How to Apply for a Permit Online

Go to THIS website and add it to your favorites.
Register to Create a New Account (top right corner) – A Development Specialist will approve your account shortly.

How to Create a Permit

- Log In to your account.
- Go to **Permits** Tab
- Click on **Create**
- Select the **Permit Type** (Res. Electrical , Comm. Gas etc)
- **Work Class**: Select the appropriate workclass from the list below
    - **Commercial**
        - New – MEP permit for a new commercial structure
        - New Multifamily – MEP permit for a new multifamily (apartment) structure
    - **Residential**
        - New Single Family – MEP Permit for a new single family home
        - New Two Family – MEP permit for a new duplex
        - New – MEP permit for a new residential structure not listed above (detached garage, shed, etc.)
    - **Both**
        - Addition – MEP permit when square footage is being added
        - Alteration/Repair – MEP permit for when work is being done to an existing structure without adding square footage
        - In Ground Pool – Electrical permit for an in ground pool
        - Spa – Electrical permit for a spa
        - Temp Pole – Electrical permit for a temp pole
        - Irrigation – plumbing permit for irrigation work
- **Description**: Describe the work to be done. Permit will likely be denied if this is blank.
- **Valuation**: Enter the amount of the cost to do the work
- (for Plumbing Permits ONLY: Choose water, sewer or both)
- **Address**: Click on New Search
    - Enter **Street Number**
    - Enter **Street Name** & Press **Search** then Press **Select** next to address
        - If no address appears use **Manual Address** button to enter address
    - The screen will refresh. Scroll back down to **Address Type**: Use Down Arrow to select **Location** and **SAVE**
- **Contacts**
    - To add the **Contractor**, Under **Contact Search** -- Select: **Add Me**
        - Select **Contractor** as the contact type and press **Set Contact Type**
    - To add the **Owner**, Under **Contact Search** – Select **Add Contact**
        - Select **Contact Type: Owner**
        - Enter the owners name and **Search**
        - If the name appears, select it and click **Add Selected**
        - If not, click **Add New** and type in the Owner's information. Email address and at least 1 phone number are required
        - Set the **Contact Type** as **Owner** and hit the **Select Contact Type** Button.
- Press **SUBMIT.** You have now submitted the permit for review. Before your permit will be approved, you will need to pay the associated fees (Below)

How to Pay for Your Permit

- Go to bottom of screen and click on Pay Fees
- Select Make Payment (top right corner) & Enter Payment Information
- Click on Return to Citizen Access Portal to return to your screen
- Wait for Approval from City of Victoria

To Schedule an Inspection

- Log-In
- Go To Permits & select Search
- Enter Street Number
- Enter Street Name & select Search at the bottom of screen
- Click on your permit Number (Example: RELE-032427-2016)
- Go to Schedule Inspections
- Click Schedule next to requested Inspection
- Enter Requested Date, Comments, Field Contact Name & Field Contact Phone Number & Click Schedule
- Same day inspections are currently not supported by the third party system