



# City Of Richmond Online Permit Portal User Guide

URL:

[https://energov.richmondgov.com/EnerGov\\_Prod/selfservice#/home](https://energov.richmondgov.com/EnerGov_Prod/selfservice#/home)

Need Help? Email: [CSSHelp@rva.gov](mailto:CSSHelp@rva.gov)

# The City of Richmond Online Permit Portal User Guide

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# Online Permit Portal Overview and Features

## Overview

The essential purpose of this application is to provide a public-facing portal for citizens to use to apply for permits, schedule inspections, and pay invoices from wherever they have access to a computer or mobile device. The Online Portal application can be accessed through all mobile devices with the following web browsers: Safari, Google Chrome.

## Feature List

Feature	Description
<b>Draft Saving</b>	Online Portal users can begin applying for cases and resume the application process later. This is helpful when users want to save completed work and then continue when they're ready.
<b>GIS Maps</b>	The Online Portal integrates with ESRI map functionality. The maps allow for powerful searches, pinned results, EnerGov data incorporation, layers, filters, a legend, and more. The map is available to both logged in and logged out users.
<b>Global Search</b>	Citizens can perform robust searches across several key areas in the portal (i.e., permits, plans (applications), inspections, and addresses) from 1 centrally accessible location.
<b>Invoice Management</b>	Online Portal users can access paid, voided, or unpaid invoices. Invoices are accessible from the dashboard and the menu system and users can add them to the electronic shopping cart for payment.
<b>Metric Dashboards</b>	Visual dashboards in the Portal display data that is contextual to the logged in user. The dashboard communicates the statuses and counts of several key items (i.e., permits, plans, inspections, and invoices).
<b>Mobile Capabilities</b>	Users can access the fully functional Portal site on mobile devices without having to install or configure any mobile applications. The sites adjust to screen sizes automatically.
<b>Permits &amp; Plans</b>	Core functionality allows users to view permits and plans online.
<b>Printable Reports</b>	Printable reports are available in the portal. Examples include permits and invoices. Users can print these documents and/or save them to PDF on demand based on business rules.
<b>Request Inspections</b>	Online Portal users can request inspections. Users can request multiple related or unrelated inspections simultaneously. Inspection requests interact with the inspection-related data on the dashboard.
<b>Shopping Cart</b>	The portal's integrated electronic shopping cart allows citizens to view, add, pay, or remove invoices, and displays single or multiple cases associated with each invoice.
<b>User Registration</b>	The Online Portal user registration includes several key features: user profiles, user account registration, password retrieval, automatic EnerGov global entity recognition, secure authentication, and more.

## Key Terms

Term	Description
<b>Active</b>	The <b>Active</b> status permits that are active and in good standing but not a completed flag.
<b>Attention</b>	<p>The <b>Attention</b> status indicates plans or permits that require the attention of the applicant. From the <b>Dashboard</b> clicking on an <b>Attention Card</b> will show the appropriate <b>My Work</b> list. The Plan or Permit number, Project name, Address, Plan or Permit type, Plan or Permit status, and the Attention Reason are displayed.</p> <p>Reasons might include an Active Holds, Unpaid/Invoiced Fees, Failed reviews/ inspections, etc.</p>
<b>Closed</b>	A <b>Closed</b> inspection is a completed inspection.
<b>Current</b>	A <b>Current</b> invoice is one that is due now and recently invoiced.
<b>Draft</b>	<b>Draft</b> indicates saved but not yet submitted plans (permit applications). These drafts can be incomplete and action can resume at any point in time. Users can also delete them if they are now unnecessary.
<b>Past Due</b>	A <b>Past Due</b> invoice is one that was invoiced more than 180 days ago.
<b>Pending</b>	The <b>Pending</b> status indicates a Plan that is still not approved but does not require applicant attention, a Permit with no issue date, etc.
<b>Plan</b>	A <b>Plan</b> is your permit application. A permit is issued off a plan. All revisions and amendments to applications occur on the plan. The permit document will be revised, if needed, when changes are approved.
<b>Recent</b>	<b>Recent</b> indicates plans and permits with action in the last 30 days.
<b>Requested</b>	A <b>Requested</b> Inspection status indicates that you have requested inspections that are not yet scheduled in the system. <b><i>There will be a slight delay from when you request an inspection to when your inspection is actually scheduled.</i></b>
<b>Scheduled</b>	A <b>Scheduled</b> Inspection status indicates that you have a scheduled inspection that is not yet completed.

## Landing Page – Home Screen

### Overview

Begin by navigating in a web browser to:

[https://energov.richmondgov.com/EnerGov\\_Prod/selfservice#/home](https://energov.richmondgov.com/EnerGov_Prod/selfservice#/home)

You will land on a Welcome Page or “Home”. There will be **Cards** you can use to launch into various parts of the Portal. These include:

A **Search Public Records** card - even if you are not logged into the portal

A **Login** card

A **My Account** card

An **Apply** card for applying for new permits - you must be logged into your portal account

A **Pay Invoice** card - you must be logged into your portal account

A **Map** card for exploring activity in a given location

A **Calendar** card for viewing upcoming inspections and other City information like close dates, public hearings, etc.

## Welcome to Self Service



### Search Public Records

This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.



### Apply

This tool can be used to apply for a permit, plan or license.



### Login or Register

Login to an existing or create a new account. You can also find help if you forgot your login information.



### Pay Invoice

Use this tool to pay for individual invoices.



### Map

Explore the map to see the activity occurring in your neighborhood.



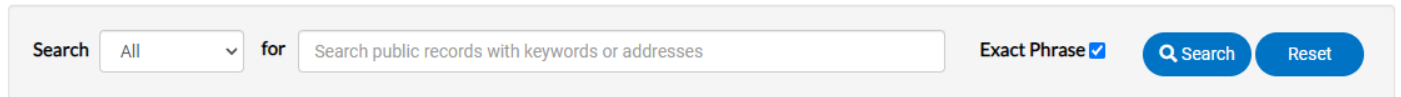
### Calendar

Click here to find out about certain events like holidays and public hearings.

## Search Public Records Card

When you click on the **Search Public Records** card, you will be brought to a search bar:

### Public Information

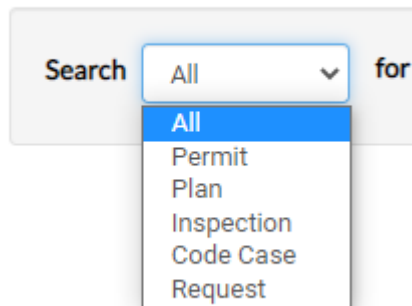


The screenshot shows a search bar with the following elements: the word "Search" on the left, a dropdown menu currently set to "All", the word "for", a text input field containing the placeholder "Search public records with keywords or addresses", a checked checkbox labeled "Exact Phrase", a blue "Search" button with a magnifying glass icon, and a blue "Reset" button.

When searching for an ADDRESS in the portal, only use the Street number and Street Name. You can add an abbreviation for street direction, if required (i.e., S, W, N). DO NOT use the street type (Rd, Ave, Street) in the search.

Note the drop-down menu if you would like to only search a subset of the records.

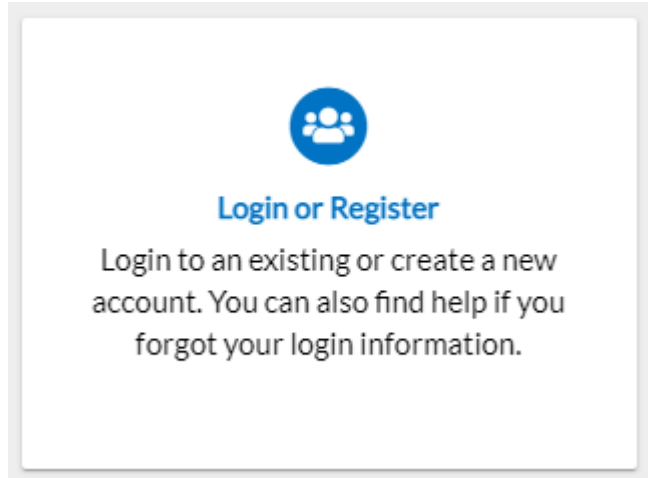
### Public Information



This screenshot shows the search bar with the dropdown menu open. The menu lists the following options: "All" (which is highlighted in blue), "Permit", "Plan", "Inspection", "Code Case", and "Request". The text "Search" and "for" are visible on either side of the dropdown.

## Login or Register Card – Log In or Register as a New User

Unless searching public records, you will need to begin with this card.



