

## **Purchasing a Permit using e-Permits**

To follow are a number of quick tips to help you navigate our ePermitting software to apply for a Mechanical, Plumbing or Electrical Permits. Please send any feedback that you may have to the Permit Center at <a href="mailto:permitcenter@cityofvancouver.us">permitcenter@cityofvancouver.us</a> or contact Permit Center staff at 360-487-7802.

## In order to access the City of Vancouver's e-Permits system a user account must be set up for you.

Please complete the ePermit account request form online at:

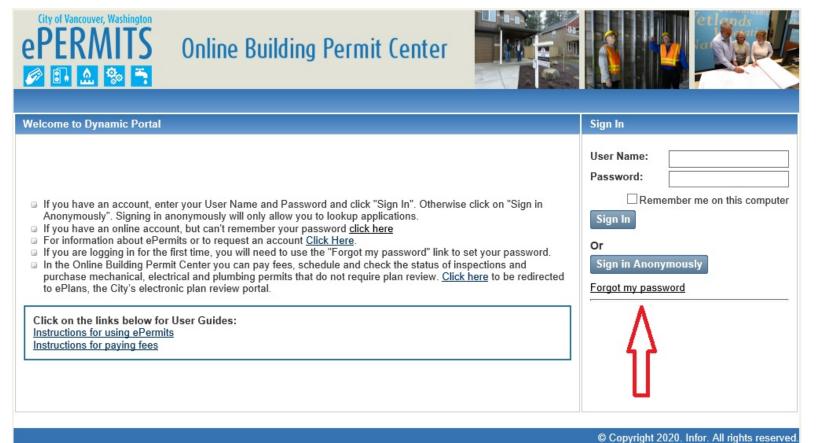
https://www.cityofvancouver.us/ced/webform/epermits-account-request-form

## To Login:

After you have submitted an enrollment form and have received back your login information, before your 1<sup>st</sup> attempt to login you will need to change your password. Follow the directions below to do so. If you do not do this you will not be able to login.

Click on the link next to Forgot my password?

Follow the prompts to change your password and then sign in with your new password.







響 0 items in My Cart \$0.00 Check Out

### Portal Home

### Applications

- Building Application
- Planning Application
- Use Application
- Project Application

#### Pay Fees

- My Building Fees
- My Planning Fees
- My Use Fees
- My Project Fees

### Inspections

Lookup/Schedule Inspections

## Look Up



Lookup your Building Permit, Planning, Use or Project applications to schedule an inspection, check the status and view details. Or search for other applications by application numbers, applicant name or address/parcel ID.

- Building Permit
- □ Planning
  □ Use Permit
- Project

#### Apply



To apply for a Building Permit or Planning application you will need to provide information such as the type of application, site location, and specific details regarding your application. Once your application is successfully submitted and received you will receive a confirmation.

Apply for a Building Permit



### Pay Fees

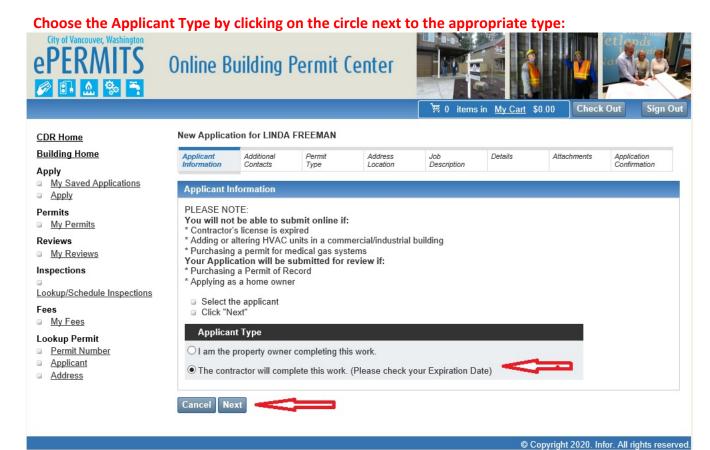


Pay fees for your Building Permit or Planning Application. Online payments can be made with Visa or Mastercard.

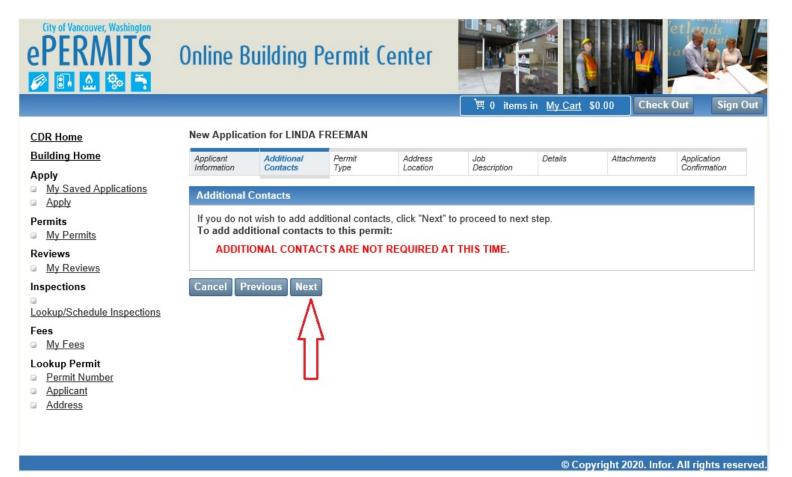
- Lookup My Building Permits to be Paid
- Lookup My Planning Applications to be Paid

© Copyright 2020. Infor. All rights reserved.

