value="Add"/>

Once you are finished adding in your contacts, select SAVE DRAFT or NEXT to move on.

Dashboard
Apply
View
Map
Reports
Fee Estimator
Search
Hearings and Meetings Calendar
Help
I Want To...

Apply for Permit - Limited Residential Alteration & Repair
*REQUIRED

1
Locations

2
Type

3
Contacts

4
More Info

5
Attachments

6
Summary

CONTACTS

Contractor

ROSA MORAN (You)
RAINBOW GENERAL CONT...
8 ANYWHERE, NORTH POLE, VA., 55555

Authorized Agent

JANE (ANONYMOUS) DOE

Applicant

Add Contact

6. The next step is to update the permit with the work you plan to perform. You do that by populating the appropriate fields on the permit. Scroll down the list of custom fields and update those that are appropriate for the work you are applying for.

For the Permit Name, please enter the name of the business or development if it's a commercial site, and the last name of the owner along with what they are building if it's a residential site (example: SMITH DECK). Remember to enter the Plan Code Book and Plan Code Year that the work is being done under. *If you do have a "Master Permit Number" please cancel this permit and return to the top of these instructions and follow the instructions for "Applying for a Sub-Permit from Master Building Permit"*

Scroll down the list of custom fields and update those that are appropriate for the work you are applying for.

APPLYING FOR A TRADE ePERMIT

Page 16 of 25



MORE INFO

General Permit Items

[Next Section](#) | [Top](#) | [Main Menu](#)Total Number of Items Permit Name Plan Code Book Project Name Plan Code Year

Improvements

[Previous Section](#) | [Top](#) | [Main Menu](#)Propane Tank (100 lbs or less) *Type of Improvement

(*) Replacement Note - A permit is not required for replacement of these items if the capacity and location are the same. However, a permit will be required if the replacement causes changes to the electrical, mechanical, or plumbing systems.

AC/Heat Pump (*) Post Light - Electric (*) Attic Fan/Whole House Fan (*) Post Light - Gas Ceiling Fan (*) Prefab Fireplace (ventless or insert only) Dishwasher (*) Electrostatic Air Filter (*) Range Oven - Electric (*)

Please note: In some cases you will see the following... don't worry... those are usually calculated "total" field which update within the application once you've submitted your permit. Just ignore those types of fields.

In other cases you'll see fields which are highlighted in "red"... those are required custom fields and need to be populated prior to proceeding to the next step.

*Type of Improvement

Type of Improvement is required.

Once you are finished updating the fields, select SAVE DRAFT or NEXT to move on.

7. The next section are for your attachments. Under normal circumstances (residential trades) you are not required to attach anything. But it is **VERY IMPORTANT** (especially for **Commercial Stand-Alone trades**) that you review the note/message at the top of the section. This note will list any documents you will need to attach to the permit in order pass quality control and not delay the review of your application. Select NEXT to continue after you have attached your documents.

[Dashboard](#) [Home](#) [Apply](#) [View](#) [Map](#) [Fee Estimator](#) [Search](#) [Hearings and Meetings Calendar](#) [I Want To...](#)

Apply for Permit - Electrical Commercial Alteration/Repair **REQUIRED**

✓

✓

✓

✓

5

6

7

Locations

Type

Contacts

More Info

Attachments

Signature

Review and Submit

Attachments

All required forms must be submitted as PDFs. Please attach the following: (1) Construction Plan Submission; (2) Address Validation (3) Zoning Approval

click or drag files

8. Prior to getting to the final "Summary" page for your review, you will be required to "sign" the application you are submitting. Please read the statement and sign the application in order to continue. Depending on the trade permit type you are applying for, the signature statement will be different with each type of application.



Please note: You do not need to "draw" the signature. You can switch the "Enable type signature" on and that will allow you to "type" the signature.