When you log in on the same device, you may be automatically logged in the next time you access the portal. This will vary based on your device settings.

### Registering as a new User

If this is your first time using the portal, click the Login card on the Home Screen. You will land here:

#### Log In

\* Username

\* Password

[Log In](#)

Forgot your password? [Reset it](#)  
Forgot your username? [Email it](#)  
Don't have an account yet? [Register Here](#)

From the log in page above, click **Register Here** and follow the instructions.

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You will need an email address and some basic information. **Record the username, email address you are using, and the password you select when you set up your account.** There will be an authentication process where an email is sent to you to confirm you were the person to create this account.

### Registration

Step 1 of 4: Email Address

Email

Next

Please check your e-mail. The confirm email link in the body of the e-mail must be clicked to move to the next step of the registration process.

The Portal will send a message to your email with instructions for completing the registration process.

From: <[Richmondpermitportal@richmondgov.com](mailto:Richmondpermitportal@richmondgov.com)>  
Date: Sat, Nov 6, 2021, 12:31  
Subject: Citizen Self Service New User Account Confirmation  
To: youremail@yourprovider.com

You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

[Confirm](#)

Select **Confirm**.

The software will then take you to the second step in the registration process to set up your username and password.




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### Registration

Step 2 of 4: Login information

**\*REQUIRED**

I'm not a robot   
reCAPTCHA  
Privacy - Terms

**\* Username**

**\* Password**

**\* Confirm Password**

**Email**

your email will appear here

Complete the contact information fields.


The password must be at least 8 characters long with at least one upper case letter and one number. Allowed special characters are as follows: !@#\$%^&\*

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## Registration

Step 2 of 4: Login information

**\*REQUIRED**

 I'm not a robot



**\* Username**

yourusername

**\* Password**

.....

OK

**\* Confirm Password**

.....

**Email** Email will appear here

Next

## The City of Richmond Online Permit Portal User Guide

Next, enter your personal information.

### Registration

Step 3 of 4: Personal Info

**\*REQUIRED**

**\* First Name**

First Name is required.

**Middle Name**

**\* Last Name**

Last Name is required.

**Company**

**\* Contact Preference**

**\* Email Address**

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Lastly, enter your address and complete the registration.

### Registration

Step 4 of 4: Address

**\*REQUIRED**

Country Type

**\* Street Number**

Pre Direction

Street Name

Street Type

Post Direction

Unit Or Suite

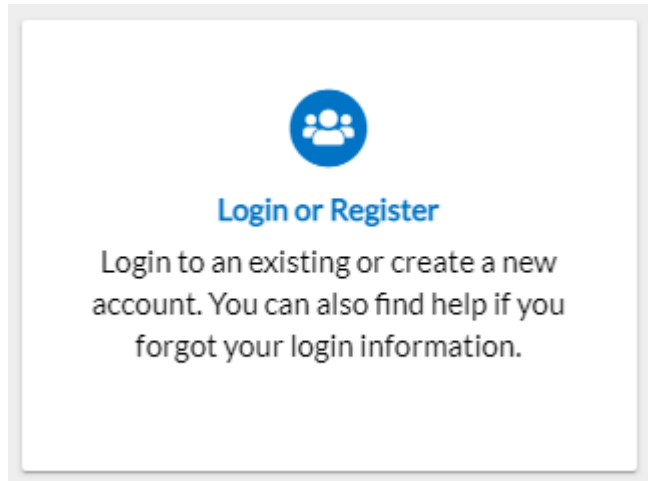
City

## Logging into the Online Permit Portal

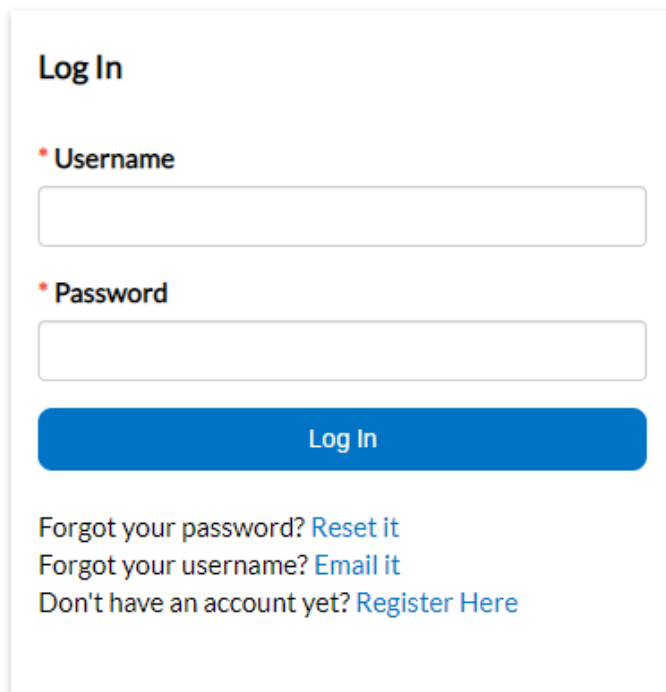
Navigate to the Online Permit portal:

[https://energov.richmondgov.com/EnerGov\\_Prod/selfservice#/home](https://energov.richmondgov.com/EnerGov_Prod/selfservice#/home)

You will land on the Home page. Click the **Log In or Register** Card



Click this card. You will be directed to enter your credentials to get into your Portal account.



**Log In**

\* Username

\* Password

**Log In**

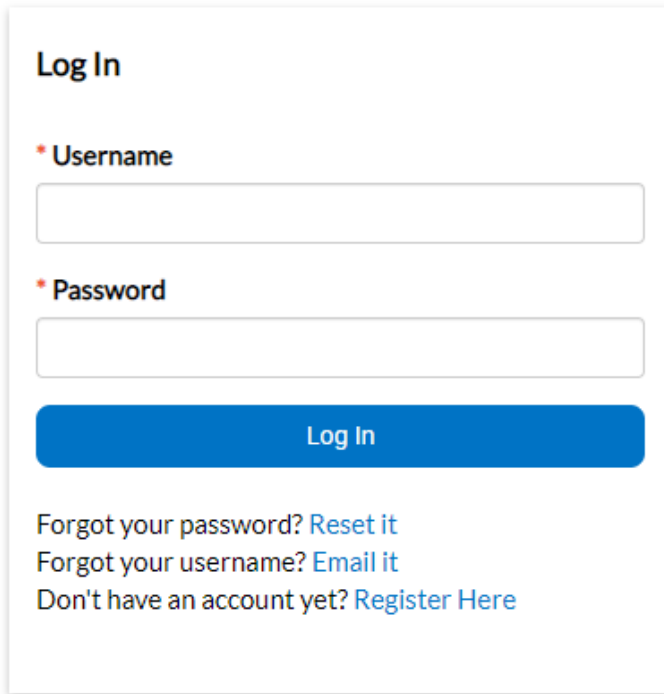
Forgot your password? [Reset it](#)  
Forgot your username? [Email it](#)  
Don't have an account yet? [Register Here](#)

Enter the user's **Email Address** and **Password** in the fields provided.

The Portal validates the login and, if it is valid, opens the Portal with the functions the user has authorization to access.

## Retrieving your log in credentials if you've forgotten them

On the Home page, when you click the Log In or Register card, click Register Here link.



**Log In**

\* Username

\* Password

[Log In](#)

Forgot your password? [Reset it](#)  
Forgot your username? [Email it](#)  
Don't have an account yet? [Register Here](#)

Note you can reset your password or retrieve your username.

The system sends a confirmation email like one of these:

From: <Richmondpermitportal@richmondgov.com>  
Date: Sat, Nov 6, 2021, 12:27  
Subject: Username Request

You are receiving this automated e-mail based on a password reset request that we received for the Citizen Self Service tool for our jurisdiction. To move forward to the next step in the password reset process, please click the link below to confirm that this is your e-mail address. Please only click this link one time, and then complete the fields on the screen as instructed to reset your password.

[Reset](#)

or







From: <Richmondpermitportal@richmondgov.com>  
Date: Sat, Nov 6, 2021, 12:27  
Subject: Username Request

You are receiving this automated e-mail based on a request for a user name that we received for the Citizen Self Service Portal for our jurisdiction. Your username is <USERNAME HERE>

## The City of Richmond Online Permit Portal User Guide

Once you are logged in, the Home Screen display changes the **Log In** card to a **My Account** card.

