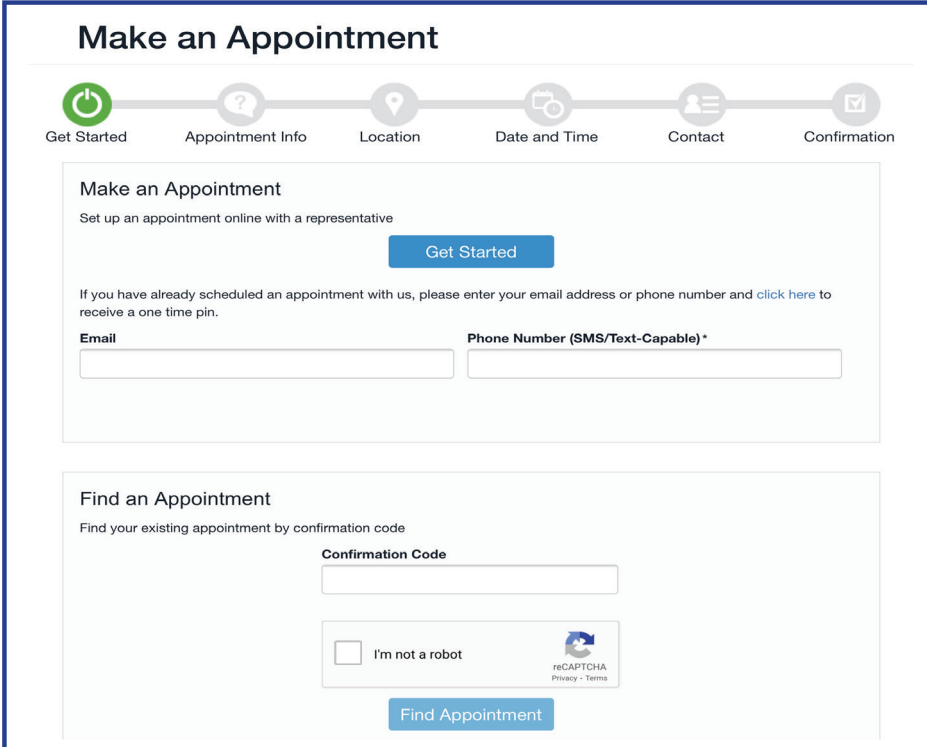


VIRTUAL WALK-THROUGH PERMIT PROCESS INSTRUCTIONS

- Access the [DPIE permitting platform](#) to start your application.
- Complete and submit your online application and check the “VPC” 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 interface titled "Make an Appointment". At the top, there is a progress bar with six steps: "Get Started" (active), "Appointment Info", "Location", "Date and Time", "Contact", and "Confirmation". Below the progress bar, the "Make an Appointment" section contains a "Get Started" button and a link to reschedule. The "Find an Appointment" section includes a "Confirmation Code" input field, a reCAPTCHA "I'm not a robot" checkbox, and a "Find Appointment" button.

- Print and bring a copy of your application, along with your plans on a flash drive, to DPIE.
- Arrive 15 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.