

Purchasing a Permit Using Epermits

To follow are a number of quick tips to help you navigate our ePermitting software to apply for a Mechanical, Plumbing, Electrical Permit. Our desire is for you to have a positive online experience. Please send any feedback that you may have to the Permit Center at permittenter@cityofvancouver.us or contact Permit Center staff at 360-487-7802.

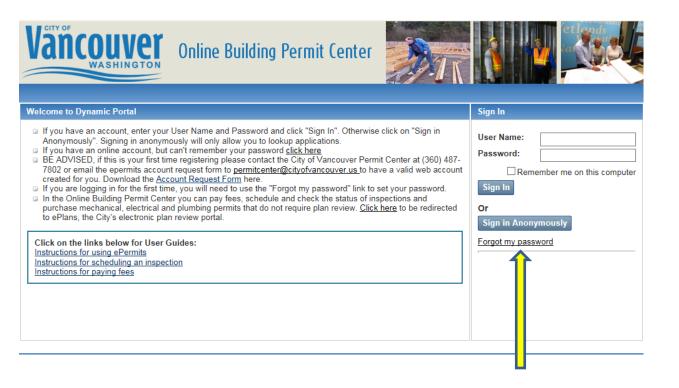
In order to access the City of Vancouver's ePermitting system a user account must be set up for you. Enrollment forms are available on the ePermitting site at https://epermits.cityofvancouver.us/cdr/. Once those are completed they can be faxed to 360-487-7808 or e-mailed to the Permit Center at permitteenter@cityofvancouver.us.

To Login:

After you have submitted an enrollment form and have received back your login information, *before your* 1st 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.





Online Building Permit Center







Check Out

Sign 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



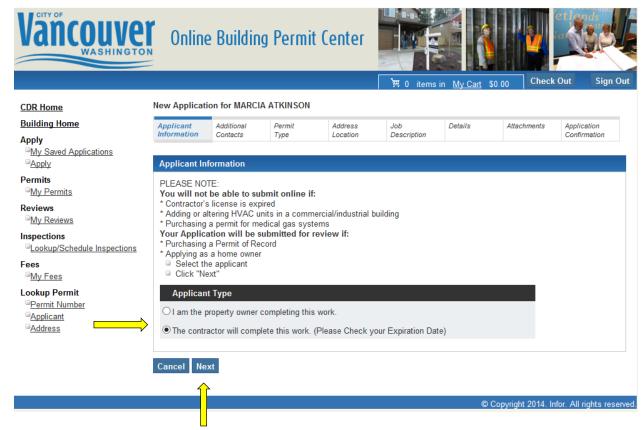
Pay fees for your Building Permit or Planning Application. Online payments can be made with Visa or Mastercard.

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

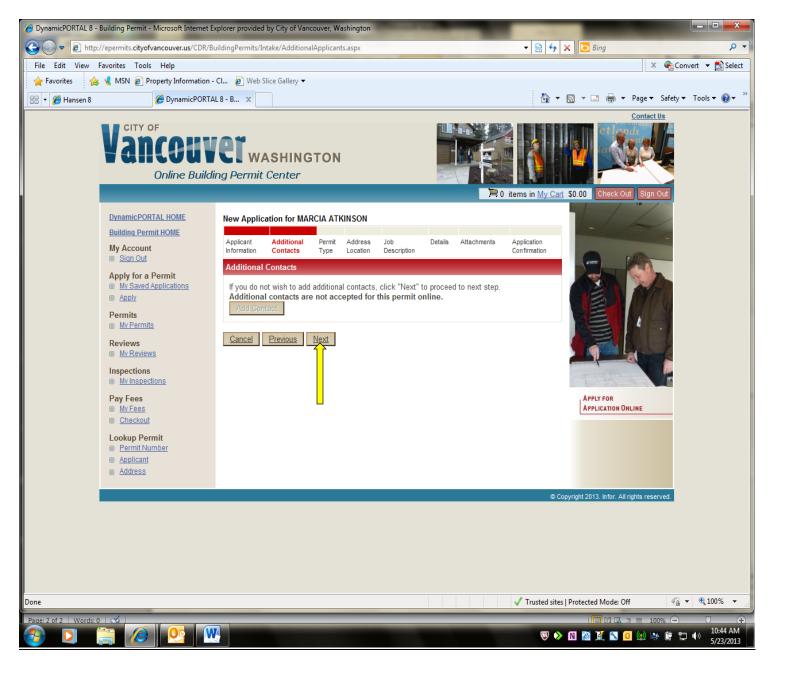
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Click on Apply for a Building Permit

