

# APPLYING FOR AN EPERMIT

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/Citizen Self Service (CSS) account.

There are two ways to apply for a sub-permit (trade permit). One is through the master Building Permit if it's related to a building permit, and the other as a stand-alone trade not linked to a master Building Permit, such as a Limited Permit.

## Applying for a Sub-Permit from Master Building Permit

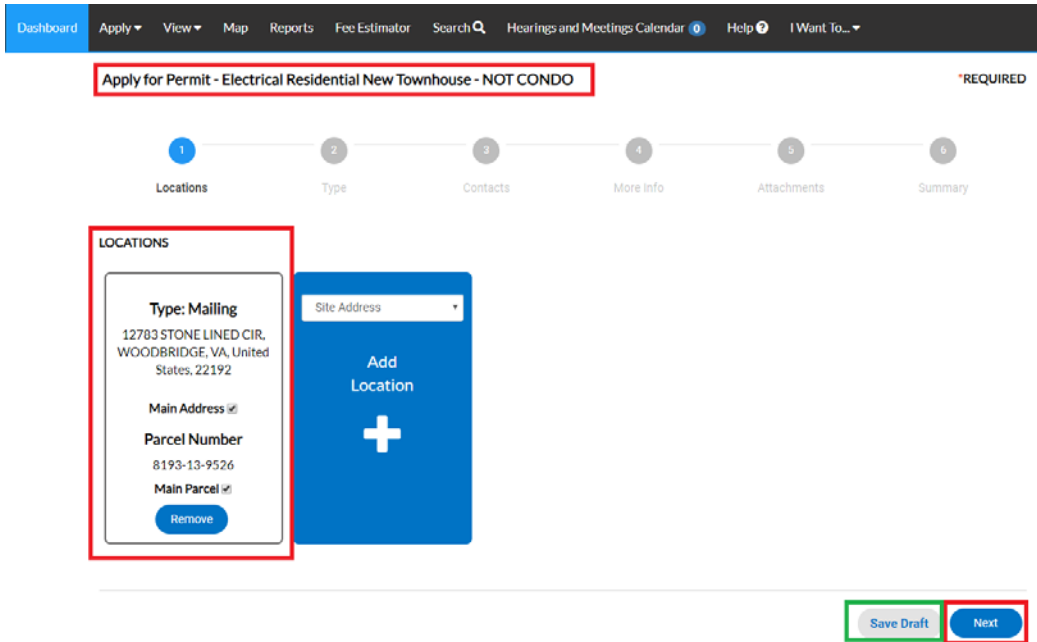
1. Search for the master Building Permit, and open the record.
2. Go to the SUB-RECORDS tab, and look in the "Remaining Sub-Permits" section for a list of permits you are able to apply for on-line.

The screenshot displays the ePortal interface for a permit. At the top, a navigation bar includes links for Dashboard, Apply, View, Map, Reports, Fee Estimator, Search, Hearings and Meetings Calendar, Help, and I Want To... The permit number BLD2019-00007 is highlighted in a red box. Below the permit details, the 'Sub-Records' tab is selected and highlighted in a red box. The 'Remaining Sub-Permits' section is also highlighted in a red box and contains the following table:

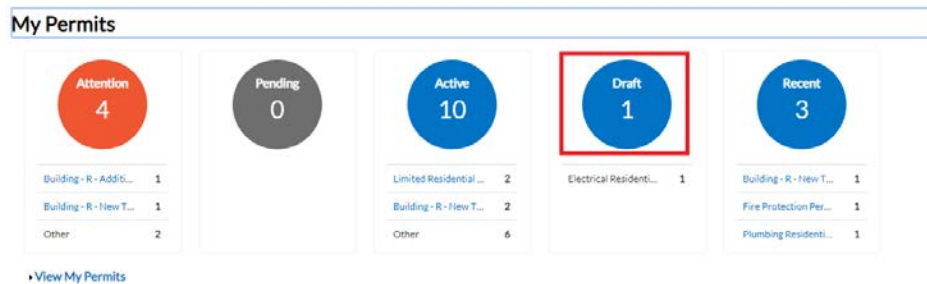
Type	Action
Electrical Residential New Townhouse - NOT CONDO	Apply
Gas Residential New Townhouse - NOT CONDO	Apply
Mechanical Residential New Townhouse - NOT CONDO	Apply
Plumbing Residential New Townhouse - NOT CONDO	Apply

3. 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.
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.

**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 Single Family Dwellings as well as for TH Condos, which is why you “see” the options to apply for all of those sub-permits on the same master building.

