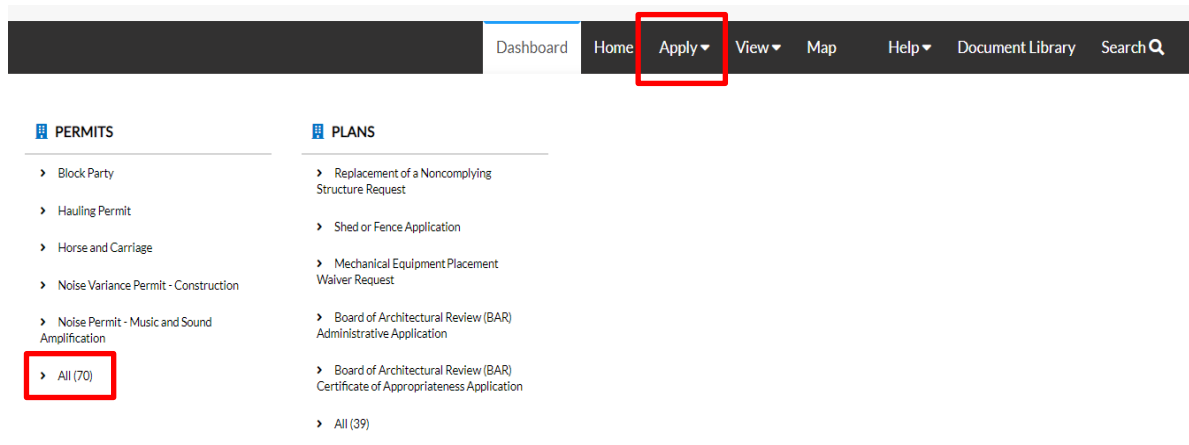


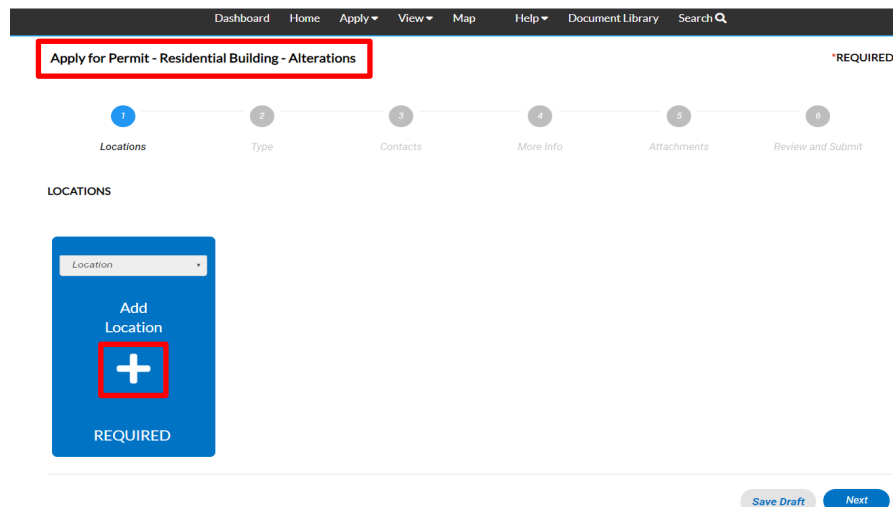
APPLYING FOR A PERMIT

Users are presented with 2 options under the Apply menu: Permits and Plans. If the user does not see the permit they want to apply for on the top menu, then the user can click **All** at the bottom of the list to access the Permit Application Assistant; this tool helps guide the user into choosing the correct permit type to apply for. CSS users can begin applying for cases and resume the application process later if needed. This is helpful when users want to save completed work and then continue when they're ready.

1. Click on **Apply** and choose from the Permit(s) listed or **All** for the Application Assistant.



2. The **Apply for Permit** screen will open and the address card will be displayed. Permit details can now be entered beginning with the project address.



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3. **Add Address:** Click on the + in the center of the **Add Address** card. An **Add Location** screen will appear. Enter the full address and click the magnifying glass to **Search**. If your address is located within the City of Alexandria, the record for the address will appear. (APEX Best Practice is to always **Search** first.) **Add** in the address for the Permit. Click **Next**.

[← Back to Application](#)
Add Location

Add Address As

Address Information

4. The **Apply for Permit** screen will re-open and the permit type chosen will default under **Details**

Apply for Permit - Residential Building - Alterations

Locations
 2 Type
 3 Contacts

PERMIT DETAILS

* Permit Type

Description

* Square Feet

* Valuation

- (*) Denotes that the field is required in order to save the Permit.
- **Description:** Applicant will need to complete a description of the work that the Permit is being created for in this field.
- **Square Feet:** (may not be required for all types) Applicant will need to provide how many square feet the Permit will include. This value must be greater than zero.
- **Valuation:** (may not be required for all types) Applicant will need to provide the estimated cost of the work that the Permit relates to in this field. This value must be greater than zero.



5. **Contacts:** The registrants contact information will default to the first Contact card listed. If there are additional contacts that need to be added to the Permit that is being applied for, click on the **Add Contact +**. Choose from the dropdown box the contact type. In the search box, type in Name, Email, or Company name and click the magnifying glass to search the Global Contacts in EnerGov for an existing contact. If the person, email or company is an existing contact click **Add** to add the contact to the application. If contact does not exist in Global Contacts, click **Enter Manually** and fill in the required fields. Click **Next**.

Apply for Permit - Residential Building - Alterations

CONTACTS

Applicant

Weezy Jefferson (You)
Jefferson Cleaners
301 King Street, Alexandria, VA., 22314

Agent ▼

Add Contact

+

[Back](#)

6. **More Info:** Construction and square foot details specific to the project are required in the information section of the **Apply for Permit** screen. Additional information applicable to the permit type may also be required in this section prior to moving on to **Attachments**.

Apply for Permit - Residential Building - Alterations *REQUIRED

MORE INFO

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

Construction and Sq Ft Details + Add Row				
Use Group	Construction Type	Square Footage	Description	Occupant Load



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7. **Attachments:** Click on the **Add Attachment +** card to open Windows Explorer. The applicant may click to insert or drag files into the Add Attachment card. (Certain Permit types may have required documents that must be attached in order to save.)

Apply for Permit - Residential Building - Alterations *REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

Attachments

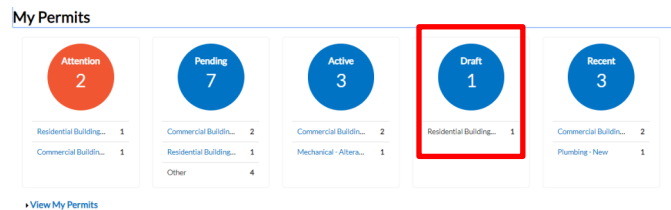
Add Attachment

+

Supported pdf, jpg, png, eps, gif, tiff, doc, docx, xls, xlsx, text, dwg, dxf, dwt, dwfx

Back
Save Draft
Next

8. **Save Draft:** Click **Save Draft** if the information is incomplete and needs to be finished at a later date. The applicant may click on the Draft status circle on the Dashboard to resume their Permit/Plan.



9. **Next:** Click **Next** to be taken to the **Review and Submit** page. Cautiously review the details of the permit prior to submitting the application.

Apply for Permit - Residential Building - Alterations *REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

Submit

**If fields are left blank and Save Draft, Next or Save is clicked, an alert box will notify the citizen that information is missing.



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