CHOOSE THE APPLICANT TYPE BY CLICKING ON THE CIRCLE NEXT TO THE APPROPRIATE TYPE

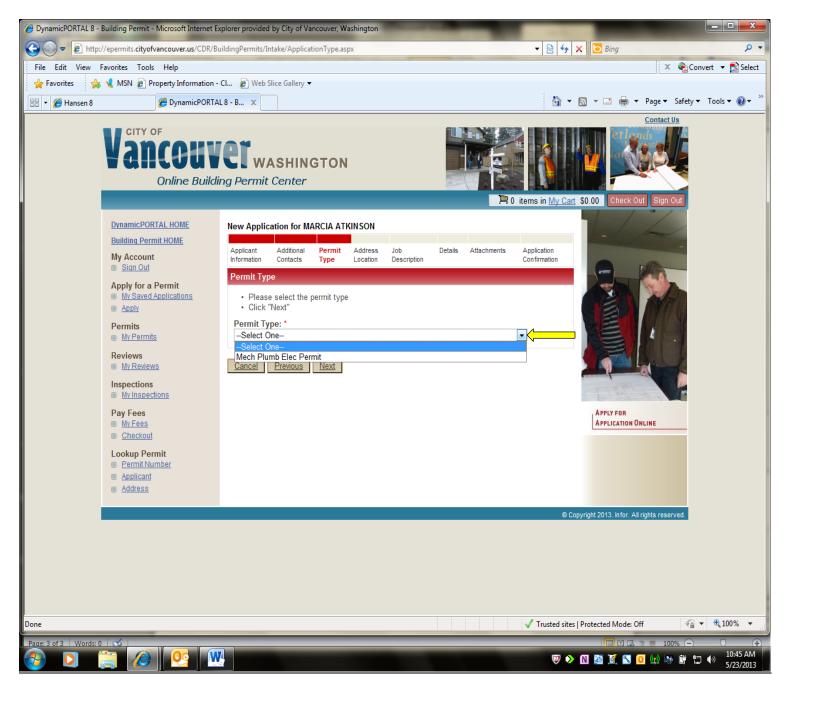


CLICK NEXT



CLICK NEXT TO BYPASS THIS PAGE

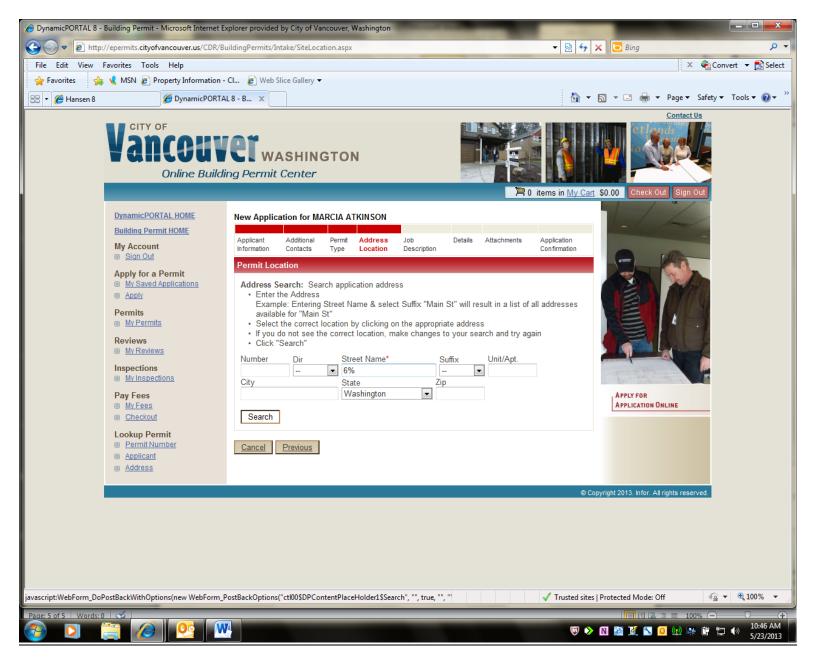
ADDITIONAL CONTACTS IS NOT AVAILABLE IN THIS VERSION



CLICK ON THE ARROW NEXT TO PERMIT TYPE.