**Click on Apply for a Building Permit** 



**Click Next** 



Click next to bypass this page as Additional Contact is not available in this version.





erekiwiis	Online B	uilding	Permit	Center				
					買 0 items in	n <u>My Cart</u> \$	0.00 Check	Out Sign Out
CDR Home	New Applicat	tion for LINDA	FREEMAN					
Building Home Apply	Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
<ul> <li>My Saved Applications</li> <li>Apply</li> </ul>	Permit Type	•						
Permits  My Permits  Reviews  My Reviews	Please : Click "N Permit Type Select Or	e: *	it type					
Inspections  Lookup/Schedule Inspections	Cancel Pr	evious Next						
Fees  My Fees								
Lookup Permit  Permit Number  Applicant  Address								

© Copyright 2020. Infor. All rights reserved.

Click on the Arrow next to Permit Type: Currently the only option available is MECH PLUMB ELEC PERMIT. Mechanical, Plumbing and Electrical permits have been combined into one permit type, the MPE Permit.



Fees My Fees Lookup Permit Permit Number Applicant Address

## Online Building Permit Center



					-> V Itellis	II IVIY CAIL	WO.00 CHECK	Sign C
CDR Home	New Applica	tion for LINDA	FREEMAN					
Building Home	Applicant	Additional	Permit	Address	Job	Details	Attachments	Application
Apply	Information	Contacts	Туре	Location	Description			Confirmation
<ul> <li>My Saved Applications</li> <li>Apply</li> </ul>	Permit Loc	ation						
Permits  My Permits	■ Enter ti	he Address	application add		St" will result in a	list of all addr	esses available fo	or "Main St"
Reviews				on the appropria		not of an addi	ooooo avanabio it	or main or
My Reviews			orrect location,	make changes to	your search and	try again		
Inspections	□ Click "S Number		Street Name*	Suffix	Unit/Apt.			
	415	~	6%	×	~			
Lookup/Schedule Inspections	City		State	Zip		_		
Fees	- City		Washington	<b>~</b>				
My Fees								
Lookup Permit	Search							
<ul> <li>Permit Number</li> </ul>								
<ul> <li>Applicant</li> </ul>	Canada							
□ Address	Cancel P	revious						

© Copyright 2020. Infor. All rights reserved.

Enter your street number and your street name followed by the %. This system uses the % as a wildcard. Because addresses can be entered many different ways, using the wildcard along with the number and street name will return you the address(s) you are looking for. CLICK SEARCH

If you cannot find the address you are looking for, verify that the property/address you are looking for is within the City of Vancouver's jurisdiction: http://gis.clark.wa.gov/applications/gishome/property/index.cfm



My Saved Applications

Lookup/Schedule Inspections

CDR Home Building Home

■ Apply
Permits
■ My Permits
Reviews
■ My Reviews
Inspections

Fees

My Fees

Lookup Permit

Permit Number
Applicant
Address

## Online Building Permit Center



				票 0 item	sin <u>MyCart</u> \$0	.00 Check (	Out Sig
ew Applicatio	n for LIND	A FREEMAN					
Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
Permit Location	on						
<ul><li>If you do n</li><li>Click "Sea</li></ul>	not see the arch"	ation by clicking on t correct location, mal	ke changes to	your search a	, ,		
415	Dir 🗸	Street Name* 6% State Washington	Suffix Zip	Unit/Apt			
415 Eity 42 Matches Fo	ound	6% State Washington	Zip	<b>Y</b>		State	e Zip
415 City  42 Matches Fo	ound	6% State	Zip		City VANCOUVER	State WA	e <u>Zip</u> 98660
415 Edity 42 Matches Fo	ound Dir	6% State Washington Street Nam	Zip  Zip  Su	ffix Apt	City		
415 City 42 Matches Fo Street #	ound Dir W	6% State Washington Street Nam	Zip  Zip  ST	## Apt 501	<u>City</u> VANCOUVER	WA	98660
415 City  42 Matches For Street # 415 415	ound Dir W	6% State Washington  Street Nam 6TH 6TH	Zip  Zip  Str	ffix Apt 501 515	City VANCOUVER VANCOUVER	WA WA	98660 98660

© Copyright 2020. Infor. All rights reserved.

