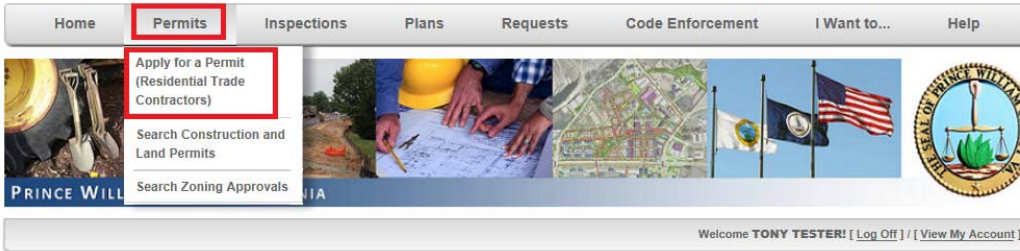


At this time, only **Residential Trade Contractors** can apply for ePermits and only Credit Card Payments are accepted. To apply for an ePermit, please log into your ePortal account.

Once logged in, click on the Permits tab from the menu bar and select Apply for a Permit from the drop down menu.



Once on the Apply for a Permit page, choose a Permit Type and Work Class.

## Permit Fields

**-Type -**

### Apply for a Permit (Residential Trade Contractors)

Upon entering your Permit Type and Work Class, the 'Additional Info:' section will appear. The numbers entered in the 'Valuation' field will be the price of the permit. Use whole numbers only where applicable (no commas, etc.).

Permit Fields

Type:

Work Class:

Description:

**-Work Class -**

### Apply for a Permit (Residential Trade Contractors)

Upon entering your Permit Type and Work Class, the 'Additional Info:' section will appear. The numbers entered in the 'Valuation' field will be the price of the permit. Use whole numbers only where applicable (no commas, etc.).

Permit Fields

Type:

Work Class:

Description:

Valuation:

Address to use:

Address:

Type:

No records to display.

**(Note: -Work Class -** It is extremely important when selecting the work class, that it matches the work class on the master Building Permit, if applicable. Please take the time to look up the work class of the master building permit first so that you are prepared. Any permit submitted that is normally linked to a master building permit that does not match the building permit work class will be rejected and the customer will be asked to re-submit.)

Although the system offers all of the types of permits that are available online, permitting is limited by the State License on file (Class A, B or C) for each Contractor. Permits will only be processed for the classifications for which a contractor is qualified.

Enter a brief description of the work that is being performed and the cost of the job. Please do not use commas or decimal points in the Valuation field.

## Apply for a Permit (Residential Trade Contractors)

Upon entering your Permit Type and Work Class, the 'Additional Info:' section will appear. The numbers entered in the 'Residential Permit Items' tab determine the price of the permit. Use whole numbers only where applicable (no commas, etc.).

**Permit Fields**

Type	Electrical	Description	HEAVY UP
Work Class	R - Alteration/Repair	Valuation	1000

### Hint

Depending on the permit and work class type you select, you will be required to fill in additional information. Please do not use commas or decimal points in the 'Valuation' field.

## Additional Info:

In the Additional Info section, enter the Last name of the property owner as the **Permit Name**. If there is a Building Permit, use the Permit Name from the Building Permit. It is not necessary to enter a Project Name.

The Plan Code Book will always be IRC as only Residential Permits are being accepted online at this time. Enter the Plan Code Year (currently 2012) that the work is being done under or the Plan Code Year listed on the Building Permit, if there is one.

If there is a Building Permit number, enter that number into the Master Permit Number field to make sure that this new permit is linked to the appropriate Building Permit case.

**Additional Info:**

General Permit Items	Residential Permit Items		
Permit Name	OWNERS LAST NAME	Plan Code Year	2012
Project Name		Master Permit Number	BLD2015-00012
Plan Code Book	IRC		

### Hint

Fill in all known fields under ALL tabs shown within the 'Additional Info' section. You must complete at minimum the mandatory fields marked with an "\*" in order to proceed.

The Additional Info section has 2 tabs that require information. Please make sure to click through all tabs and enter any necessary information.

**Additional Info:**

General Permit Items	Residential Permit Items		
Power Company	NOVEC	Exhaust Fans	
Exact Service Size	400	HVAC Less Than 5 Tons	
Service Reconnection		HVAC 5 Tons and Above	
Subpanels	1	Motor/Pump Less Than 5 HP	
Circuits	8	Motor/Pump 5 HP and Above	
Kitchen Range			
Light Fixture	10		

### Hint

Fill in all known fields under ALL tabs shown within the 'Additional Info' section. You must complete at minimum the mandatory fields marked with an "\*" in order to proceed.