### Welcome to Self Service

 <b>Search Public Records</b> This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.	 <b>Apply</b> This tool can be used to apply for a permit, plan or license.	 <b>My Account</b> Click here to access your account information.
 <b>Pay Invoice</b> Use this tool to pay for individual invoices.	 <b>Map</b> Explore the map to see the activity occurring in your neighborhood.	 <b>Calendar</b> Click here to find out about certain events like holidays and public hearings.

### My Account Card

When you click this card, you can see the information you used when you created the account. You will also be able to view invoices here.

### Pay Invoice Card

When you click this card, it will bring you to your **Dashboard**. This is discussed below in the **Dashboard** section.

### Map Card

**This is a future feature.**

### Calendar Card

When you click this card, it will show upcoming inspections (when you are logged in) and other City information like closing dates, public hearings, etc.

### Apply Card

This card brings you to the permit application page. This will be discussed in detail below.

# Dashboard

## Navigation and Reports

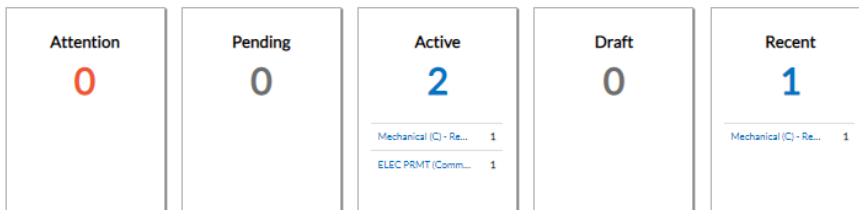
When logged in, you can access your **Dashboard**. You can navigate there by using the menu bar at the top (black ribbon).



The Dashboard of the Online Permit Portal allows users to see a visual representation of in-process and completed plans, permits, inspections, and invoices. The Dashboard displays data that is relevant to the logged in user. Users can see their data by clicking on a **Card**.

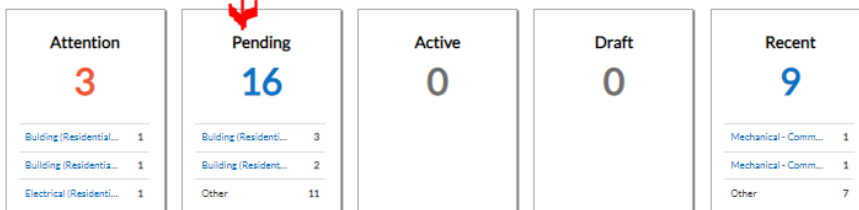
*For example, click on a plan card:*

### My Permits



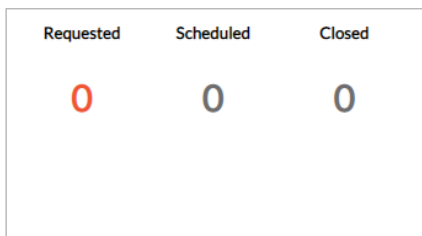
[View My Permits](#)

### My Plans



[View My Plans](#)

### My Inspections



[View My Inspections](#)

### My Invoices

Current	4	\$20.34	<a href="#">Add To Cart</a>
Past Due	0	\$0.00	
<b>Total</b>	<b>4</b>	<b>\$20.34</b>	<a href="#">Add To Cart</a>

[View My Invoices](#)



## The City of Richmond Online Permit Portal User Guide

This brings you to **My Work**. Notice the different tabs allow you to see any of your work, not just plans. The tabs are for invoices, permits, plans, existing inspections, and to request inspections. (Note: there is an additional process to request inspections, described later.)

### My Work

MY INVOICES MY PERMITS **MY PLANS** MY EXISTING INSPECTIONS REQUEST INSPECTIONS

Search...

Display Pending

Plan Number	Project	Address	Plan Type	Status	Attention Reason
<a href="#">MECC-089257-2021</a>		2823 W Grace St Richmond...	Mechanical - Commercial Al...	Recent, Pending	
<a href="#">BLDR-089258-2021</a>		4639 Leonard Pkwy Richmo...	Bulding (Residential) - Addit...	Recent, Pending	

The **Display** Dropdown menu allows you to choose a subset of your records.

My Work

MY INVOICES MY PERMITS **MY PLANS**

Search...

Display Pending

- All
- Active
- Attention
- Attention (Fail)
- Attention (On Hold)
- Attention (Unpaid Fees)
- Attention (Failed Inspections)
- Attention (Failed Reviews)
- Attention (Resubmit File)
- Recent
- Pending

Plan Nu...  
[MECC-0...](#)  
[BLDR-0...](#)  
[ELER-0...](#)  
[GASR-0...](#)  
[RI DR-088217-2021](#)

**REPORTS:** Notice that you can Export a list to Excel in the upper right hand corner.

### My Work

MY INVOICES MY PERMITS **MY PLANS** MY EXISTING INSPECTIONS REQUEST INSPECTIONS

Search...

Display Pending

Plan Number	Project	Address	Plan Type	Status	Attention Reason
<a href="#">MECC-089257-2021</a>		2823 W Grace St Richmond...	Mechanical - Commercial Al...	Recent, Pending	
<a href="#">BLDR-089258-2021</a>		4639 Leonard Pkwy Richmo...	Bulding (Residential) - Addit...	Recent, Pending	

## Search Your Records

Navigate to **My Work** by selecting a card on your dashboard page, as shown above.

There is also **My Work** tab on the menu bar at the top of the portal screen.

Enter an address or plan number in the Search field:

### My Work

MY INVOICES   MY PERMITS   **MY PLANS**   MY EXISTING INSPECTIONS   REQUEST INSPECTIONS

---

17 Towana

Display Pending

Plan Number	Project	Address	Plan Type
<a href="#">ELER-089255-2021</a>		17 Towana Road Richmond, ...	Electrical (Residential)

Note that you can use the Display dropdown menu to search a subset of your plans/permits/etc.

### My Work

MY INVOICES   MY PERMITS   **MY PLANS**

---

Search...

Display Pending

- All
- Active
- Attention
- Attention (Fail)
- Attention (On Hold)
- Attention (Unpaid Fees)
- Attention (Failed Inspections)
- Attention (Failed Reviews)
- Attention (Resubmit File)
- Recent
- Pending

Plan Nu

MECC-0

BLDR-0

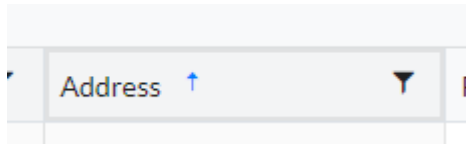
ELER-08

GASR-0

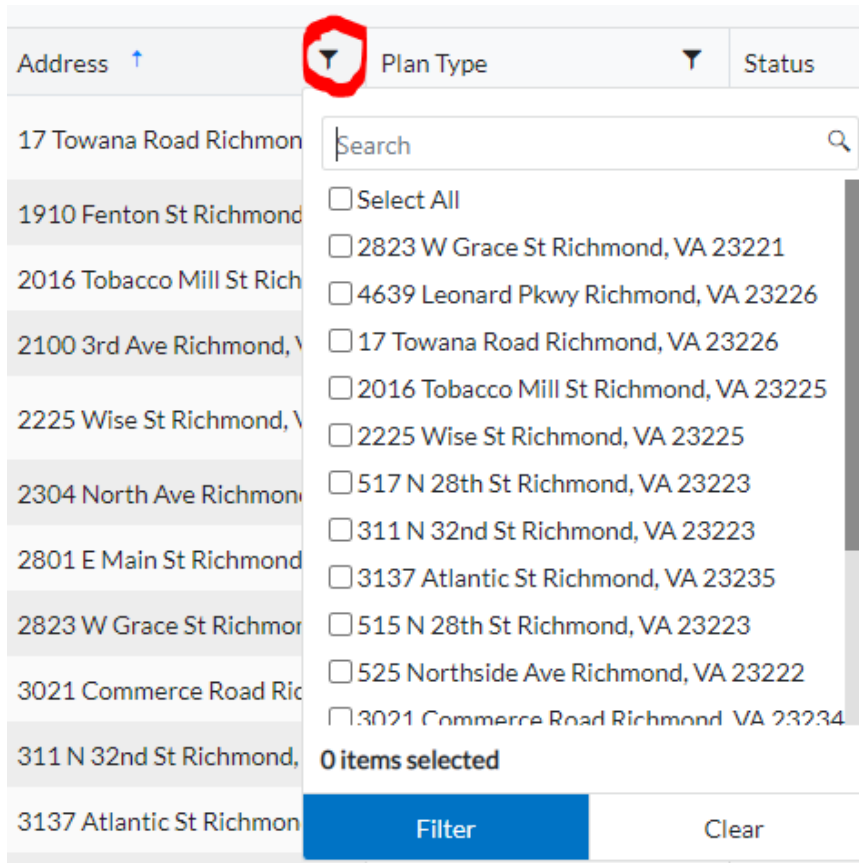
RI DR-088217-2021

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Also note that when you're looking at the displayed records, you can sort by any column heading by clicking on it:



Clicking the **Filter** icon allows you to choose among the items in that column:



## Paying Invoices



There are a few ways to pay Invoices.