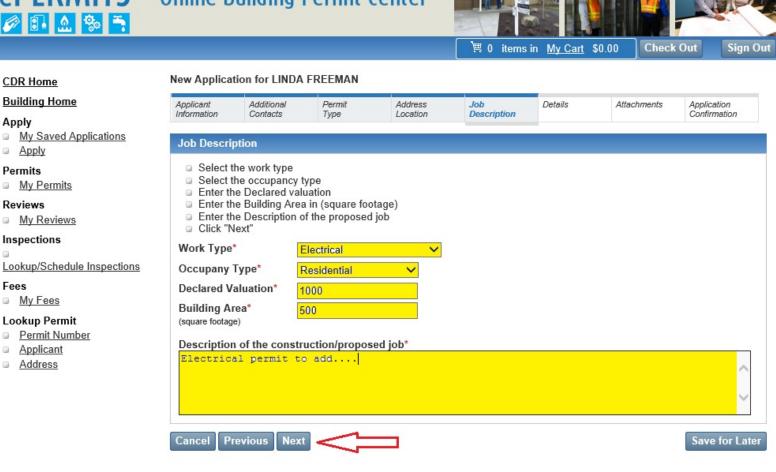
If you see the correct address, double click to select.

Cancel Previous

- If you do not see the correct address, you can click through the page numbers in the bottom right corner. You will see the numbers in blue with the page you are currently on being displayed in white.
- Scroll through the pages and find the correct address then double click to select.







- © Copyright 2020. Infor. All rights reserved.
- Select Work Type (Mechanical, Electrical, Plumbing or Permit of Record)
- **Select the Occupancy type (Commercial or Residential)**
- Enter the Declared Valuation (this does not affect your fees however, it is required by the system)
- Enter Building Area (this does not affect your fees however, it is required by the system)
- Enter a brief description of work in the "Description of the construction/proposed job\*" field
  - Include tenant name or suite number for Commercial Work
  - Include the Contractor's Permit Number if applying for a Permit of Record.
  - Include a brief description of what type of work will be done.
- **Click Next**

On the next 4 pages you will find instructions on how to apply for each of the 4 permit types allowed through ePermits. Please fill in all the appropriate fields for the type of work you are applying for.

## \*\*\*ELECTRICAL PERMITS \*\*\*



# Online Building Permit Center



≒ 0 items in <u>My Cart</u> \$0.00

Check Out

Sign Out

## **CDR Home**

## **Building Home**

## Apply

- My Saved Applications
- Apply

### Permits

My Permits

## Reviews

My Reviews

## Inspections

Lookup/Schedule Inspections

### Fees

My Fees

## **Lookup Permit**

- Permit Number
- Applicant
- Address

<b>New Application</b>	for	LINDA	FREEMAN
------------------------	-----	-------	---------

Applicant nformation	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
Application	Details						
	the details.						
☐ Click "N	lext" Information						
Over 60							
	teration No		~				
Work Scop	e *						
Alteration			~				
Mobile Ho							
морпе по	me						
Mobile	Home Service	OR Feeder					
Mobile	Home Service	AND Feeder					
Quantity		int of Mobile Ch	annee				
Quantity		int of Mobile Of	langes				
Scope of \	Nork						
Description			Quantit	у			
Altered Se	ervice		<b>Y</b> 1				
Electrical A	Amps		Electrical S	Sq Ft			
0-100 Am	ps		<b>∨</b> 500	×			
Add -							
Work Desc	rintion	Ou	antity	Amperage	Sq Ft		
ALTER	атрион	1	antity	0-100	500	CANCEL	]
		200				5. 1.1522	
ncol De	evious Next						Save For Late
ancel Pr	evious Next						Save For La

© Copyright 2020. Infor. All rights reserved.

- Over 600 Volts Check box if Yes
- Lighting Alteration Yes/No
- Work Scope:
  - Alteraton
  - Annual Permit
  - New
  - Permit of Record

- Replacement Like in Kind
- Mobile Home If this Electrical permit is for a Mobile Home and it is not a new mobile home placement, check either Mobile Home Service and Feeder or Mobile Home Service or feeder and then enter the Quantity.
- Scope of Work
  - O Description of Work | Select an item from the list that describes the type of work you will be doing
  - Quantity
- Electrical AMPs are required for Altered Service, Additional Feeders, Temporary Service or New Service.
- Electrical SQ. FT. is required for Low Voltage/Telecommunications Only
- CLICK ADD By clicking add you are adding your choices entered above into the grid. This action is required in order to calculate your permit fees. If you do not click add, your permit will not be complete and you will be asked to go back and enter a Scope of Work.

Repeat the steps above for each item you are permitting.

• Click Next – Go to page 17 to continue with your Electrical Permit

## \*\*\*PERMIT OF RECORD\*\*\*



## Online Building Permit Center



					関 0 items	in My Cart	\$0.00	Check Out	Sign Out
CDR Home	New Applica	tion for LINDA	FREEMAN						
Building Home	Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachi		cation irmation
Apply  My Saved Applications Apply	Job Descri	ption	77.5						
Permits  My Permits	<ul><li>Select t</li></ul>	he work type he occupancy le Declared val							
Reviews  My Reviews	Enter th	e Building Are	a in (square for of the proposed						
Inspections	Work Type		Electrical Perm	it of Record ✓					
Lookup/Schedule Inspections Fees	Occupany Declared V		Commercial/Inc	dustrial 🗸					
<ul><li>My Fees</li><li>Lookup Permit</li></ul>	Building A	rea*	10000						
<ul><li>Permit Number</li><li>Applicant</li><li>Address</li></ul>			ruction/propos sociated to	sed job* CMI-123456					^

© Copyright 2020. Infor. All rights reserved.