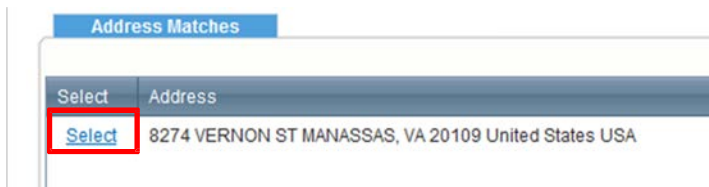
## Address to use

In the Address to Use section, select New Search.

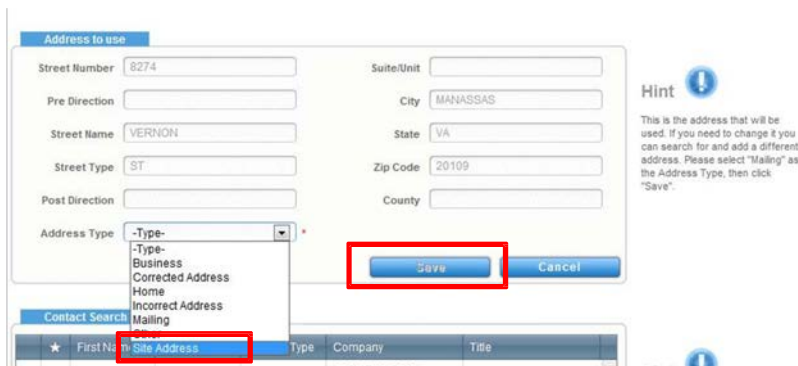
An address search screen will appear. Less is more when searching for an address. Only enter the Street Number and the beginning of the Street Name and then select Search.



A results screen will display all addresses that matched the search criteria. Choose the Select link to add the address to the case.



Once an address is added, the address search screen will reappear so an Address Type can be chosen. Although this address is a Home, all address types are required to be marked as Site Address.



After selecting Site Address, select Save and the address section is complete.


You are already added to the permit as the Applicant and Contractor so you do not need to Add yourself again. If any attachments need to be uploaded, it can be done under Upload Attachments.

Once all the information is completed, please select Submit.

**Contact Search**

★	First Name	Last Name	Contact Type	Company	Title
	TONY	TESTER	Applicant	EPORTAL TEST CONTRACTOR	
✕ ★	TONY	TESTER	Contractor	EPORTAL TEST CONTRACTOR	

Displaying items 1 - 2 of 2

**Hint** 

Contacts you use frequently can be added to this section. Click 'Add Contact' and select 'Contact Type' to search for individuals or businesses.

**Upload Attachments**

Select...

**Submit**

**Hint** 


This is where you can attach files applicable to a permit. You may attach multiple files which cannot exceed 1 MB each. File types supported are pdf, png, jpeg, gif, jpg, tiff, doc, docx, xls, xlsx, and txt.

After a short wait, the permit screen will appear with the permit number and all the information that was submitted. Note that the permit Status is shown as Draft.

**Permit Number ELE2015-10030**

After paying for your permit, please allow approximately 2 minutes for the system to process your payment. You should be able to print your permit soon after that time.

**Permit Details**

Permit Type: Electrical	Application Date: 9/11/2014	Square Feet: 0.00
Work Class: R - Alteration/Repair	Issue Date: None	Valuation: 1000.0000
Status: Draft	Expiration Date: None	Description: HEAVY UP 

**Additional Details**

General Permit Items	Residential Permit Items
Permit Name: OWNERS LAST NAME	Plan Code Year: 2012
Project Name:	Master Permit Number: BLD2015-00012
Plan Code Book: IRC	

**Primary Address Details**

Parcel: 7696-37-3444  
 Address: 8274 VERNON ST  
 MANASSAS, VA 20109  
 USA

**Contact Details**

Type	Company	First Name	Last Name	Title
Contractor	EPORTAL TEST CONTRACT...	TONY	TESTER	

Displaying items 1 - 2 of 2

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 permits. This portion of the process is complete.

Upon returning to the Home page to check on the permit, once it has been approved, the status will show as Issued – ePortal.