When an invoice is created, the Applicant will receive an email notification.

### 1. Pay from Dashboard – Add Directly to Shopping Cart

From the **Dashboard** go to my Invoices at the bottom right hand side of the screen. You can click **Add to Cart**.

#### My Invoices

Current	\$20.34	<a href="#">Add To Cart</a> 
4		
Past Due	\$0.00	
0		
Total	\$20.34	<a href="#">Add To Cart</a> 
4		

This will put all your invoices into your shopping cart and direct you to your shopping cart page.

You can remove any invoice you don't want to pay by clicking the **Remove** button next to that item.

#### Shopping Cart

Total \$10.17 [Check Out](#)

Invoice: 00097058 Description: FOIA - Blah blah blah  
Due Date: 05/02/2022

Case Number	Project	Case Address	Amount Due
Miscellaneous			\$5.17

\$5.17 [Remove](#)  
[Top | Main Menu](#)

Invoice: 00097050 Description: BLDR-088084-2021  
Due Date: 04/27/2022

Case Number	Project	Case Address	Amount Due
BLDR-088084-2021		517 N 28th St Richmond VA 23223	\$5.00

\$5.00 [Remove](#)  
[Top | Main Menu](#)

Total \$10.17 [Check Out](#)


Clicking **Check Out** allows you to enter your credit card information. You will get a confirmation page once you have paid. It is strongly recommended you save a screen shot of that page. You will also get a receipt in email from **MyGovPay**.

## 2. Pay from [View My Invoices](#)

From the **Dashboard** click **View My Invoices**.

### My Invoices

Current 4	\$20.34	<a href="#">Add To Cart</a>
Past Due 0	\$0.00	
<b>Total</b> 4	<b>\$20.34</b>	<a href="#">Add To Cart</a>

[View My Invoices](#) 

This will bring you to your **My Work** page.

You can then select the Invoices you want to pay:

### My Work

MY INVOICES   MY PERMITS   MY PLANS   MY EXISTING INSPECTIONS   REQUEST INSPECTIONS

Search...

[Add To Cart](#)   Display   Unpaid   for   All Invoices   [Export to Excel](#)

<input type="checkbox"/>	Invoice Number	Amount Due	Due	Status	Case Number	Address
<input checked="" type="checkbox"/>	00097050	\$5.00	04/27/2022	Due	BLDR-088084-2021	517 N 28th St Richmond, VA...
<input type="checkbox"/>	00097051	\$5.00	04/27/2022	Due	BLDR-088217-2021	2225 Wise St Richmond, VA...
<input type="checkbox"/>	00097057	\$5.17	05/02/2022	Due	F.O.I.A. Request	
<input type="checkbox"/>	00097058	\$5.17	05/02/2022	Due	F.O.I.A. Request	

Once the Invoices are selected, click **Add to Cart**. From there you will be brought to your Shopping Cart. Clicking **Check Out** allows you to enter your credit card information. You will get a confirmation page once you have paid. It is strongly recommended you save a screen shot of that page. You will also get a receipt in email from **MyGovPay**.

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Wednesday, May 29, 2019

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

*Please print this page for your records.*

Agency Name: City of Richmond, VA  
Order Number: 248

Invoice #	Item Description	Quantity	Unit Price	Total Price
00013499	NONE	1	\$10.00	\$10.00
				Item Total: \$10.00
				Service Fee: \$0.00
				Tax: \$0.00
				Order Total: \$10.00

[Return to Citizen Access Portal](#)

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powered by 

### 3. Pay from My Work

You can go directly to the **My Work** tab on the menu bar at the top of the portal page to see your invoices. The process is then the same as the previous method.

# Apply For a Plan

## Choosing the Application Type

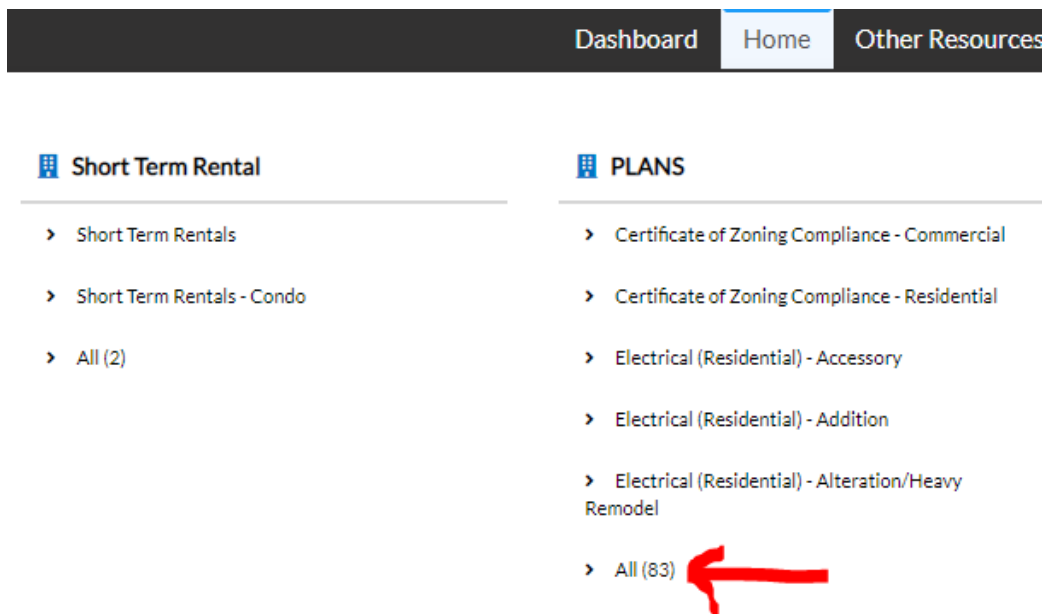
**Tip:** Customers should search the property address using RVA Parcel Map to confirm the owner on the property prior to starting an application.

You can use a search engine such as Google and search on “RVA Parcel Map” or try this shortcut:

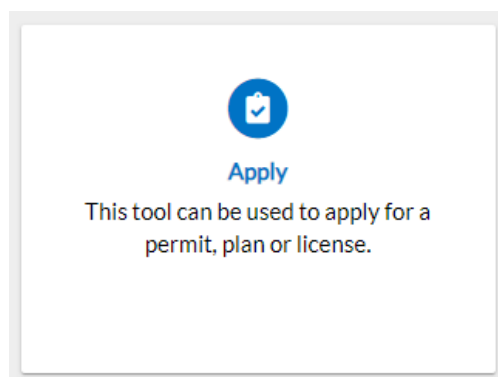
<https://tinyurl.com/RVA-Parcel-Map>

Users can apply for a **Plan** starting in one of two places:

1. Click the **Apply** menu in the menu bar at the top of the Portal screen. It is recommended when you do this that you just select **All**, unless you are applying for a **Short Term Rental**.



2. Alternatively, go to the **Home** screen, accessible from the menu bar at the top of the screen. Click the **Apply Card**.



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At this point you will end up at **Application Assistant** from either of these methods.


From here, click the **Show Categories** fly-out menu. This will help you refine your search of the Plan type you need.

### Application Assistant

Search for application names and keywords

[All](#) [Trends](#)

[> Show Categories](#) 

 **Building (Residential) - Access**  
Category Name: Building

From here, continue to click the plus + signs until you get to the application type you are looking for.

[< Hide Categories](#)

[+ All](#)

Continuing:

[< Hide Categories](#)

[- All](#)

[+ Short Term Rental](#) 2

[- PLANS](#) 83

[All](#) 83

[Building](#) 13

[Certificate of Zoning Compliance](#) 2

[Electrical](#) 13

[Gas Piping](#) 13

[Mechanical](#) 27

[Plan of Development](#) 2

[Plumbing](#) 13



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Choose the permit type you need by clicking the **Apply** button next to that type.

