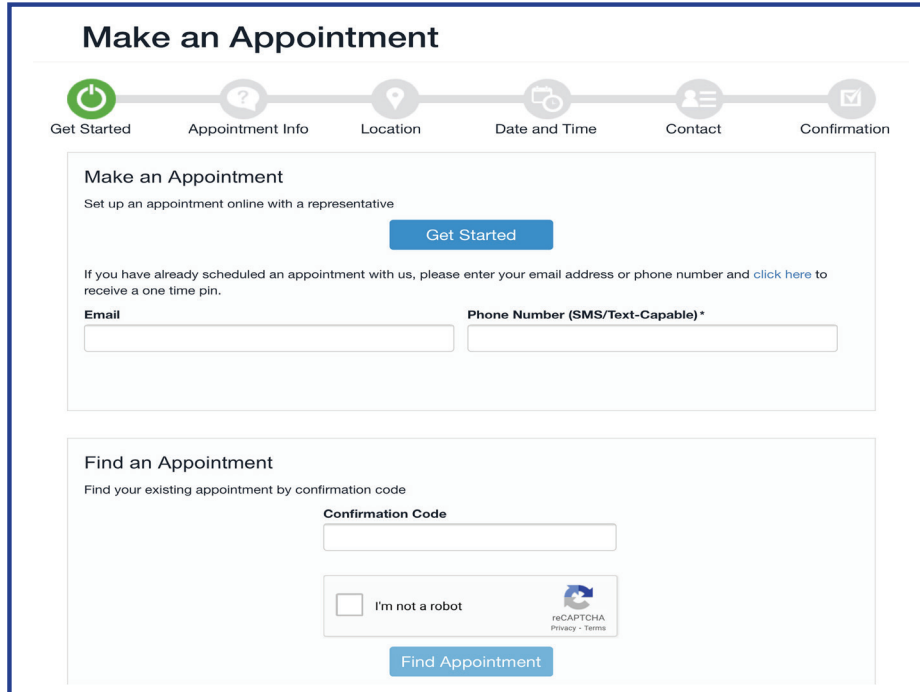


# VIRTUAL WALK-THROUGH PERMIT PROCESS INSTRUCTIONS

- Access the [DPIE permitting platform](#) to start your application.
- Complete and submit your online application and check the “Virtual Walk-Through” option.
- [Schedule an appointment here](#) for your virtual review session. You will receive a confirmation number — remember to bring it with you.



The screenshot shows a web form titled "Make an Appointment". At the top, there is a progress bar with six steps: "Get Started" (highlighted with a green power icon), "Appointment Info", "Location", "Date and Time", "Contact", and "Confirmation". Below the progress bar, the main content area is divided into two sections. The first section, "Make an Appointment", includes the instruction "Set up an appointment online with a representative" and a blue "Get Started" button. Below this, it says "If you have already scheduled an appointment with us, please enter your email address or phone number and [click here](#) to receive a one time pin." There are two input fields: "Email" and "Phone Number (SMS/Text-Capable)\*". The second section, "Find an Appointment", includes the instruction "Find your existing appointment by confirmation code" and a "Confirmation Code" input field. Below this is a reCAPTCHA widget with the text "I'm not a robot" and a "Find Appointment" button.

- **Print and bring a copy of your application, along with your plans on a flash drive, to DPIE.**
- Arrive 10 minutes early for your appointment to gain entry into the building.
- You will be seated at a terminal and asked to check in to the Virtual Permit Café.
- You will be required to upload your plans.
- During the virtual session, you will receive email and text messages with updates of the plan review process.
- **IMPORTANT:** You need to monitor these notifications as you will be required to join a video/audio session with plan reviewers.
- At the end of the review, you will receive a notification to pay for your permit. Your permit will then be available in the Approved-Permit Set folder for you to download and print.

## **REMEMBER:**

DPIE is currently offering virtual review for [HOMEOWNER PERMITS](#) ONLY. We plan to expand the walk-through process in the future.