CHOOSE MECH, PLUMB, ELE PERMIT

WE HAVE COMBINED THE MECHANICAL, ELECTRICAL, PLUMBING AND PERMIT OF RECORD INTO 1 PERMIT TYPE

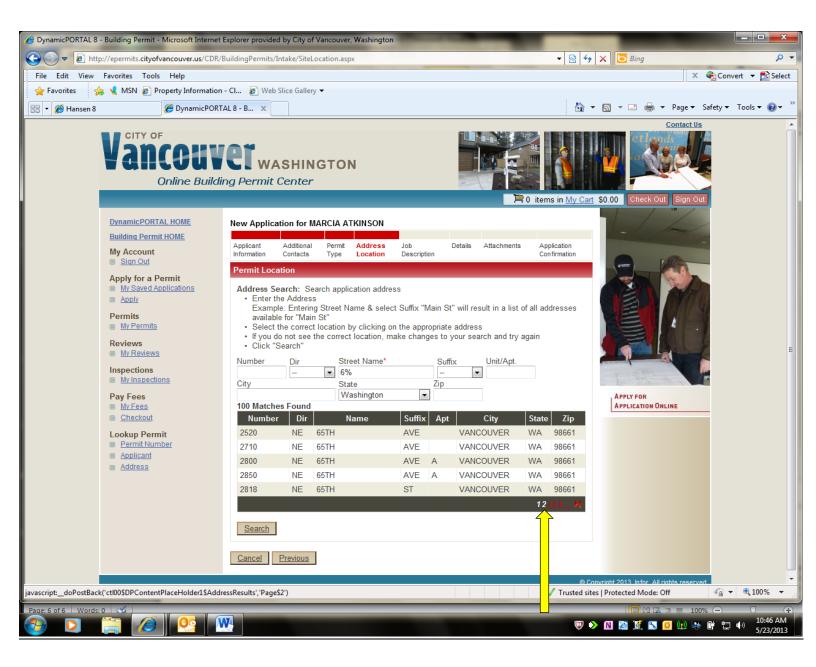


ENTER STREET NAME AND CLICK SEARCH

YOU CAN ALSO USE A WILD CARD IN YOUR SEARCH

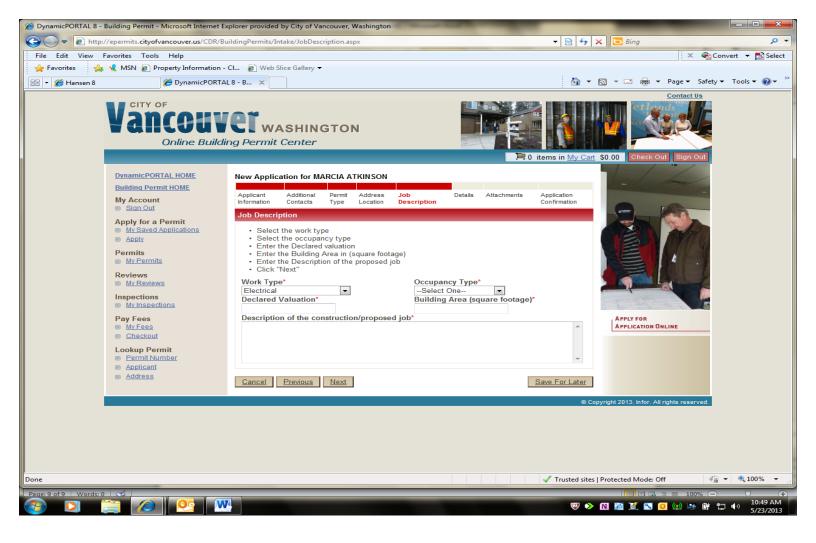
THE WILD CARD IS A PERCENT SIGN(%)-TO USE THE WILD CARD ENTER THE HOUSE NUMBER THEN ENTER THE STREET 'NAME WITH THE % SIGN IMMEDIATELY AFTER (6TH%)

IF YOU CANNOT FIND THE ADDRESS VERIFY THAT THE PROPERTY IS IN THE CITY LIMITS. YOU CAN DO THIS BY GOING TO CLARK COUNTY PROPERTY INFORMATION http://gis.clark.wa.gov/applications/gishome/property/index.cfm



CLICK ON THE CORRECT ADDRESS

THIS PAGE DISPLAYS 5 ADDRESSES PER PAGE. YOU CAN SCROLL THROUGH THE PAGES USING THE NUMBERS ON THE RIGHT SIDE OF THE BLACK BAR. THE PAGE NUMBERS ARE RED. THE NUMBERS WILL TURN WHITE WHEN YOU HOVER YOUR CURSUR OVER THEM.