The screenshot shows a navigation bar with buttons for 'All', 'Trending', 'My History', 'Short Term Rental', and 'PLANS'. Below the navigation bar is a sidebar with a 'Hide Categories' section containing: 'All', '+ Short Term Rental (2)', '- PLANS (83)', 'All (83)', 'Building (13)', 'Certificate of Zoning Compliance (2)', 'Electrical (13)', and 'Gas Piping (13)'. The main content area displays three permit categories, each with a tractor icon, category name, description, and an 'Apply' button. The 'Building (Residential) - Deck' category is highlighted with a red arrow pointing to its 'Apply' button.

Category Name	Description	Action
Building (Residential) - Accessory	Use this to apply to build an accessory building on a single or two-family residential property. Examples include storage or tool sheds, covered patios, etc., larger than 256 sq. ft.	Apply
Building (Residential) - Deck	Use this to apply to build a deck on a single or two-family residential structure.	Apply
Building (Residential) - Demolition	Use this to do partial or selective demolition to a single or two-family residential structure. DO NOT USE THIS IF YOU WANT	Apply

Your progress will be displayed at the top of the application like this:



## The City of Richmond Online Permit Portal User Guide

### Locations Screen:

The default “Site Location” is required for all City of Richmond applications. Select **Add Location** + card to add the site location address for the Plan. An Add Address window displays.

#### Address Information

Search

**TIP:** When searching for an ADDRESS in the portal, only use the Street number and Street Name. You can add an abbreviation for street direction, if required (i.e., S, W, N). **DO NOT use the street type (Rd, Ave, Street) in the search.**

Enter the street number and name in the address search box and click **Search** or the magnifying glass. If the address is located within the municipality, the record for the address displays. When you the address you need, click the **Add** button.

#### Address Information

Search

Address	Action
6044 Sugarbush Dr., Richmond, VA 23225	<input type="button" value="Add"/>

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

The address can also be searched by the Parcel number. When you go to add the location, select the **Parcel** button and enter the parcel number in the search box. Click **Search**. Click on the Action box for the parcel and click **Search Associated Addresses**.

#### Add Location

#### Parcel Information

Search

Parcel Number	Section	Township	Range	Action
0111988_S0000699020				<input checked="" type="checkbox"/>

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

## The City of Richmond Online Permit Portal User Guide

Select the correct address from the list that displays and click the **Action** box and the **Add Selected** button at bottom of screen.

Associated Addresses

Associated Addresses for Parcel - #0111988_S0000699020	
Address	Action
315 W 26th St., Richmond, VA 23225	<input checked="" type="checkbox"/>

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

[Add Selected](#) [Cancel](#)

You should now have a location listed on your application. When you click **Next**, you will advance to the **Type** Screen. This is the Plan Details screen.

Apply for Plan - Building (Residential) - Deck

\*REQUIRED



LOCATIONS

<p><b>Type:</b> Site Address 315 W 26th St., Richmond, VA 23225</p> <p>Main Address <input checked="" type="checkbox"/></p> <p>Parcel Number 0111988_S0000699020</p> <p>Main Parcel <input checked="" type="checkbox"/></p> <p><a href="#">Remove</a></p>	<p>Site Address</p> <p>Add Location</p> <p>+</p>
---	--

[Create Template](#)

[Save Draft](#)

[Next](#)

## Type / Plan Details Screen:

Add a description of the work being done in the **Description** field.

**Tip:** Be as detailed as possible following guidelines in below examples:

- Install 1-2.5 ton heat pump system with duct work at single family detached dwelling. Dimensions: 35" above grade with pad x 26" x 26".
- Run 20' of 1/2", 20' of 3/4" & 20' of 1" steel/iron gas piping for 1-200K BTU water heater, 1-90K BTU furnace & 1-90K BTU range.

Add the area in **Square Feet** where the work will occur. You can enter a zero (0) when it is something where the area is not relevant, like replacing an electrical meter base.

Enter the Cost of Construction for the project where it says **Valuation**.

- This should be the cost relevant only to this particular project and plan type.
  - For example, do NOT include trade costs on a building permit application.
- This should include the cost of all labor, materials, overhead, subcontracts, and profit.

Apply for Plan - Building (Residential) - Deck

\*REQUIRED



### PLAN DETAILS

\* Plan Type

Description

Square Feet

Valuation

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

# The City of Richmond Online Permit Portal User Guide

## Contacts Screen:

The applicant's contact information defaults to the first Contact card listed. Additional contacts should be added as required or needed.

To be a complete application, the **Contractor** and **Owner** must be added.

To add additional contacts, select the appropriate Contact type from the dropdown and click **Add Contact +**.

Apply for Plan - Building (Residential) - Deck \*REQUIRED

Progress: 1. Locations (✓) 2. Type (✓) 3. **Contacts** (3) 4. More Info (4) 5. Attachments (5) 6. Review and Submit (6)

**CONTACTS**

<p><b>Applicant</b></p> <p>Karen Paquette (You)</p> <p>6044 Sugarbush, Richmond, VA, 23225</p>	<p><b>Contractor</b></p> <p>Add Contact</p> <p>+</p> <p>REQUIRED</p>	<p><b>Owner</b></p> <p>Add Contact</p> <p>+</p> <p>REQUIRED</p>	<p>Select Type</p> <p>Add Contact</p> <p>+</p>
--	--	---	--

Buttons: Back, Create Template, Save Draft, Next

In the search box, type in Name, Email, or Company name and click the magnifying glass to search the Global Contacts in the Portal for an existing contact. Click **Add** next to the contact to be added to the application. Click **Next**.

[◀ Back to Application](#)

**Add Contact**

Add Contact As : Contractor

Search My Favorites

Search

techs do it all

## The City of Richmond Online Permit Portal User Guide

### NOTES ABOUT CONTACTS:

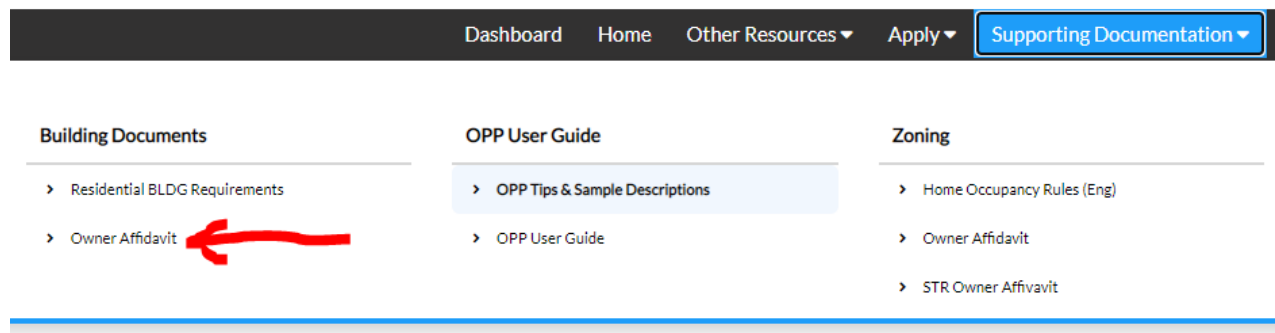
**To submit a complete application and avoid churn, please note the following information.**

If you are unable to find the property Owner's name when searching on the Contacts screen, please use your own name. Make a note of the Owner's name in the **Additional Notes** or **Additional Contacts** field in the next screen.

If you are the Owner and are doing the work yourself, you can add yourself as the Contractor.

If you can't find the Contractor when you search. Add yourself as the Contractor. Make a note of the Contractor's name in the **Additional Notes** or **Additional Contacts** field in the next screen.

Lastly, **if you are a third party entering this application** on behalf of the Owner or Contractor, an **Owner's Affidavit** will be required. There is an opportunity to attach the Affidavit on the **Attachments** screen. You can find the **Owner's Affidavit** by clicking **Supporting Documentation** on menu bar at the top of the screen. Choose the **Owner Affidavit** under Building Documents.



The screenshot shows a navigation menu with a dark header containing 'Dashboard', 'Home', 'Other Resources', 'Apply', and 'Supporting Documentation'. Below the header, there are three columns of menu items: 'Building Documents', 'OPP User Guide', and 'Zoning'. Under 'Building Documents', 'Owner Affidavit' is highlighted with a red arrow. Under 'Zoning', 'Owner Affidavit' and 'STR Owner Affidavit' are listed.

Tip: When you find a Contact you use all the time, you can make it a **Favorite** by clicking the star next to their name in the search results. Then, when searching for contacts in the future, you can find **Favorites** by clicking that button.