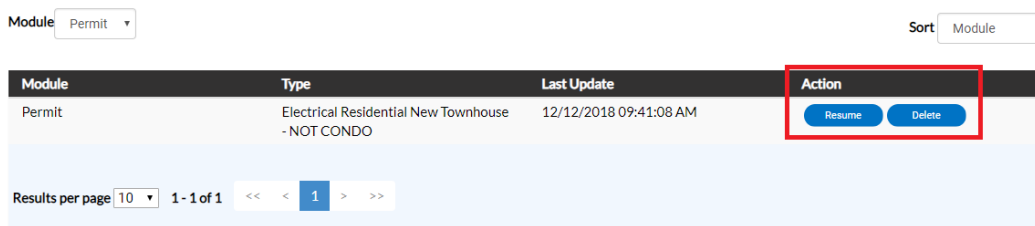


If you save the draft to come back to it later, you can continue the application process by opening your “Draft” permits from the Dashboard.



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



5. 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

Locations **Type** Contacts More info Attachments 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

6. 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.

Apply for Permit - Electrical Residential New Townhouse - NOT CONDO

\*REQUIRED



CONTACTS

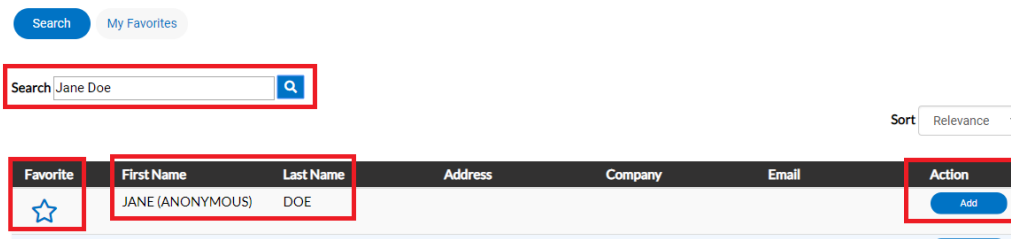
Back


Save Draft Next

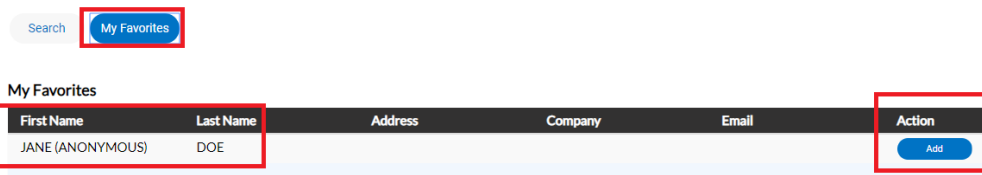
If you need to add an additional contact, first select the contact type from the dropdown list, then click on the "card" to ADD CONTACT.

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.

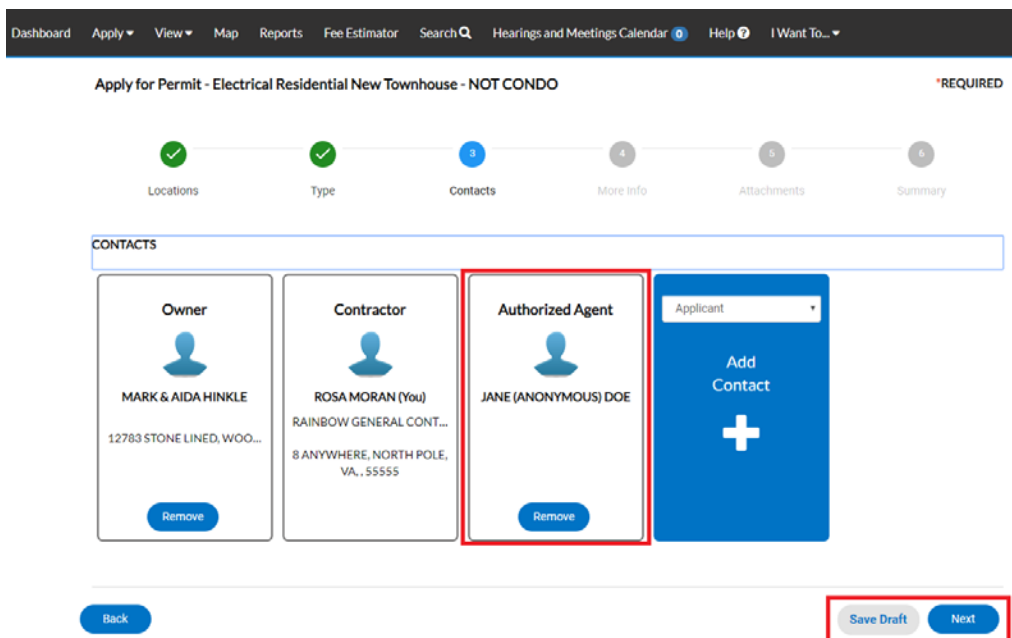
You can then "ADD" the contact... AND if it's a contact you use on a regular basis... you can also ADD that contact to your Favorites by clicking on the STAR in the Favorites column.