SELECT WORK TYPE (MECHANICAL, ELECTRICAL, PLUMBING OR PERMIT OF RECORD)

ENTER VALUATION OF MATERIALS AND LABOR IN DECLARED VALUE FIELD

ENTER SQUARE FOOTAGE OF BUILDING (IF APPLIC ABLE U) IN BUILDING AREA FIELD. IF NOT APPLICABLE ENTER 1 (THIS HAS NO BEARING ON YOUR PERMIT)

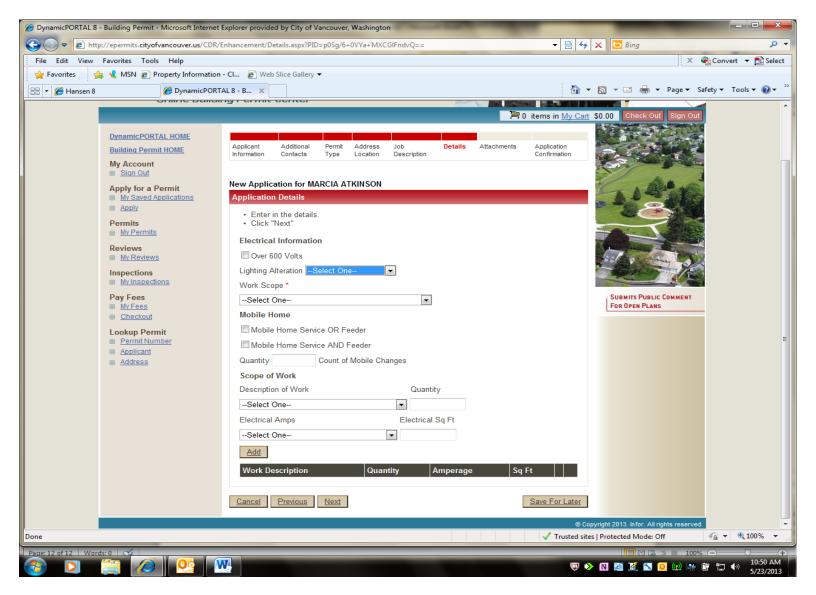
ENTER BRIEF DESCRIPTION OF WORK IN THE DESCRIPTION OF THE CONSTRUCTION/PROPOSED JOB FIELD

INCLUDE TENANT NAME OR SUITE NUMBER FOR COMMERCIAL WORK

INCLUDE GENERAL CONTRACTOR'S PERMIT NUMBER IF AVAILABLE

CLICK NEXT.

***ELECTRICAL PERMITS ***



ENTER LIGHTING ALTERATION (NO/NOT APPLICABLE/YES)

SELECT WORK SCOPE (ALTERATION/ANNUAL PERMIT/NEW/PERMIT OF RECORD/REPLACEMENT LIKE IN KIND)

IF THIS IS ELECTRICAL FOR A MOBILE HOME AND IT IS NOT A NEW MOBILE PLACEMENT CHECK EITHER MOBILE HOME SERVICE AND FEEDER OR MOBILE HOME SERVICE OR FEEDER AND THE QUANTITY

SELECT AN ITEM FROM THE DESCRIPTION OF WORK PICKLIST AND ENTER THE QUANTITY

ELECTRICAL AMPS IS REQUIRED FOR ALTERED SERVICE, ADDITIONAL FEEDERS, TEMPORARY SERVICE OR NEW SERVICE.