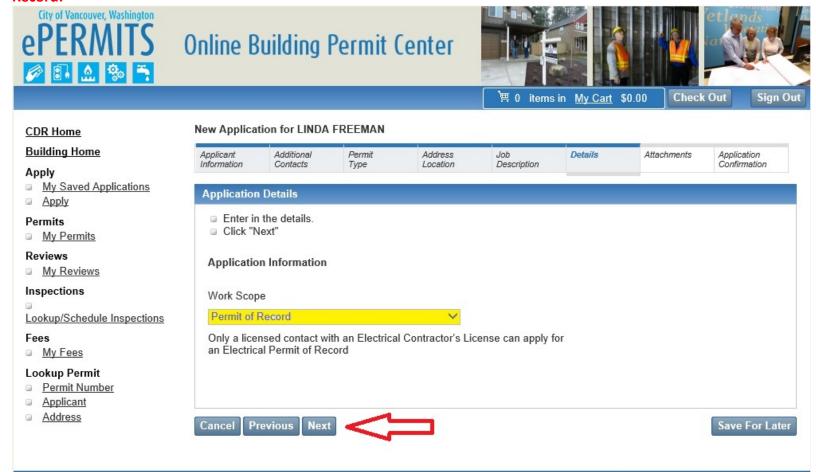
Save for Later

Select Work Type (Mechanical, Electrical, Plumbing or Permit of Record)

Previous Next

- Select the Occupancy type (Commercial or Residential)
- Enter the Declared Valuation (this does not affect your fees however, it is required by the system)
- Enter Building Area (this does not affect your fees however, it is required by the system)
- Enter a brief description of work in the "Description of the construction/proposed job\*" field
  - o Include tenant name or suite number for Commercial Work
  - Include the Contractor's Permit Number if applying for a Permit of Record.
  - Include a brief description of what type of work will be done.
- Click Next

You will be notified that only a Contractor with an Electrical Contractor's License can apply for an Electrical Permit of Record:



© Copyright 2020. Infor. All rights reserved.

The Electrical Contractor's License will be verified by staff when the Permit of Record is submitted. There will be a 1 day hold placed on all Permits of Records. Once the Contractor License has been verified by staff, the fees will be added to the permit and you can then pay the fee and receive your permit.

Click Next – Go to page 17 to continue with your Permit of Record

## \*\*\*MECHANICAL PERMIT\*\*\*



My Saved Applications

Lookup/Schedule Inspections

CDR Home Building Home

Apply

Fees

My Fees

Lookup Permit

Permit Number

Applicant

Address

Apply
 Permits
 My Permits
 Reviews
 My Reviews
 Inspections

## Online Building Permit Center



Job Description  Select the work ty				
Select the work ty				
	Area in (square fo			
Occupany Type*	Residential	~		
Declared Valuation*	500			
Building Area*	500			

© Copyright 2020. Infor. All rights reserved.

Save for Later

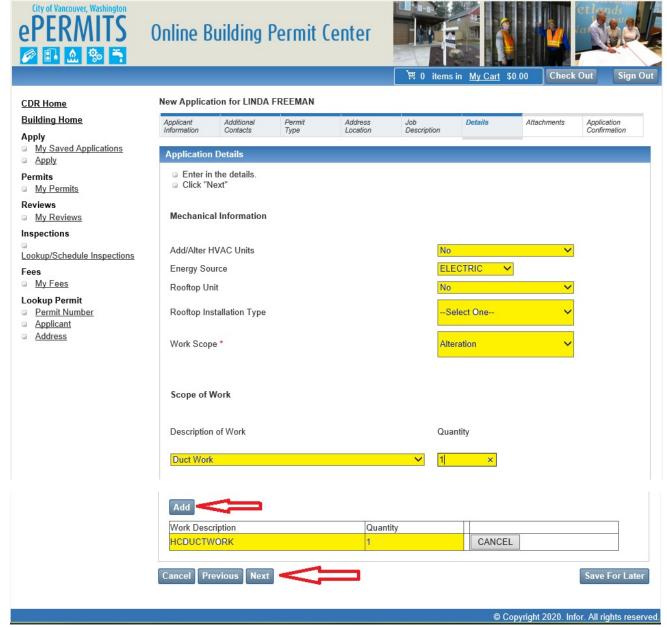
Select Work Type (Mechanical, Electrical, Plumbing or Permit of Record)

Cancel Previous

- Select the Occupancy type (Commercial or Residential)
- Enter the Declared Valuation (this does not affect your fees however, it is required by the system)
- Enter Building Area (this does not affect your fees however, it is required by the system)