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.



- 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 Plan Code Year, Plan Code Book and Permit Name.

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

Apply for Permit - Electrical Residential New Townhouse - NOT CONDO

\*REQUIRED



MORE INFO

General Permit Items

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

Plan Code Year: 2015

Plan Code Book: IRC

Master Permit Number:

Project Name:

Permit Name: REIDS PROSPECT S1 LOT 5

Residential Permit Items

[Previous Section](#)

Temp Wiring:

Total Fixture/Recep/Switches: Custom field type is not supported.

Power Company: VA Power Woodbridge

Exact Service Size: 500

Subpanels: 1

Stationary Equipment / Appl.:

Electric Heater:

Circuits: 10

Total Fixture/Recep/Switches:

**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.

8. The next section are attachments. You are not required to enter anything in this area, 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.
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 a change you can go "BACK" by clicking on the BACK button at the bottom of the page. ( [Back](#) )

Dashboard Home Apply ▾ View ▾ Map Reports Fee Estimator Search 🔍 Hearings and Meetings Calendar 0 Help ? I Want To... ▾

**Apply for Permit - Electrical Residential Addition** \*REQUIRED

✓  
 Locations

✓  
 Type

✓  
 Contacts

✓  
 More Info

✓  
 Attachments

6  
 Review and Submit

[Submit](#)

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**Locations**

<b>Mailing</b>	13630 HOLLY RIDGE LN, GAINESVILLE, VA, United States, 20155
<b>Parcel Number</b>	7399-97-2502

**Basic Info**

<b>Type</b>	Electrical Residential Addition
<b>Description</b>	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
<b>Square Feet</b>	240
<b>Valuation</b>	8900
<b>Applied Date</b>	09/13/2019

**Contacts**

<b>Owner</b>	JATINDER HANJRA 13630 HOLLY RIDGE LN, GAINESVILLE, VA, United States, 20155
<b>Contractor</b>	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 your 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.



10. 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.



✓ 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

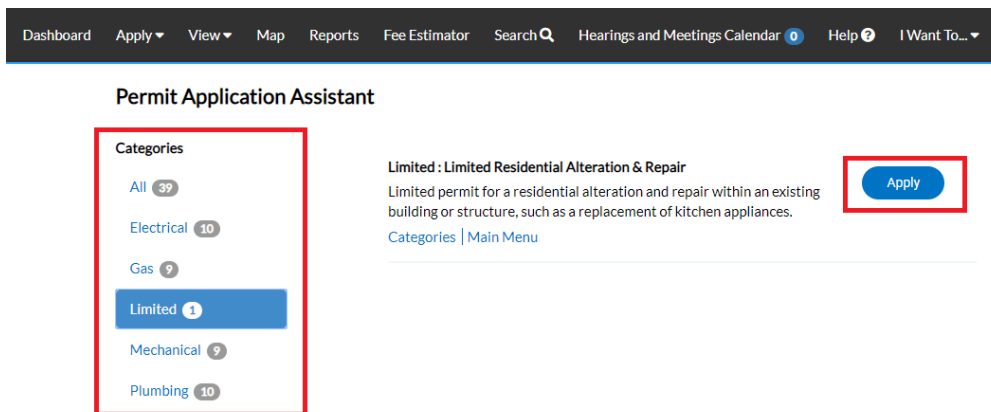
At this point, the permit has been submitted to the county to be processed. It may take 24-48 hours for the permit to be approved. You will not be able to pay for or print the permit until it has been processed by the Department of Development Services, Building Development Division. This portion of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



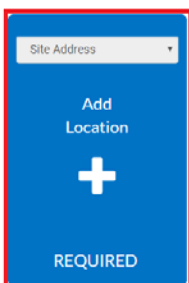
Although the system offers all of the types of permits that are available online, permitting is limited by the State License on file for each Contractor. Permits will only be processed for the types for which a contractor is qualified.

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



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

#### Address Information

Search

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

#### Address Information

Search

Address	Action
12700 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12733 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12735 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12736 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12737 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12738 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12739 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12740 STONE LINED CIR, WOODBRIDGE, VA 22192	<input checked="" type="button" value="Add"/>
12741 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12742 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>

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.