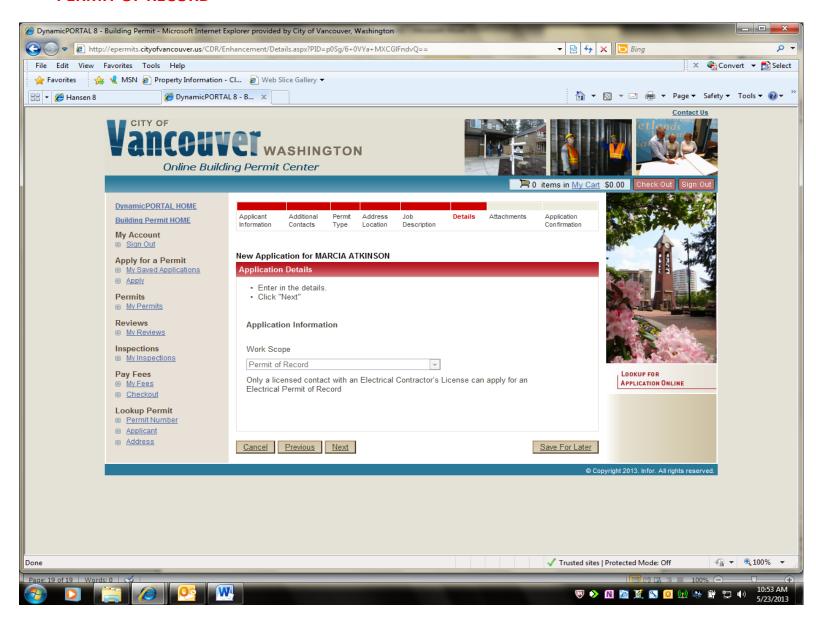
ELECTRICAL SQ FT IS REQUIRED FOR LOW VOLTAGE/TELECOMMUNICATIONS ONLY

CLICK ADD

REPEAT THIS PROCESS FOR EACH ITEM THAT YOU ARE PERMITTING

CLICK NEXT

****PERMIT OF RECORD****

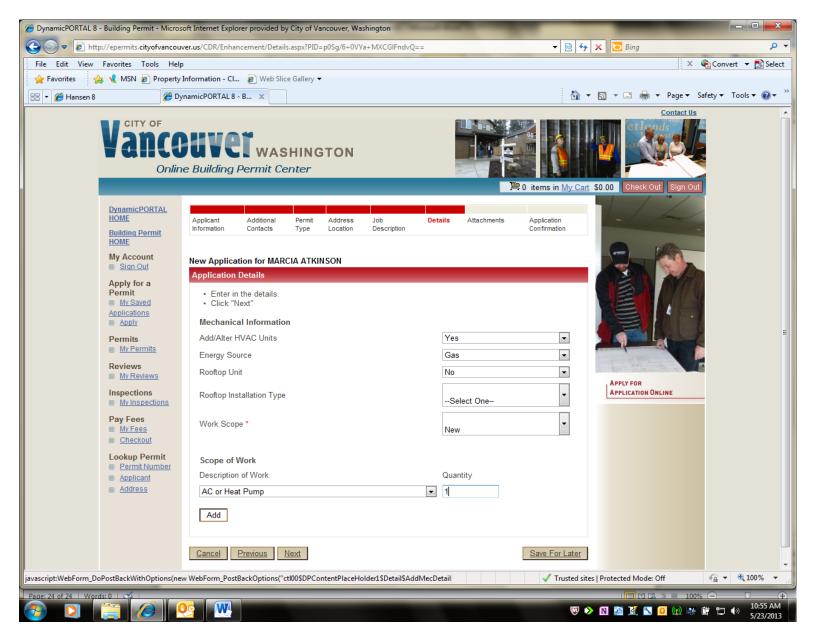


CLICK NEXT

THERE IS NO ADDITIONAL INFORMATION NEEDED FOR A PERMIT OF RECORD

WHEN YOU ARE DONE ADDING ITEMS CLICK NEXT

****MECHANICAL PERMIT****



ADD OR ALTER HVAC UNITS (YES/NO/NOT APPLICABLE)

ENERGY SOURCE-THIS FIELD IS REQUIRED TO BE FILLED OUT SO THAT THE APPROPRIATE INSPECTIONS ARE AVAILABLE FOR THE PERMIT.