[Back to Application](#)

Add Contact

Add Contact As : Contractor

Search

**My Favorites**

#### My Favorites

First Name	Last Name	Address	Company	Email	Action
			owner - contractor		<a href="#">Add</a>
used for 1 & 2 family only		Per §108.5 - 2015 VA Residential Code	None Designated		<a href="#">Add</a>
Karen	Paquette	Richmond VA 23...	TECHS DO IT ALL	kpaqrva@gmail.com	<a href="#">Add</a>

## The City of Richmond Online Permit Portal User Guide

# The City of Richmond Online Permit Portal User Guide

## Completed Contacts Screen:

Apply for Plan - Building (Residential) - Deck



### CONTACTS

<p><b>Applicant</b></p> <p>Karen Paquette (You)</p> <p>12345 Main St, Richmond, VA, 23001</p>	<p><b>Contractor</b></p> <p>TECHS DO IT ALL</p> <p>Karen Paquette</p> <p>12345 Main St, Richmond, VA...</p> <p><a href="#">Remove</a></p>	<p><b>Owner</b></p> <p>Karen Paquette(You)</p> <p>12345 Main St, Richmond, VA...</p> <p><a href="#">Remove</a></p>	<p>Select Type <input type="text"/></p> <p><b>Add Contact</b></p>
---	---	--	---

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)



# The City of Richmond Online Permit Portal User Guide

## More Info Screen:

Re-enter the Cost of Construction for the project where it says **Enter Total Value**.

- This should be the cost relevant only to this particular project and plan type.
  - For example, do NOT include trade costs on a building permit application.
- This should include the cost of all labor, materials, overhead, subcontracts, and profit.

In the Plans drop-down menu, choose Yes or No if you will be attaching a plan set.

Apply for Plan - Building (Residential) - Deck

\*REQUIRED



### MORE INFO

#### General Information

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

Enter Total Value of Contract including Materials, Labor, Subcontracts Overhead, and Profit

\*

\*Plans:

Additional Contacts:

Please enter Name, Address, Phone number, and Email address of the Additional Contact in the above field.

Notes:

## The City of Richmond Online Permit Portal User Guide

Continue scrolling down this screen. It will differ based on your plan type. In this example, the area of the deck is added.

### Building Information

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

Total Building Height

Number of Floors

Addition (Sq. Ft.)

Garage (Sq. Ft.)

Deck (Sq. Ft.)

Open Porch (Sq. Ft.)

Be sure to complete any required fields which will have a Red Asterisk and Red Field.

### Tax Credits Information

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

\*Are you applying for Tax Credits on this project?

Are you applying for Tax Credits on this project? is required.

#### Tax Credit Types

<input type="checkbox"/>	Historic
<input type="checkbox"/>	Low Income Housing
<input type="checkbox"/>	New Markets

When you complete this screen, click Next to advance to the Attachments Screen.

## Attachments Screen:

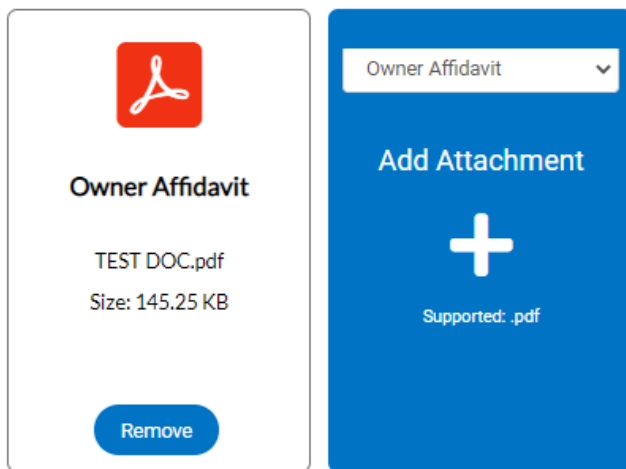
This is where you can add any documents.

Click the **Select Type** drop down menu to choose the type of document you are adding. If you only have the **Owner's Affidavit** option, that is OK. It will still attach to the application.

Click **Add Attachment +** to open Windows Explorer. The user can click to insert files into the Add Attachment card. Click **Next**.

### Attachments

Owner Affidavit Is Required



[Back](#)

[Create Template](#)

You can continue adding documents as needed.

**Note:** The **Owner's Affidavit** is only required if the Applicant is not the Owner or Contractor.

## Review and Submit Screen:

This is the summary screen. This page shows all information entered, attachments uploaded, and additional information fields that were populated.

To make corrections to information entered on a previous screen, use the **Back** button to go back to impacted screen and correct the information.

The user should review and click **Submit** or **Save Draft**.

**TIP:**

If you need to stop working on your application and come back to it later, you can **Save Draft**.

 Save Draft

You can return to your **Drafts** from the **Dashboard**.

**NOTE:**

The application will NOT be submitted to the portal until you hit the **Submit** button.

 Submit

## The City of Richmond Online Permit Portal User Guide

When successfully submitted, you will get this screen:

✓ Your plan 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. ✕

**Plan Number: BLDR-089263-2021**

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

<b>Type:</b>	Building (Residential) - Deck	<b>Status:</b>	Submitted Online	<b>Project Name:</b>	
<b>IVR Number:</b>	1067581	<b>Applied Date:</b>	11/07/2021	<b>Expiration Date:</b>	
<b>District:</b>	aaRichmond	<b>Assigned To:</b>	Muyundo, David	<b>Completion Date:</b>	
<b>Square Feet:</b>	0.00	<b>Valuation:</b>	\$0.00		
<b>Description:</b>	Add 20x40 sq ft deck to back of home.				

**Summary** | Locations | Fees | Inspections | Attachments | Contacts | Sub-Records | More Info

### Progress

0% Completed

- Completed
- In Progress
- Not Started

### Workflow

- Building
- Building ( R ) - Additon
- Create - Building (R) - Deck

### Available Actions

**i**  
No Actions

### Fees

\$0.00

[View Details](#)

Please note your **Plan Number** for future reference. Use the **Plan Number** for any inquiries about your plan when contacting the Permits and Inspections Office.

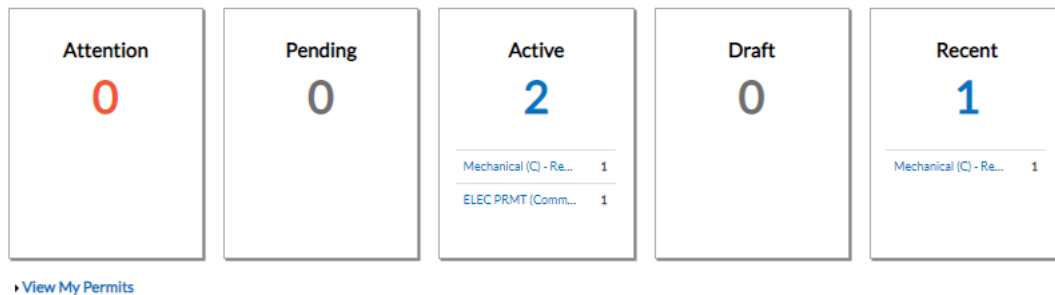
The **Status** of the **Plan** will be **Submitted Online** until the Intake staff gets to it.

## Print a Permit

An email is sent to the customer when a **Permit** is ready to be printed.

Go to the **Dashboard** and click on the **Active** Permits Card to see a full list of all the permits that are in an active status.

### My Permits



This will bring you to the **My Work** menu. This can be directly accessed in the menu bar at the top of the screen as well.

Navigate to **My Permits**.

Dashboard Home Other Resources Apply Supporting Documentation Frequently Asked Questions My Work Today's Inspections Search

My Work

MY INVOICES MY PERMITS MY PLANS MY EXISTING INSPECTIONS REQUEST INSPECTIONS

Permit Number	Project	Address	Permit Type	Status	Attention Reason
<a href="#">MECC-082707-2021</a>		3331 Moore St Richmond, V...	Mechanical (C) - Repair/Rep...	Active, Recent	
<a href="#">ELEC-080541-2021</a>		6031 St Andrews Lane Rich...	ELEC PRMT (Commercial) - ...	Active	

Select the permit to be printed by clicking the blue Permit Number hyperlink.

# The City of Richmond Online Permit Portal User Guide

This will display Summary page

Permit Number: ELEC-080541-2021



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

<b>Type:</b> ELEC PRMT (Commercial) - Light Alteration or Remodel	<b>Status:</b> Issued	<b>Project Name:</b>
<b>IVR Number:</b> 1062504	<b>Applied Date:</b> 02/05/2021	<b>Issue Date:</b> 02/05/2021
<b>District:</b> FW-1	<b>Assigned To:</b> Teachey, W. Jerry	<b>Expire Date:</b> 08/04/2021
<b>Square Feet:</b> 0.00	<b>Valuation:</b> \$0.00	<b>Finalized Date:</b>
<b>Description:</b> Chiller and air handler replacement. Electrical install per engineered drawings.		