Apply for Permit - Limited Residential Alteration & Repair

\*REQUIRED



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  Sort

Module	Type	Last Update	Action
Permit	Limited Residential Alteration & Repair	12/18/2018 02:45:47 PM	<a href="#">Resume</a> <a href="#">Delete</a>

Results per page  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. However, you are allowed at this point to change the permit type in case you made a mistake when you first selected.

Apply for Permit - Limited Residential Alteration & Repair

Locations      Type      Contacts

PERMIT DETAILS

\* Permit Type      Limited Residential Alteration & Repa

Description      Plumbing Residential Alteration & Repair  
Mechanical Residential Swimming Pool  
Electrical Residential Addition

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

Locations      Type      Contacts      More Info      Attachments      Summary

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. You are the only person/contact that cannot be removed.



CONTACTS

The screenshot shows a contact card on the left with a red border. The card contains a person icon, the name 'ROSA MORAN (You)', the company 'RAINBOW GENERAL CONT...', and the address '8 ANYWHERE, NORTH POLE, VA., 55555'. To the right of the card is a blue 'Add Contact' button with a white plus sign. Above the button is a dropdown menu currently set to 'Applicant'.

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.

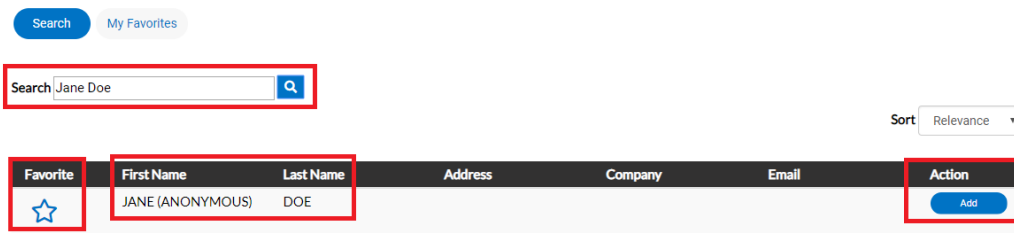
CONTACTS


This screenshot shows the 'Add Contact' button with its dropdown menu open. The dropdown menu is highlighted with a red box and lists several contact types: Authorized Agent (selected), Applicant, Architect, Attorney, Board of County Supervisors, and Complainant. The contact card for ROSA MORAN is visible on the left.

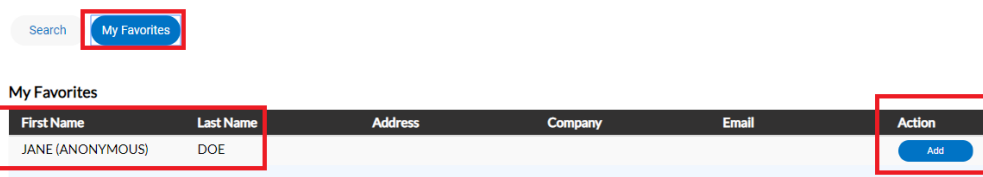
The Contact Type you selected appears at the top. There are two ways to find the contact you want to add... first by searching for a contact using the name, email or company.

The screenshot shows the application dashboard with a navigation bar at the top. Below it, there is a 'Back to Application' link and an 'Add Contact' section. In the 'Add Contact' section, the 'Add Contact As' dropdown menu is set to 'Authorized Agent' and is highlighted with a red box. Below this is a 'Search' button and a 'My Favorites' button. At the bottom, there is a search input field with the placeholder text 'Search Name, E-mail, or Company' and a search icon, also highlighted with a red box.

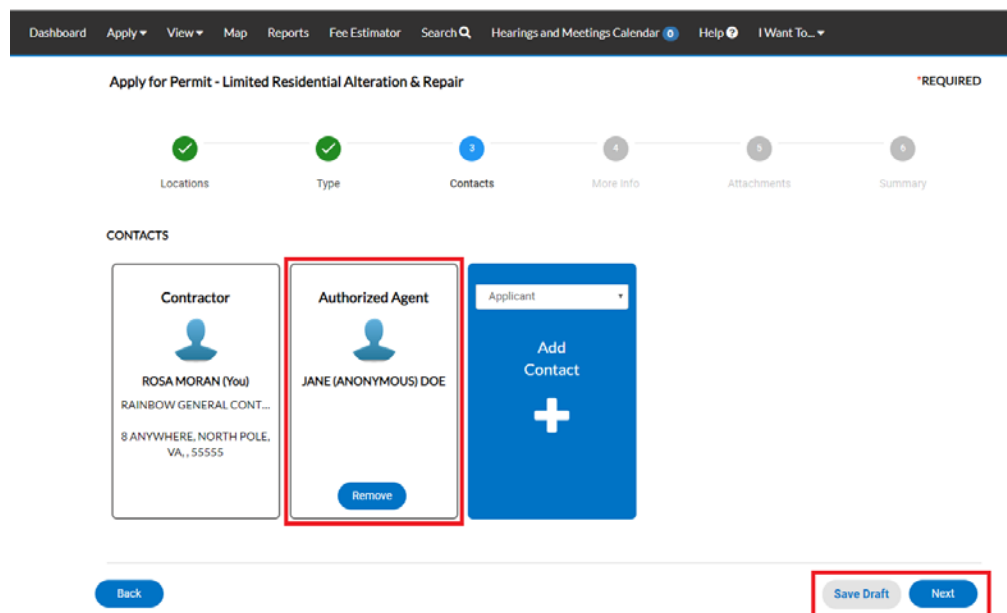
You can then "ADD" the contact... AND if it's a contact you use on a regular basis... you can also ADD that contact to your Favorites by clicking on the STAR in the Favorites column.