ROOFTOP UNIT (YES/NO/NOT APPLICABLE)

ROOFTOP INSTALLATION TYPE (NEW, OVER 400 LBS, RELOCATE EXISTING UNIT, REPLACEMENT LIKE IN KIND)

WORK SCOPE (NEW, ALTERATION, REPLACEMENT LIKE IN KIND, ANNUAL PERMIT)

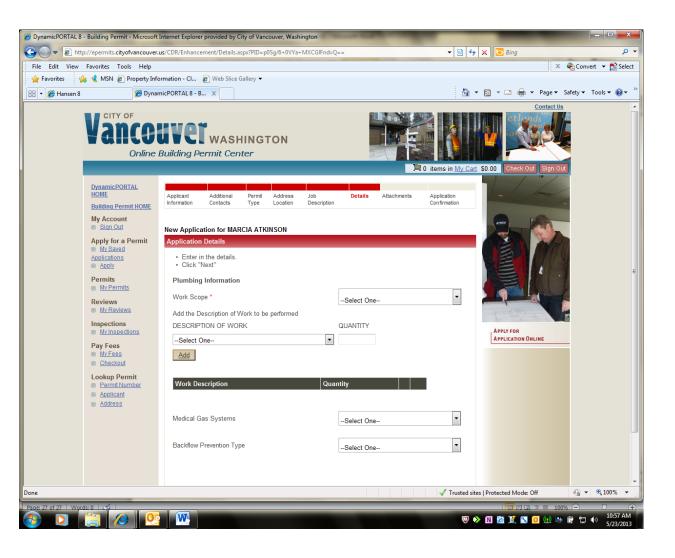
SELECT AN ITEM FROM THE DESCRIPTION OF WORK PICKLIST AND ENTER THE QUANTITY

CLICK ADD

REPEAT THESE STEPS FOR EACH ITEM YOU ARE PERMITTING

WHEN YOU ARE DONE ADDING ITEMS CLICK NEXT

****PLUMBING PERMIT****



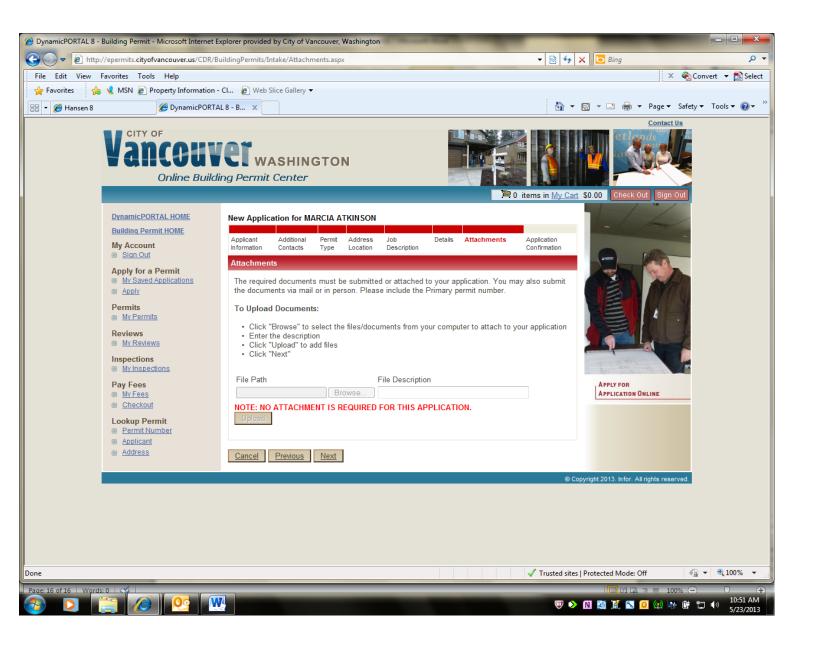
ENTER WORK SCOPE (NEW, ALTERATION, REPLACEMENT LIKE IN KIND, ANNUAL)