- Summary
- Locations
- Fees
- Inspections
- Attachments
- Contacts
- Sub-Records
- More Info

### Progress

8% Completed

- Completed
- In Progress
- Not Started

### Fees

\$0.00

[View Details](#)

### Workflow

- Issue Electrical (C) Permit - Passed
- Wall Rough In - Scheduled
- Ditch/Trench (E) -
- Slab Rough In (E) -
- Ceiling Rough In (E) -
- Temporary Service -
- Wall and Ceiling Rough In -
- Fire Stopping (E) -
- Swimming Pool Bonding -

### Available Actions

- [Request Inspection](#) Ditch/Trench (E) [Request](#)
- [Request Inspection](#) Slab Rough In (E) [Request](#)
- [Request Inspection](#) Ceiling Rough In (E) [Request](#)
- [Request Inspection](#) Electrical Power Service Inspect [Request](#)
- [Request Inspection](#) Wall and Ceiling Rough In [Request](#)

From here, you can click the printer icon in the top right hand corner to print your permit.

Note that from here there are actions you can take that include requesting inspections, viewing attachments, Contacts, etc.

## The City of Richmond Online Permit Portal User Guide

Below is an example of the Permit document.



**City of Richmond**  
Department of Planning  
& Development Review  
Bureau Of Permits  
& Inspections

[PDRPermitsAndInspections@Richmondgov.com](mailto:PDRPermitsAndInspections@Richmondgov.com)

To Request an inspection, call (804) 646-0770

# ELECTRICAL (R) PERMIT

**ISSUE DATE: 11/7/2021**

## ELER-082720-2021

**SITE ADDRESS:** 17111 ...  
Richmond, VA 23226

**PARCEL NUMBER:** W0210340000

**PERMIT DESCRIPTION:** Test - wire garage to code; 8 KBTU mini-split

**TYPE OF IMPROVEMENT:** Garage

**COST OF WORK:** \$2,000.00

**USE GROUP:** R5C - Single Family Detached (Under 4  
Stories)

**CONSTRUCTION TYPE:**

**INSPECTOR NAME:** W. Jerry Teachey

**INSPECTOR PHONE:** 804-385-0721

**INSPECTOR EMAIL ADDRESS:** WILLIAM.TEACHEY@RICHMONDGOV.COM

**PERMIT CONTACT INFORMATION**

**OWNER NAME:** David and Elizabeth ...

**OWNER PHONE:** ...

**CONTRACTOR NAME:** TECHS DO IT ALL

**CONTRACTOR PHONE:** 8043898367

**CONTRACTOR LICENSE NUMBER:** 2701123456

**FEE INFORMATION**

Permit Fee

\$38.00

Administrative Handling

\$25.00

State Levy

\$1.26

**TOTAL FEES**

\$64.26

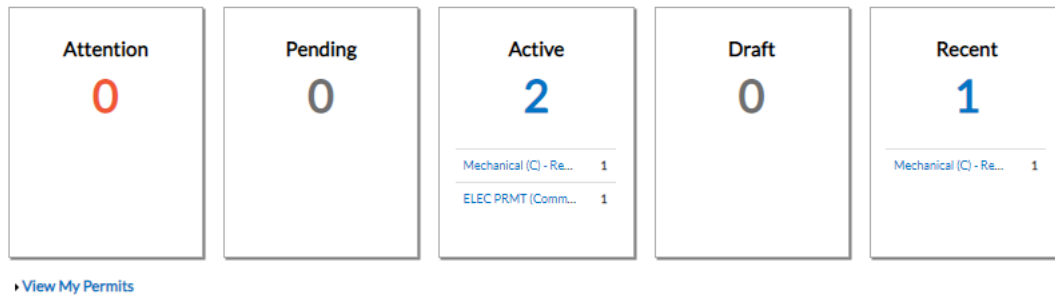


# Scheduling Inspections

The best way to schedule an inspection follows.

Go to the **Dashboard** and click on the **Active** Permits Card to see a full list of all the permits that are in an active status.

## My Permits



This will bring you to the **My Work** menu. This can be directly accessed in the menu bar at the top of the screen as well.

Navigate to **My Permits**.

Dashboard Home Other Resources Apply Supporting Documentation Frequently Asked Questions My Work Today's Inspections Search Cal

My Work

MY INVOICES MY PERMITS MY PLANS MY EXISTING INSPECTIONS REQUEST INSPECTIONS






Permit Number	Project	Address	Permit Type	Status	Attention Reason
<a href="#">MECC-082707-2021</a>		3331 Moore St Richmond, V...	Mechanical (C) - Repair/Rep...	Active, Recent	
<a href="#">ELEC-080541-2021</a>		6031 St Andrews Lane Rich...	ELEC PRMT (Commercial) - ...	Active	

Select the Permit to be printed by clicking the blue Permit Number hyperlink.

You will notice on the **Summary** Screen, you have and **Available Actions** section which lists all the Inspection types you can request on the permit.

## The City of Richmond Online Permit Portal User Guide

### Available Actions

-  Request Inspection  
Ditch/Trench (E)
-  Request Inspection  
Slab Rough In (E)
-  Request Inspection  
Wall Rough In (E)
-  Request Inspection  
Ceiling Rough In (E)
-  Request Inspection  
Electrical Power Service Inspect

You can scroll through those actions and request the type of inspection you need.


### #ELER-082720-2021

Inspection Type: Final (Electrical/Fire Alarm/Security) (E)      Case Type: ELEC PRMT (Residential) - Garage

Address: 17 Towana Road Richmond, VA 23226

\* Contact Name

\* Contact Phone

\* Requested Date  

Comments/Gate Code

From here you can enter the relevant information and click **Submit**.


### #ELER-082720-2021

Inspection Type: Final (Electrical/Fire Alarm/Security) (E)      Case Type: ELEC PRMT (Residential) - Garage

Address: 17 Towana Road Richmond, VA 23226

\* Contact Name

\* Contact Phone

\* Requested Date  

Comments/Gate Code

## The City of Richmond Online Permit Portal User Guide


This is the confirmation screen.

**1** Case #ELER-082720-2021

Inspection Type:	Final (Electrical/Fire Alarm/Security) (E)
Case Type:	ELEC PRMT (Residential) - Garage
Address:	17 Towana Road Richmond, VA 23226

---

Requested Date	11/12/2021
Comments/Gate Code	Please call in advance.
Contact Name	Karen Paquette
Contact Phone	(804) 389-8367



### NOTE:

When you request an Inspection, it will show up as Requested in the Dashboard for a few moments.

Once the system has scheduled the Inspection, it will show up as Scheduled.

You can see all your inspections by clicking on the Inspections Card in the dashboard or going to My Work in the menu bar at the top of the screen.

## The City of Richmond Online Permit Portal User Guide

You can request inspections by going to **My Work** in the menu bar at the top of the screen.

When you click **Request Inspections**, it will list all inspections available to you. This can be overwhelming if you have a lot going on. It is recommended that you choose your Permit and request the inspections from there, as noted above.