**Welcome to the Development Services ePortal**

**TONY TESTER Permits** **Change Filter**

Permit Number	Type	Work Class	Status	ApplyDate	Issued
<a href="#">ELE2015-10030</a>	Electrical	R - Alteration/Repair	Issued - ePortal	09/11/2014	

The permit can be opened by selecting the permit number. Although the print button and inspection Schedule links are visible on the permit screen, they will not work until the fees are paid and the status is changed to Issued. Scroll down to the section named Remaining Fees to pay for the permit. If there are multiple fees, clicking on any Pay Fee link will open an invoice which includes all of the fees.

Remaining Fees				
Pay Fee	Description	Date	Amount	Invoice
<a href="#">Pay Fee</a>	Electrical Existing - Residential Base	9/12/2014	\$40.85	<a href="#">201400010...</a>
<a href="#">Pay Fee</a>	Electrical Existing -	9/12/2014	\$40.85	<a href="#">201400010...</a>

Displaying items 1 - 2 of 2

On the Invoice screen, all the charges can be viewed along with the invoice total. Select Make Payment to complete the payment.

Invoice Number: 201400010151



[Make Payment](#)

**YOU ARE IN A TEST ENVIRONMENT, PAYMENTS MADE WILL NOT BE CHARGED.**

Invoice Details

**Billing Contact:** EPORTAL TEST CONTRACTOR (TESTER, TONY)  
**Invoice Status:** Invoiced, Past Due  
**Invoice Date:** 9/11/2014  
**Invoice Number:** 201400010151  
**Invoice Due Date:** 9/11/2014  
**Invoice Description:**  
**Invoice Total:** \$81.70

The MyGovPay screen will open. Fill in the required fields, then select Process Payment.

[Contact Us](#)  
 Friday, September 12, 2014

### Order Summary

Agency Name: Prince William County Test  
 Order Number: 201400010151

Invoice #	Item Description	Quantity	Unit Price	Total Price
201400010151	Electrical Existing - Residential Base	1	\$40.85	\$40.85
201400010151	Electrical Existing - Residential Service	1	\$40.85	\$40.85
Item Total:				\$81.70
Service Fee:				\$0.00
Tax:				\$0.00
Order Total:				\$81.70

### Payment Details

Cardholder Name:  \*      Billing Street:  \*      Billing Zipcode:  \*

Card Type:  \*      Card Number:  \*      Expiration Date:  /  \*      CVV Code:

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



Friday, September 12, 2014

**Congratulations! Your order has been processed successfully!**

*Please print this page for your records.*

Agency Name: Prince William County Test  
Order Number: 201400010151

Invoice #	Item Description	Quantity	Unit Price	Total Price
201400010151	Electrical Existing - Residential Base	1	\$40.85	\$40.85
201400010151	Electrical Existing - Residential Service	1	\$40.85	\$40.85

Item Total: \$81.70  
Service Fee: \$0.00  
Tax: \$0.00  
Order Total: \$81.70

[Return to Citizen Access Portal](#)

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Select the Printer to print a receipt.

PRINCE WILLIAM COUNTY, VIRGINIA

Welcome TONY TESTER! [ [Log Off](#) ] / [ [View My Account](#) ]

**Invoice Number: 201400010151**



Invoice Details

Select Home from the top menu to return to the list of Permits and select the permit number to open the appropriate permit. It may take as long as 2 minutes for the screen to update.

After the fees have moved to the Paid Fees section of the screen and the permit status has changed to Issued, the permit can now be printed.

Paid Fees				
Description	Date	Amount	Invoice	
Electrical Existing - Residential Base	9/12/2014	\$40.85	<a href="#">201400010151</a>	
Electrical Existing - Residential Service	9/12/2014	\$40.85	<a href="#">201400010151</a>	

Displaying items 1 - 2 of 2

Remaining Fees				
Pay Fee	Description	Date	Amount	Invoice
No records to display.				

Displaying items 0 - 0 of 0



Select the print button from the top of the screen to print the permit.

**Permit Number: ELE2015-10030**



**Permit Details**

Type: Electrical	IVR Number: 416379	Application Date: 9/11/2014
Work Class: R - Alteration/Repair	Project Name:	Issued Date: 9/12/2014
<b>Status: Issued</b>	District: 05 - Brentsville	Expiration Date: None
Description: HEAVY UP 	Square Feet: 0	Finalized Date: None
	Valuation: 1000	