SELECT AN ITEM FROM THE DESCRIPTION OF WORK PICKLIST AND ENTER THE QUANTITY

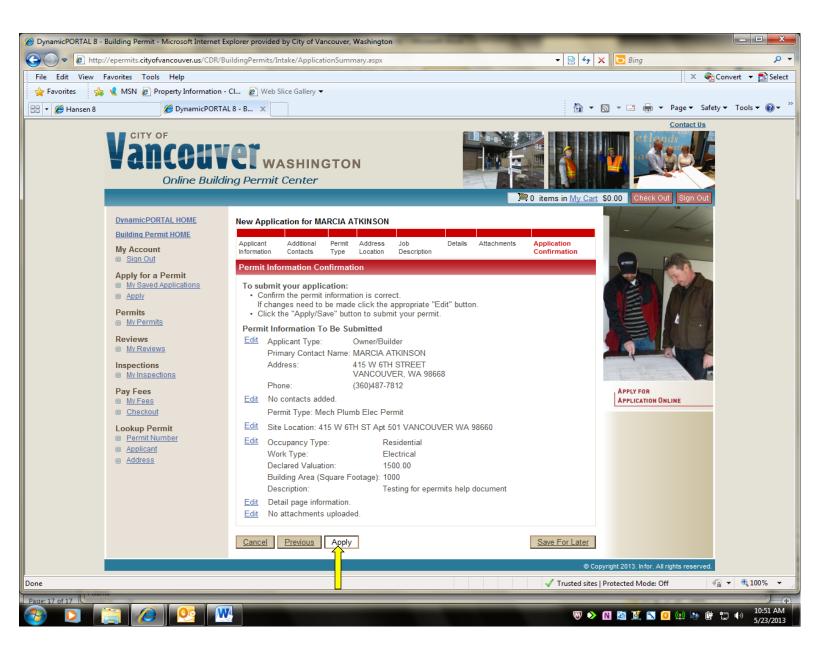
CLICK ADD

REPEAT THESE STEPS FOR EACH ITEM YOU ARE PERMITTING

WHEN YOU ARE DONE ADDING ITEMS CLICK NEXT



CLICK NEXT TO BYPASS THIS PAGE. WE DO NOT ALLOW DOCUMENTS TO BE UPLOADED AT THIS TIME.