Next

- Enter a brief description of work in the "Description of the construction/proposed job\*" field
  - o Include tenant name or suite number for Commercial Work
  - Include the Contractor's Permit Number if applying for a Permit of Record.
  - Include a brief description of what type of work will be done.
- Click Next



- Add or Alter HVAC Units Yes or No
- Energy Source This field is required so the appropriate inspections are available on the permit
- Rooftop Unit Yes or No This field will determine if Plan Review is required.
- Rooftop Installation Type
  - o New
  - Over 400 lbs
  - Relocate Existing Unit
  - Replacement Like in Kind
- Work Scope
  - New
  - o Alteration
  - o Replacement Like in Kind
  - Annual Permit (this scope of work is not allowed on-line)
- Select an Item from the Description of Work Picklist and then enter the quantity
- Click Add

Repeat these steps for each item you are permitting, when you are done adding items click Next Go to Page 17 to continue with your Mechanical Permit

## \*\*\*PLUMBING PERMIT\*\*\*



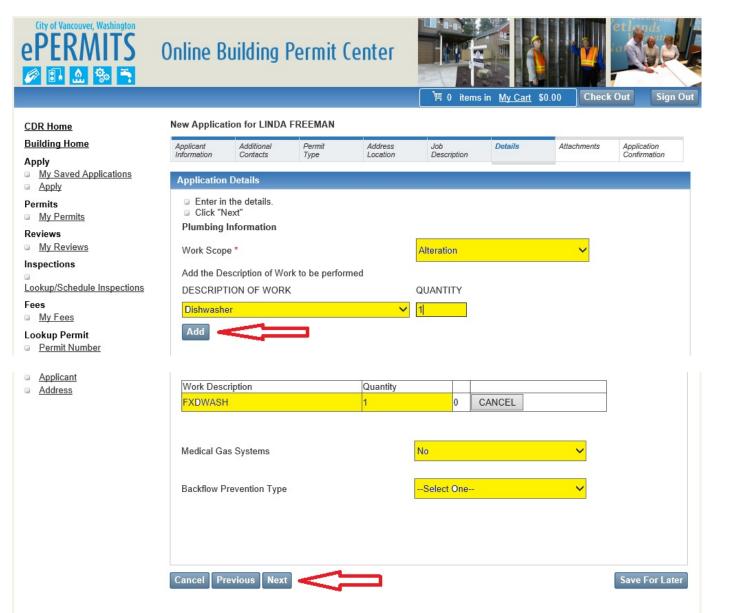
## Online Building Permit Center



								100		
					買 0 items in	My Cart	\$0.00	Check Out	Sign Out	
CDR Home	New Applicatio	n for LINDA	FREEMAN							
Building Home	Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attac		lication firmation	
Apply  My Saved Applications Apply	Job Descripti		Туре	Location	Description			Con	irmation	
Permits  My Permits  Reviews  My Reviews  Inspections	<ul><li>Enter the</li><li>Enter the</li></ul>	occupancy to Declared valu Building Area Description o								
Lookup/Schedule Inspections  Fees  My Fees  Lookup Permit	Occupany Ty Declared Valu Building Area (square footage)	uation* 5	commercial/Inc 000 5000	dustrial 🗸						
Permit Number Applicant Address	Description o			sed job*				Sa	ve for Later	

© Copyright 2020. Infor. All rights reserved.

- Select Work Type (Mechanical, Electrical, Plumbing or Permit of Record)
- **Select the Occupancy type (Commercial or Residential)**
- Enter the Declared Valuation (this does not affect your fees however, it is required by the system)
- Enter Building Area (this does not affect your fees however, it is required by the system)
- Enter a brief description of work in the "Description of the construction/proposed job\*" field
  - o Include tenant name or suite number for Commercial Work
  - Include the Contractor's Permit Number if applying for a Permit of Record.
  - Include a brief description of what type of work will be done.
- **Click Next**



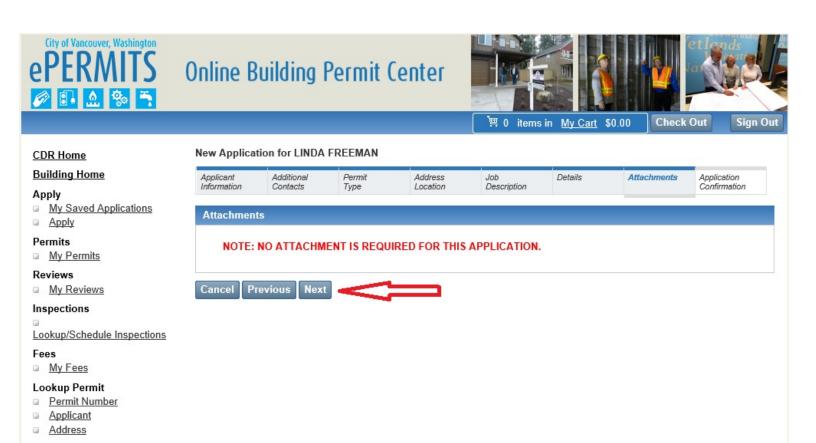
- Work Scope
  - Alteration
  - Annual Permit (this scope of work is not allowed on-line)
  - New
  - Permit of Record (this scope of work is allowed when permit type = Electrical)
  - o Replacement Like in Kind
- Select an Item from the Description of Work Picklist and then enter the quantity
- Click Add
- Medical Gas Systems Yes or No
- Backflow Prevention Type (Only required if work pertains to backflow prevention)

Repeat these steps for each item you are permitting, when you are done adding items

Click Next

Go to Page 17 to continue with your Plumbing Permit

© Copyright 2020. Infor. All rights reserved.