Enable Type Signature ☐




SIGNATURE

I HEREBY CERTIFY THAT I HAVE THE AUTHORITY TO MAKE THE FOREGOING APPLICATION, THAT THE INFORMATION GIVEN IS CORRECT, AND THAT ALL CONSTRUCTION WILL COMPLY WITH THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE AND APPLICABLE ORDINANCES. THE PERMIT HOLDER IS THE RESPONSIBLE PARTY FOR COMPLIANCE WITH THE VUSBC AND OTHER ORDINANCES.

* Please type your name as consent to electronically sign this application.

Enable Type Signature



ROSA MORAN March, 24 2021 

9. The final page is a Summary page for your review. Carefully scroll down the information and confirm everything is correct prior to submitting. If you need to make changed you can go "BACK" by clicking on the BACK button at the bottom of the page. ([Back](#))



Please note: Do not click on the browser "back" button or you will lose the updates you have made up until that point. If you need to go back to fix something, please click on the "BACK" button at the bottom of the screen.



Locations

Location 1	12740 STONE LINED CIR, WOODBRIDGE, VA, United States, 22192
Location 2	8193-22-0877

Basic Info

Type	Limited Residential Alteration & Repair
Description	Enter a brief description of the work that is being performed, square footage (if appl), and enter the Valuation (cost of the job). Please do not use commas or decimal points in the Valuation field.
Square Feet	500
Valuation	8000
Applied Date	12/18/2018

Contacts

Contact 1	ROSA MORAN RAINBOW GENERAL CONTRACTORS 8 ANYWHERE DR, NORTH POLE, VA., 55555
Contact 2	JANE (ANONYMOUS) DOE



Please note: The system does display “estimated fees”. These are just “estimated” and may be subject to change once the application has been reviewed.

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Estimated Fees

Fee	Amount
Residential Limited Service/Repair	\$171.87

Total: \$171.87

More Info

General Permit Items

Total Number of Items Custom field type is not supported.

[Next Section](#) | [Top](#) | [Main Menu](#)

Permit Name SMITH PROPERTY

Plan Code Book IRC

Project Name

Plan Code Year 2015

Improvements

Propane Tank (100 lbs or less)

[Previous Section](#) | [Top](#) | [Main Menu](#)

Type of Improvement Replacement

(*) Replacement Note - A permit is not required for replacement of these items if the capacity and location are the same. However, a permit will be required if the replacement causes changes to the electrical, mechanical, or plumbing systems.

AC/Heat Pump (*)

Once you are satisfied with the application, click on the SUBMIT button.

[Save Draft](#)

[Submit](#)

10. Assuming you qualify for the permit you are applying for, after a short wait, the permit screen will reappear with a permit number and all the information that was submitted. Note that the permit Status is shown as Draft.

✓ Your permit application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly. ✕

Permit Number: LTD2019-00001

- Permit cannot be printed at this time. Permit has not been issued.

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Limited Residential Alteration & Repair	IVR Number:	584472	Applied Date:	12/18/2018
Status:	Draft	Project Name:		Issue Date:	
District:	05 - Brentsville	Assigned To:		Expire Date:	
Square Feet:	500.00	Valuation:	\$8,000.00	Finalized Date:	
Description:	Enter a brief description of the work that is being performed, square footage (if appl), and enter the Valuation (cost of the job). Please do not use commas or decimal points in the Valuation field.				

[Locations](#)

[Fees](#)

[Reviews](#)

[Inspections](#)

[Attachments](#)

[Contacts](#)

[Sub-Records](#)

[Holds](#)

[Meetings](#)

[More Info](#)

At this point, the permit has been submitted to the county to be processed. It may take 1-3 days for the residential permit to be approved. You will not be able to pay for or print the permit until it has been processed by permits. For commercial stand-alone, please allow 3-5 business days for quality control review. This portion of the process is complete.

How to Pay for and Print the ePermit

When your permit is ready for payment, you will receive an email to let you know that payment can now be made. To do so, returning to your DASHBOARD.