REVIEW YOUR APPLICATION ON THIS PAGE. IF NO CHANGES NEED TO BE MADE CLICK APPLY

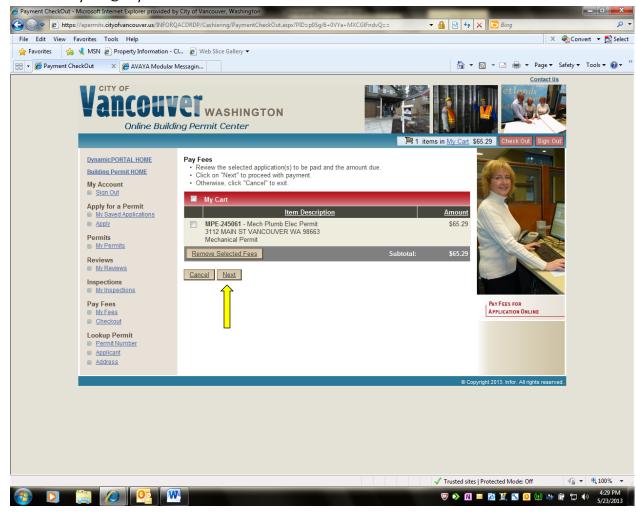


CLICK Add to Cart

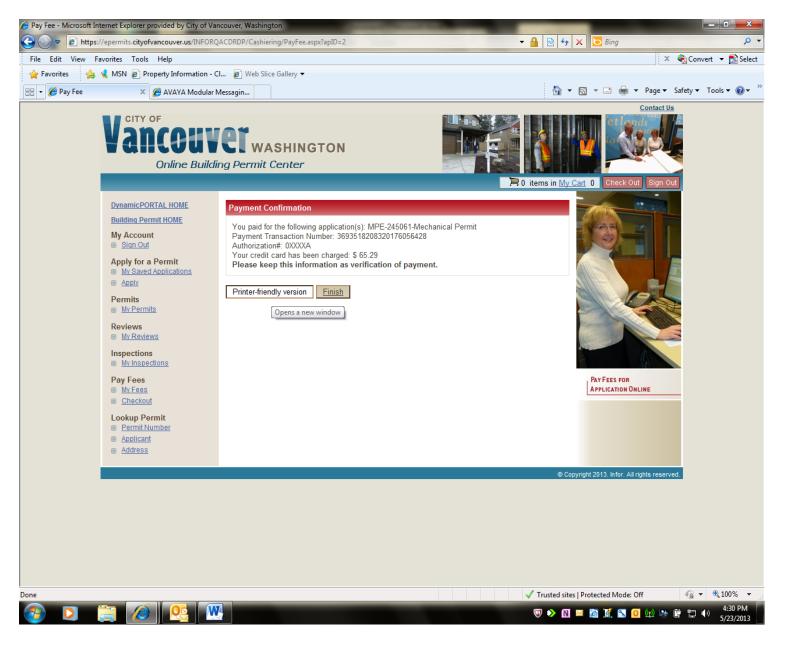


CLICK ON CHECK OUT

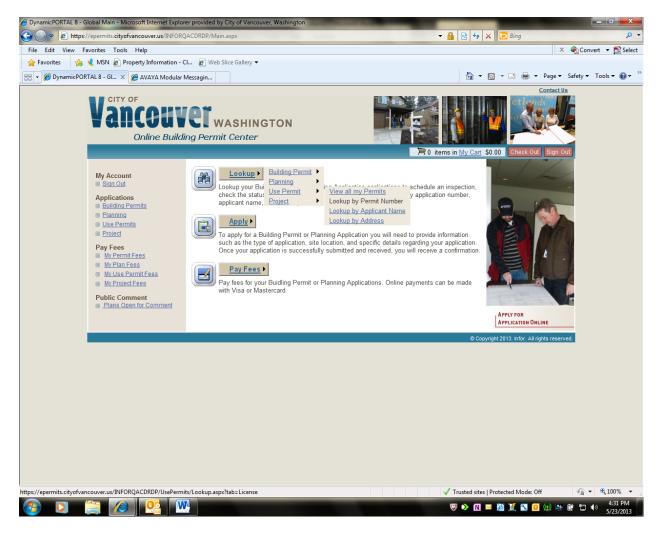
Grant, Connie <Connie.Grant@cityofvancouver.us>; Lewellen, Carrie <Carrie.Lewellen@cityofvancouver.us>; Honeycutt, Tina <Tina.Honeycutt@cityofvancouver.us>



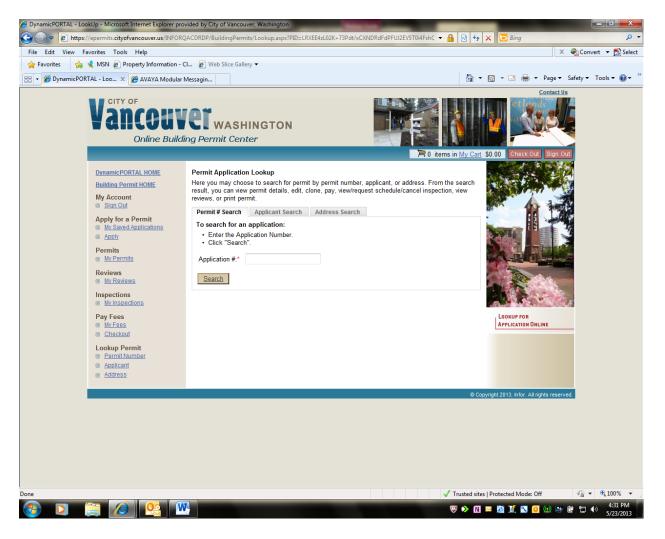
CLICK NEXT



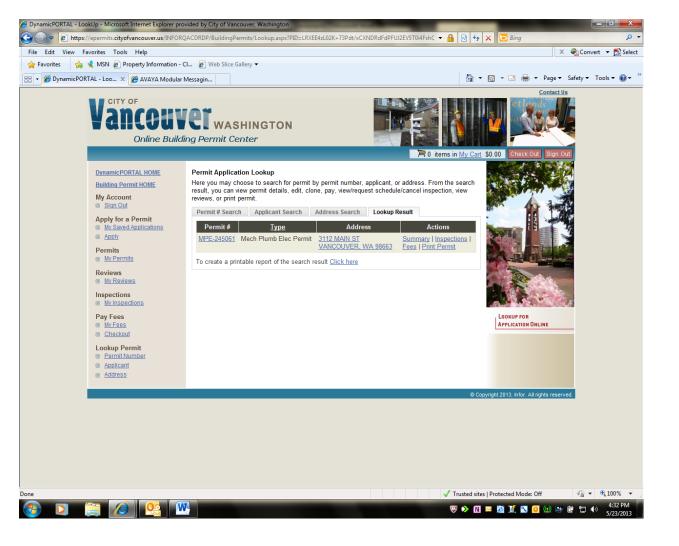
PRINT YOUR RECEIPT THEN CLICK FINISH



TO PRINT YOUR PERMIT YOU WILL NEED TO CLICK LOOKUP -BUILDING PERMIT-LOOKUP BY PERMIT NUMBER



ENTER THE PERMIT NUMBER IN THE APPLICATION # FIELD AND CLICK SEARCH



CLICK ON PRINT PERMIT UNDER ACTIONS.