© Copyright 2020. Infor. All rights reserved.

Click Next to Bypass this page. The system does not allow documents to be uploaded at this time.





#### **CDR Home**

### **Building Home**

## Apply

- My Saved Applications
- Apply

#### Permits

My Permits

#### Reviews

My Reviews

#### Inspections

Lookup/Schedule Inspections

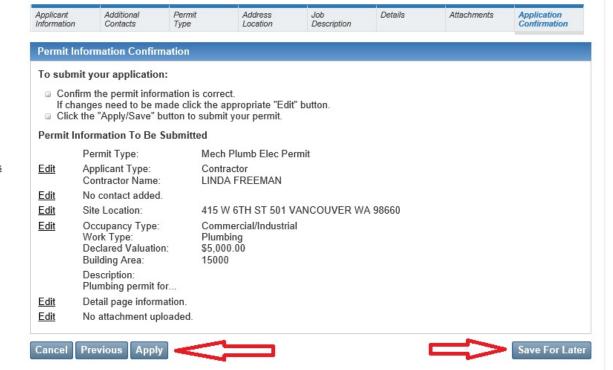
#### Fees

My Fees

## Lookup Permit

- Permit Number
- Applicant
- Address

## New Application for LINDA FREEMAN



© Copyright 2020. Infor. All rights reserved.

Review your application information shown on this page. If you need to change any of the information, use the previous button, if there are no changes and you are ready to proceed click the Apply button.

If you do not want to submit this application at this time, you can also save this application for later by clicking on the Save For Later button.





胃 0 items in My Cart \$0.00

**Check Out** 

Sign Out

## CDR Home

## **Building Home**

### Apply

- My Saved Applications
- Apply

#### Permits

My Permits

#### Reviews

My Reviews

## Inspections

Lookup/Schedule Inspections

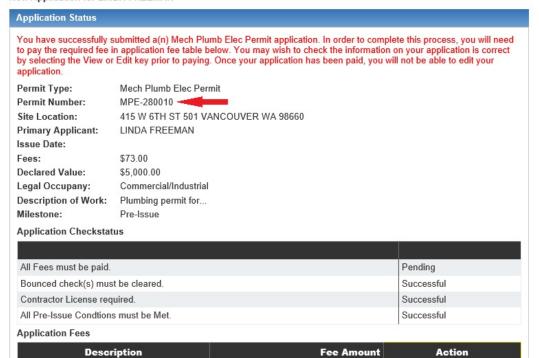
#### Fees

My Fees

## Lookup Permit

- Permit Number
- Applicant
- Address

New Application for LINDA FREEMAN



© Copyright 2020. Infor. All rights reserved.

\$73.00 Add to Cart

## Application Status Page

- o This page will display your permit information as well as the fee amount due
- Click on Add to Cart

Plumbing Permit

View | Clone





関 1 items in My Cart \$73.00

Check Out

ian Out

### **CDR Home**

## **Building Home**

#### Apply

- My Saved Applications
- Apply

#### Permits

My Permits

### Reviews

My Reviews

## Inspections

Lookup/Schedule Inspections

#### Fees

My Fees

## Lookup Permit

- Permit Number
- Applicant
- Address

### New Application for LINDA FREEMAN

#### New Application for EMBA I REEMA

**Application Status** 

You have successfully submitted a(n) Mech Plumb Elec Permit application. In order to complete this process, you will need to pay the required fee in application fee table below. You may wish to check the information on your application is correct by selecting the View or Edit key prior to paying. Once your application has been paid, you will not be able to edit your application.

Permit Type: Mech Plumb Elec Permit

Permit Number: MPE-280010

Site Location: 415 W 6TH ST 501 VANCOUVER WA 98660

Primary Applicant: LINDA FREEMAN

Issue Date:

Fees: \$73.00 Declared Value: \$5,000.00

Legal Occupany: Commercial/Industrial

Description of Work: Plumbing permit for...