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.



- 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 Last name of the property owner as the Permit Name. It is not necessary to enter a Project Name. And since this is a stand-alone permit there should not be anything entered in the Master Permit Number field. *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"*

The Plan Code Book will always be IRC as only Residential Permits are being accepted online at this time. Enter the Plan Code Year that the work is being done under.

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

Apply for Permit - Limited Residential Alteration & Repair

\*REQUIRED



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.

Total Number of Items


Custom field type is not supported.

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 attachments. You are not required to enter anything in this area, 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.
8. 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. (  )



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.
Permit Name	SMITH PROPERTY
Plan Code Book	IRC
Project Name	
Plan Code Year	2015

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

Improvements

Propane Tank (100 lbs or less)	
Type of Improvement	Replacement

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

(\*) 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.



9. 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](#)

<b>Type:</b>	Limited Residential Alteration & Repair	<b>IVR Number:</b>	584472	<b>Applied Date:</b>	12/18/2018
<b>Status:</b>	Draft	<b>Project Name:</b>		<b>Issue Date:</b>	
<b>District:</b>	05 - Brentsville	<b>Assigned To:</b>		<b>Expire Date:</b>	
<b>Square Feet:</b>	500.00	<b>Valuation:</b>	\$8,000.00	<b>Finalized Date:</b>	
<b>Description:</b>	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 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.

## 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	<a href="#">Add To Cart</a>
Past Due 2	\$369.15	<a href="#">Add To Cart</a>
Total 2	\$369.15	<a href="#">Add To Cart</a>

[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](#)

Search for invoice number, case number, or address    Exact Match

Display  [Export](#) Sort

Invoice Number	Amount Due	Status	Case Number	Address	Select All <input 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  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      Description: NONE  
 Due Date: 12/27/2018      Billing Contact: RAINBOW GENERAL CONTRACTORS (MORAN, ROSA)

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

**\$171.87**  
[Remove](#)  
[Top | Main Menu](#)

Invoice: 201900000031      Description: NONE  
 Due Date: 12/27/2018      Billing Contact: RAINBOW GENERAL CONTRACTORS (MORAN, ROSA)

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

**\$358.40**  
[Remove](#)  
[Top | Main Menu](#)

Total **\$530.27**

[Check Out](#)

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



[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](#)

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](#)

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

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

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.

- 5. 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**

<b>Attention</b> 4	<b>Pending</b> 0	<b>Active</b> 12	<b>Draft</b> 0	<b>Recent</b> 5
Building - R - Addit... 1 Building - R - New T... 1 Other 2		Limited Residential ... 3 Building - R - New T... 2 Other 7		Limited Residential ... 1 Building - R - New T... 1 Other 3

[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 WOODBRIDGE, VA 22192	Building - R - New Townhouse	Active, Attention, Recent	Failed Inspections
<b>ELE2019-00001</b>		12783 STONE LINED CIR WOODBRIDGE, VA 22192	Electrical Residential New Townhouse - NOT CONDO	Active, Recent	
FPP2019-00001		4545 DAISY REID AVE WOODBRIDGE, VA 22192	Fire Protection Permit - Sprinkler	Active, Attention, Recent	Failed Inspections
<b>LTD2019-00001</b>		12740 STONE LINED CIR WOODBRIDGE, VA 22192	Limited Residential Alteration & Repair	Active, Recent	
PLB2019-00001		12035 STONEFORD DR WOODBRIDGE, VA 22192	Plumbing Residential Addition	Active, Recent	

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

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

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[Contacts](#)
[Sub-Records](#)
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[Meetings](#)
[More Info](#)

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