1. Scroll down to MY INVOICES on the DASHBOARD. You can add all due fees at the same time by adding the total to the cart. Or if you wish to view the invoices first, click on VIEW MY INVOICES.

My Invoices

Current 0	\$0.00	Add To Cart
Past Due 2	\$369.15	Add To Cart
Total 2	\$369.15	Add To Cart

[View My Invoices](#)

2. From the list of invoiced fees, you may select all you wish to pay for. From this screen you can select to pay for more than one permit at a time.

My Invoices

[Unpaid](#) [Paid](#) [Voided](#)

[Q](#)
[Exact Match](#)

Display [Due In 7 Days](#) [Export](#)

Sort [Amount Due](#)

Invoice Number	Amount Due	Status	Case Number	Address	Select All <input checked="" type="checkbox"/>
201900000032	\$171.87	Due	LTD2019-00001	12740 STONE LINED CIR WOODBIDGE, VA 22192	<input checked="" type="checkbox"/>
201900000031	\$358.40	Due	ELE2019-00001	12783 STONE LINED CIR WOODBIDGE, VA 22192	<input checked="" type="checkbox"/>

Results per page [10](#) 1 - 2 of 2 << < 1 > >>

[Add To Cart](#)

Please note: Only permits in Issued – ePortal status and with fees invoiced can be paid for on-line. If your permit is in Issued – ePortal but you are not seeing any fees, please contact Building Development to have them review your case.

3. Once you have added fees to your cart, you'll notice that the cart icon next to your name appears with the number of permits in the cart. If you click on that cart, the list of what is in your cart displays. From this list you can remove permits from the cart or proceed with check out.


[Back](#)

Shopping Cart

Total \$530.27

[Check Out](#)

 Invoice: 201900000032
 Due Date: 12/27/2018

 Description: NONE
 Billing Contact: RAINBOW GENERAL CONTRACTORS
 (MORAN, ROSA)

\$171.87

[Remove](#)
[Top | Main Menu](#)

Case Number	Project	Case Address	Amount Due
LTD2019-00001		12740 STONE LINED CIR WOODBRIDGE VA 22192	\$171.87

 Invoice: 201900000031
 Due Date: 12/27/2018

 Description: NONE
 Billing Contact: RAINBOW GENERAL CONTRACTORS
 (MORAN, ROSA)

\$358.40

[Remove](#)
[Top | Main Menu](#)

Case Number	Project	Case Address	Amount Due
ELE2019-00001		12783 STONE LINED CIR WOODBRIDGE VA 22192	\$358.40

Total \$530.27

[Check Out](#)

4. Click on "Check Out" button... the MyGovPay screen will open. Fill in the required fields, then select Process Payment.

MyGovPay™

[Contact Us](#)

Thursday, December 27, 2018

Order Summary

 Agency Name: Prince William Upgrade
 Order Number: 9

Invoice #	Item Description	Quantity	Unit Price	Total Price
201900000031	NONE	1	\$358.40	\$358.40
201900000032	NONE	1	\$171.87	\$171.87

 Item Total: \$530.27
 Service Fee: \$0.00
 Tax: \$0.00
 Order Total: \$530.27

Payment Details

 Cardholder Name: *
 Billing Street: *
 Billing Zipcode: *
 Card Type: *
 Card Number: *
 Expiration Date: *
 CVV Code:
[Process Payment](#)
[Cancel](#)

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A confirmation page will appear. Select Return to Citizen Access Portal to return to CSS.

Congratulations! Your order has been processed successfully!*Please print this page for your records.*Agency Name: Prince William Upgrade
Order Number: 9

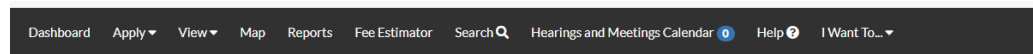
Invoice #	Item Description	Quantity	Unit Price	Total Price
201900000031	NONE	1	\$358.40	\$358.40
201900000032	NONE	1	\$171.87	\$171.87
Item Total:				\$530.27
Service Fee:				\$0.00
Tax:				\$0.00
Order Total:				\$530.27

[Return to Citizen Access Portal](#)

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You should receive a copy of your receipt in your email.