Milestone: Pre-Issue
Application Checkstatus

All Fees must be paid.	Pending
Bounced check(s) must be cleared.	Successful
Contractor License required.	Successful
All Pre-Issue Condtions must be Met.	Successful

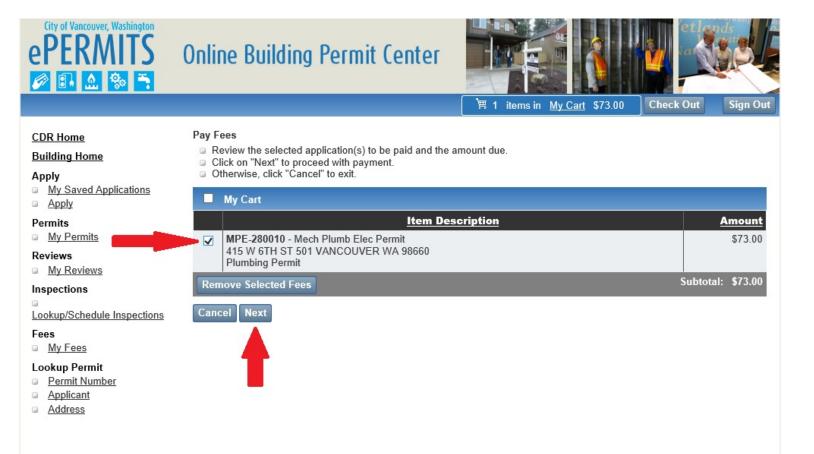
#### **Application Fees**

Description	Fee Amount	Action
Plumbing Permit	\$73.00	In the Cart

View | Clone

© Copyright 2020. Infor. All rights reserved.

• Click on Check Out located in the upper right hand corner of the screen.



• Check the fee you want to pay by clicking in the box next to the applicable fee (you could have multiple permits showing multiple fees).

© Copyright 2020. Infor. All rights reserved.

Click Next





期 1 items in My Cart \$73.00 Check Out Sign Out

## **CDR Home**

## **Building Home**

#### Apply

- My Saved Applications
- Apply

### Permits

My Permits

#### Reviews

My Reviews

## Inspections

Lookup/Schedule Inspections

#### Fees

My Fees

### Lookup Permit

- Permit Number
- Applicant
- Address

	Subtotal: \$7
Method of Paymen	(Select one)
Payment Options	eCheck V
ECheck Account In	formation
Echeck MB	123456789 <b>:</b> 0000987654321 <b>:</b> 1001
9 Digit F	louting Number Your Account Number Check Number
Payment Amoun	\$73.00
Name of Accoun Holder*	FREEMAN, LINDA
Address*	415 W 6TH ST
City	VANCOUVER
State	Washington
Zip*	98660
Country	USA
Bank Name*	
Bank Account Ty	pe*
Routing Number	
Account Number	
ransfer or draft drav he payment and my s from a corporate a	unt number above and clicking PAY, I authorize my payment to be processed as an electronic funds in from my account. If the payment is returned unpaid, I authorize you or your service provider to colle state's return item fee by electronic funds transfer(s) or draft(s) drawn from my account. If this payme ccount, I make these authorizations as an authorized corporate representative and agree that the ent NACHA operating rules.

- Payment Options
  - o eCheck
  - Credit Card
- Depending on which type of payment option you choose, fill in the appropriate fields. The example above is for eCheck.
- Click Pay after all fields are complete
- At his point, you will be re-directed away from the City of Vancouver's site to our payment processing site
  'Cybersource'. This payment site will process your payment and then notify you when the payment is
  complete.
- Print your receipt

• To print your permit you will need to click on <u>Building Permit</u> under the Look Up section on the Home page.



## Online Building Permit Center



Portal Home

#### Applications

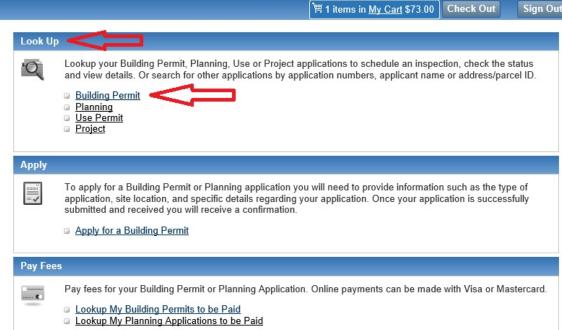
- Building Application
- Planning Application
- Use Application
- Project Application

## Pay Fees

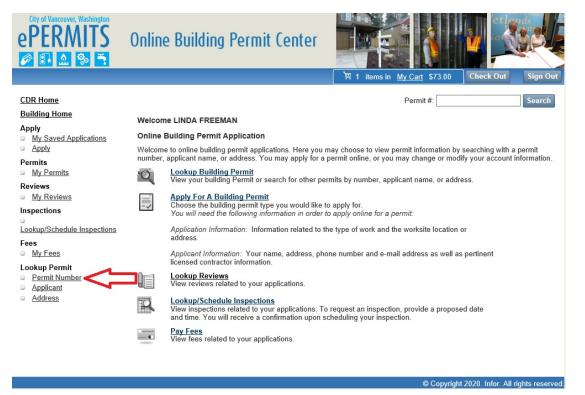
- My Building Fees
- My Planning Fees
- My Use Fees
- My Project Fees

## Inspections

Lookup/Schedule Inspections



© Copyright 2020. Infor. All rights reserved.