### My Work

MY INVOICES   MY PERMITS   MY PLANS   MY EXISTING INSPECTIONS   **REQUEST INSPECTIONS**

<input type="checkbox"/>	Case Number	Address	Type	Inspection Type
<input type="checkbox"/>	ELEC-080541-2021	6031 St Andrews Lane Richmond, VA 23226	ELEC PRMT (Commercial) - Light Alteration ...	Fire Stopping (E)
<input type="checkbox"/>	ELEC-080541-2021	6031 St Andrews Lane Richmond, VA 23226	ELEC PRMT (Commercial) - Light Alteration ...	Wall and Ceiling Rough In
<input type="checkbox"/>	ELEC-080541-2021	6031 St Andrews Lane Richmond, VA 23226	ELEC PRMT (Commercial) - Light Alteration ...	Swimming Pool Bonding
<input type="checkbox"/>	ELEC-080541-2021	6031 St Andrews Lane Richmond, VA 23226	ELEC PRMT (Commercial) - Light Alteration ...	Temporary Service
<input type="checkbox"/>	ELEC-080541-2021	6031 St Andrews Lane Richmond, VA 23226	ELEC PRMT (Commercial) - Light Alteration ...	Slab Rough In (E)
<input type="checkbox"/>	ELEC-080541-2021	6031 St Andrews Lane Richmond, VA 23226	ELEC PRMT (Commercial) - Light Alteration ...	Final (Electrical/Fire Alarm/Security) (E)
<input type="checkbox"/>	ELEC-080541-2021	6031 St Andrews Lane Richmond, VA 23226	ELEC PRMT (Commercial) - Light Alteration ...	Partial Final (Electrical/Fire Alarm/Security)
<input type="checkbox"/>	ELEC-080541-2021	6031 St Andrews Lane Richmond, VA 23226	ELEC PRMT (Commercial) - Light Alteration ...	Other/Consultation (E)
<input type="checkbox"/>	ELEC-080541-2021	6031 St Andrews Lane Richmond, VA 23226	ELEC PRMT (Commercial) - Light Alteration ...	Ditch/Trench (E)
<input type="checkbox"/>	ELEC-080541-2021	6031 St Andrews Lane Richmond, VA 23226	ELEC PRMT (Commercial) - Light Alteration ...	Partial Final with C.O. (Electrical)
<input type="checkbox"/>	ELEC-080541-2021	6031 St Andrews Lane Richmond, VA 23226	ELEC PRMT (Commercial) - Light Alteration ...	Ceiling Rough In (E)
<input type="checkbox"/>	ELER-082720-2021	17 Towana Road Richmond, VA 23226	ELEC PRMT (Residential) - Garage	Wall and Ceiling Rough In
<input type="checkbox"/>	ELER-082720-2021	17 Towana Road Richmond, VA 23226	ELEC PRMT (Residential) - Garage	Ditch/Trench (E)

Showing 27 records. Limited to the last 2000 records

## Online Portal User Tips

### Registering:

If you want to see all records for your company in our online portal, please send an email to CSSHelp@rva.gov for assistance after you register for the portal

### General:

- Use the navigation buttons found in the Online Portal to move around the portal, DO NOT use the Browser Back Button
- BEFORE applying for a plan, confirm the property owner

**Tip:** Customers should search the property address using RVA Parcel Map to confirm the owner on the property prior to starting an application.

You can use a search engine such as Google and search on “RVA Parcel Map” or try this shortcut:

<https://tinyurl.com/RVA-Parcel-Map>

- Invoices can be paid through the portal using the following credit cards: Visa, Mastercard, Discover

### Apply:

- Confirm you are applying for the correct Plan Type and Work Class before you submit your application. If the Plan Type or Work Class are incorrect, the application will be denied and sent back to the applicant and a new application will need to be submitted with the correct information
- When determining what Work Class to select keep the following in mind:  
Heavy alteration is similar to new construction.  
Light alteration involves minor structural work.
- Work Class descriptions are provided for each of the Plan Types

## The City of Richmond Online Permit Portal User Guide

### Location:

**TIP:** When searching for an ADDRESS in the portal, only use the Street number and Street Name. You can add an abbreviation for street direction, if required (i.e., S, W, N). **DO NOT use the street type (Rd, Ave, Street) in the search.**

When entering an address please follow the rules below:

- Only use the street #, street direction and name
- Do not use punctuation or spell out street direction or use street type:

- i. 900 East Broad Street    Incorrect
- ii. 900 E Broad Street    Incorrect
- iii. 900 E. Broad St.    Incorrect
- iv. 900 E Broad    Correct

NOTE: Less is more when it comes to entering data in a search

### Type:

Do not use ALL CAPS when entering a description.

Be specific and include the information about the equipment being installed. (i.e.: 3.5 ton heat pump with duct work).

NOTE: Examples of correct descriptions are provided following this tip sheet.

The description will be used by the inspector when performing inspections.

Enter the total cost of the project in the Valuation field.

### Contacts:

Please confirm you are entering the correct owner for the property.

***To submit a complete application and avoid churn, please note the following information.***

- If you are unable to find the property Owner's name when searching on the Contacts screen, please use your own name. Make a note of the Owner's name in the **Additional Notes** or **Additional Contacts** field in the next screen.
- If you are the Owner and are doing the work yourself, you can add yourself as the Contractor.
- If you can't find the Contractor when you search. Add yourself as the Contractor. Make a note of the Contractor's name in the **Additional Notes** or **Additional Contacts** field in the next screen.

Additional contacts can be added by selecting the contact type from the dropdown in the blue Add Contact box and clicking in the box

## The City of Richmond Online Permit Portal User Guide

### More Info:

Complete ALL fields that are needed for your application

For a Mechanical and Gas applications, if the BTUs you are requesting are not listed, round up to the next value. Apply this to the tonnage on HVAC equipment as well.

### Attachments:

A scan of a application does not need to be added as an attachment.

Site plans can be added even if you select "Plans: No" on the More Info screen.

### Summary:

Confirm all information is correct before submitting your application.

Note: Changes cannot be made after the application has been submitted.

If changes are needed before submitting, use the Back button to navigate to the screen needing correction, make the correction and use the Next button to navigate back to the Summary screen.

You will need to scroll to the bottom of the screen to submit your application.

Once you hit submit you will receive a submittal confirmation page. Please note the Plan number or print this screen for reference, if needed.

## Sample Online Portal Descriptions for Residential Trades

### Plumbing – Residential

- Install plumbing for new construction of single family dwelling- Install 25' of 4" sanitary & 25' of 1" water service, add fixtures; 1 water heater, 2 water closets, 1 bathtub, 2 lavatories, 1 kitchen sink, 1 washer connection, 1 dishwasher, 1 disposal & 7 drain traps.
- Plumbing including rough in & trim out for single family detached dwelling- Install 10' of 3" sanitary & 10' of 1" water service, add fixtures; 1 water heater, 1 water closet, 1 bathtub, 1 lavatory, 1 kitchen sink, 1 shower stall, 1 washer connection, 1 dishwasher & 1 disposal.
- Replace water line from meter to house with 50' of 1" service line at single family detached dwelling.
- Connecting 14' of 6" sanitary line from building to lateral at property line & connecting 24' of 1" water service from building to meter.

### Mechanical – Residential

- Install 1-2.5 ton heat pump system with duct work at single family detached dwelling. Dimensions: 35" above grade with pad x 26" x 26".
- Replace (1) 3 ton heat pump with (1) 3.5 ton heat pump. Dimensions: 37" above grade with pad x 25 ¾" x 27". Plot plan attached (A plot plan showing the location of the heat pump is required as the height above grade is ≥ 36". When applying, upload this into the "Attachments" section).
- Install (1) 460k BTU gas boiler and related duct work.
- Install (1) 18k BTU pre-fab, direct vent, fireplace. No gas piping work involved.
- Reline furnace flue with stainless steel chimney liner.
- Replace existing AC with new (1) 2.5 ton AC and (1) 45K BTU gas furnace w/ AC. No duct work.
- Install (1) 1.5 ton mini split in 2nd floor addition bedroom.
- New detached garage/shop. Install new (1) 18K BTU mini split heat pump and small base board heat. Outdoor unit is under 36" high with base.



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### Electrical – Residential

- Install power to new duplex with 2-200 amp service, units will be wired per NEC, & install low voltage wiring such as voice, data & TV, wire 2- 2 ton heat pumps.
- Install 200 amp panel in garage, install 50 amp 220v receptacle for car charger, and install 2 lights & 4 receptacles in garage at single family detached dwelling.
- Upgrade service from 100 amp to 200 amps. Install (2) 200 amp panels in duplex.
- Install (1) 12 KW (208,550 BTU) whole house generator. Top of unit with pad is less than 36" above grade.
- Replace meter box.
- Replace 3 wire range cable with 4 wire #8 copper NM cable.
- Install GFI plug and move switches.
- Installation of a photovoltaic flush roof solar PV System.

### Gas Piping – Residential

- Run new gas lines- 2' of 1 1/4" steel/iron, 25' of 3/4" & 15' of 1" CSST for connection to 1-199K BTU water heater, 1-80K BTU furnace & 1-34K BTU range.
- Run 20' of 1/2", 20' of 3/4" & 20' of 1" steel/iron gas piping for 1-200K BTU water heater, 1-90K BTU furnace & 1-90K BTU range.
- Install new (10') of 1" steel/iron and (100') of 3/4" CSST gas piping to connect new (10 40K BTU gas water heater, (10 40K BTU gas furnace and (1) 35K BTU gas range.
- Install new (50') of 1" of steel/iron gas piping to connect new (1) 199K BTU tankless gas water heater, (1) 150K BTU gas furnace and (1) 60K BTU gas furnace.
- Install new (10') 1/2" copper gas piping to connect new (1) 80K BTU gas range.
- Install 18' of 3/4" steel/iron gas pipe to supply (1) future 90,000 BTU gas log set.