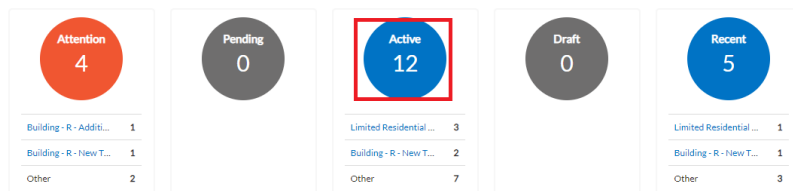
**Thank You!**

Your transaction was processed successfully. Your invoices tied to this order have been updated accordingly. **An e-mail has been sent to you with your receipt.**


Please Note: There is anywhere from 30 seconds to a two minute delay from the time the payment is completed and it displays as “paid” on your permit and Dashboard. Please be patient and refresh your browser screen after a couple of minutes and you’ll see that the screen updates. You’ll then be able to print the permit.

- To print your permit, you’ll need to return to the DASHBOARD, and either “search” for your permits, or click on ACTIVE to see a full list.

Please Note: You should also see your permits within RECENT if they were submitted or paid for in the last week.

My Permits
[View My Permits](#)

My Permits

Search for permit number, project, or address 
 Exact Match ☐

Display Recent Select Case Type Export Sort Permit Number

Permit Number	Project	Address	Permit Type	Status	Attention Reason
BLD2019-00007		12783 STONE LINED CIR WOODBIDGE, VA 22192	Building - R - New Townhouse	Active, Attention, Recent	Failed Inspections
ELE2019-00001		12783 STONE LINED CIR WOODBIDGE, VA 22192	Electrical Residential New Townhouse - NOT CONDO	Active, Recent	
FPP2019-00001		4545 DAISY REID AVE WOODBIDGE, VA 22192	Fire Protection Permit - Sprinkler	Active, Attention, Recent	Failed Inspections
LTD2019-00001		12740 STONE LINED CIR WOODBIDGE, VA 22192	Limited Residential Alteration & Repair	Active, Recent	
PLB2019-00001		12035 STONEFORD DR WOODBIDGE, VA 22192	Plumbing Residential Addition	Active, Recent	

Results per page 10 1 - 5 of 5 << < 1 > >>

6. Click on the permit you want to open and print. You'll notice the status of the permit is now ISSUED, and there is an ISSUED DATE. You'll also notice there is now a print icon.

Permit Number: ELE2019-04999



[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Electrical Residential Alteration & Repair	Status:	Issued	Project Name:	
IVR Number:	628218	Applied Date:	06/18/2019	Issue Date:	06/20/2019
District:	27 - Neabsco	Assigned To:		Expire Date:	
Square Feet:	0.00	Valuation:	\$11,529.00	Finalized Date:	
Description:	30 ROOFTOP MOUNTED SOLAR PANELS				

[Summary](#) [Locations](#) [Fees](#) [Reviews](#) [Inspections](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [Holds](#) [Meetings](#) [More Info](#)

7. Select the print icon from the top of the screen to print the permit.

ELE2019-04999 single

egupg.pwcgov.org/EnerGov_Upgrade/selfservice/api/energov/report/single?value=f7...

single 1 / 1

COUNTY OF PRINCE WILLIAM, VIRGINIA
ELECTRICAL PERMIT

PERMIT NO: ELE2019-04999 DATE ISSUED: 06/20/2019
MASTER NO: BLD2019-05868 IVR PIN #: 628218

THIS PERMIT IS ISSUED FOR CONSTRUCTION IN ACCORDANCE WITH THE PROVISIONS OF THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE ADOPTED BY THE BOARD OF COUNTY SUPERVISORS OF PRINCE WILLIAM COUNTY