Click on Permit Number located under Lookup Permit in the lower left corner



## Online Building P



ermit Center			
	関 1 items in My Cart \$73.00	Check Out	Sign Out

## **CDR Home Building Home**

## Apply

- My Saved Applications
- Apply

#### Permits

My Permits

#### Reviews

My Reviews

## Inspections

Lookup/Schedule Inspections

#### Fees

My Fees

### Lookup Permit

- Permit Number
- **Applicant**
- Address

#### Permit Application Lookup

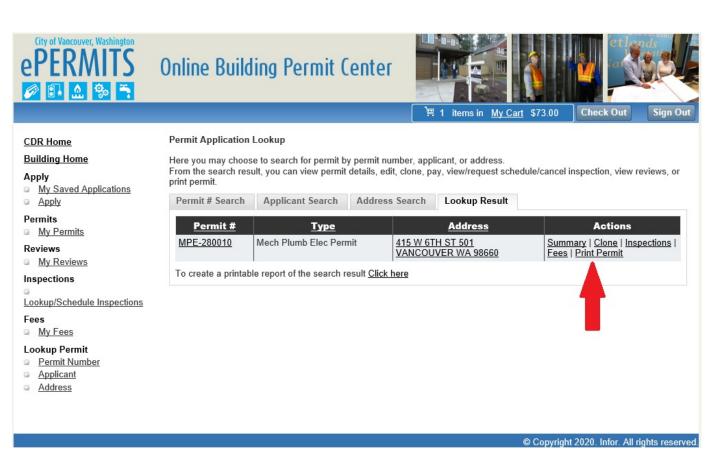
Here you may choose to search for permit by permit number, applicant, or address.

From the search result, you can view permit details, edit, clone, pay, view/request schedule/cancel inspection, view reviews, or print permit.



© Copyright 2020. Infor. All rights reserved.

- Enter the Permit Number in the Application # field and Click Search
- Click on the Print Permit link shown below under the Actions



- Print the Permit and the Inspection Card (page 2) and place on site so it is available for the Inspector to sign off.
- PERMIT AND INSPECTION CARD MUST BE AVAILABLE ON SITE UNTIL THE JOB IS COMPLETE



## **PLUMBING PERMIT**

MPE-280010

Received: 04/07/2020 Issued: 04/07/2020 Expires: 10/04/2020

P.O. Box 1995 ep Vancouver, WA, 98668-1995 Phone: (360) 487-7800 Telephone

On-line Inspection Scheduling: epermits.cityofvancouver.us Telephone Inspection Scheduling - 360-487-7890 Final: Milestone:

Inspections

PROJECT NAME:

PROJECT DESCRIPTION: Dishwasher. Plumbing Permit For...

PARCEL: 48620000

SITE ADDRESS: 415 W 6TH ST 501 VANCOUVER WA 98660

APPLICANT: LINDA FREEMAN

415 W 6TH ST

VANCOUVER WA 98660

(360)487-7905

OWNER: CITY OF VANCOUVER

PO BOX 1995

VANCOUVER WA 98668

(360)487-7855

(360)487-7854

 Contractor:
 Phone:
 License Type:
 License #:
 Expire Date:

 LINDA FREEMAN
 (360)487-7905
 ELE
 36587\*985
 8/27/2020

#### \*\*\*\*\*BE ADVISED\*\*\*\*

- This permit becomes null and void if work is not started, or if work authorized is suspended or abandoned prior to the expiration date noted on this permit.
- In general all work must be inspected prior to concealment, concrete forms to be inspected prior to pouring concrete, and buildings are not to be occupied until inspected and approved by the Building Division.
- 3) The Permittee is responsible for:
  - a. Compliance to applicable codes, ordinances and laws.
  - b. Making sure all Contractors are properly licensed by the State.
  - c. Maintaining the approved construction drawings and permits on-site.
  - d. Scheduling required inspections.
  - e. Providing access to and means for inspection of all work under this permit.
- 4) An on-site erosion control inspection is required by the Erosion Control Specialist for an approval prior to



#### COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

## JOB SITE COPY

PLUMBING WORK TYPE PERMIT CARD

## THIS PERMIT CARD AND PLANS ARE REQUIRED TO BE PRESENT ON JOB SITE FOR ALL INSPECTIONS

ADDRESS: 415 W 6TH ST 501 VANCOUVER WA 98660 APPLICATION NUMBER: MPE-280010

## JOB SITE INSPECTION RECORD - APPLICANT SHALL POST ON-SITE

Work being performed: Dishwasher. Plumbing Permit For..

### **AVAILABLE INSPECTIONS FOR THIS PERMIT**

	INSPECTIONS			
	Result	Date	Inspector	
PLB400 - Groundwork Plumbing				
PLB410 - Rough Plumbing				
PLB421 - Shower Pan/Bathtub				

FINAL INSPECTIONS				
	Result	Date	Inspector	
PLB495 - Final Plumbing				

NOTES: