



LIST OF THE ELIGIBLE PERMIT TYPES

Permit Availability

The Virtual Walk-Through Permit Process* is available for **Residential** Homeowner case types only. (This does **NOT include Use & Occupancy case types or properties serviced by a private well and/or septic system.**) Virtual Permit Center walk-through customers can include more than one scope of work in their permit application as indicated in the chart below.

Combining VPC Scope of Work

- **Accessory Structures (Gazebo, Garage, Pergola, Shed, Carport Only)** — No more than 500 sq. ft. and 15 ft. high; alteration and repair of existing accessory structure; no change in use.
- **Addition to Single Family Dwelling** — No more than 500 sq. ft. and no more than one story high at ground level; no party walls. No interior or exterior renovation of existing house. View the "[Minimum Plan Submission Requirements for Additions.](#)"
- **Areaway** — New/Replacement
- **Awning** — 24" deep
- **Basement Finishing**
- **Damage Report** — If drawings are NOT required
- **Deck, One Level** — No more than 1000 sq. ft.
- **Drywall** — New/Replacement
- **Fence** — New/Replacement
- **Fire Pit**
- **Fireplace Inserts**
- **Interior Non-Load-Bearing Wall Demolition**
- **Interior Remodeling/Alteration and Repair** — One level; no structural work. (Examples: no additions, alteration or repairs to foundation, beams, intellijacks, posts, columns, load-bearing walls.)
- **Patio** — More than 500 sq. ft. requires a permit
- **Pergola/Trellis**
- **Porch and Steps** — New/Repair; no more than 500 sq. ft.
- **Portico**
- **Ramp** — New/Replacement
- **Retaining Wall** — New/Replacement; less than 5 ft. measured from top of footing
- **Roof Sheathing Replacement** — No permit required for replacing SHINGLES ONLY
- **Shed** — Over 150 sq. ft. or more than one shed on a property requires a permit
- **Tanks, Above Ground & Underground** — Removal/Installation
- **Walkway/Stoop** — New/Replacement
- **Waterproofing** — Exterior/Interior
- **Window/Door Replacement/Repair** — No permit required if in-kind (same size)
- **Window Well** — New/Replacement

Combine with Items

- If new garage, no other items.
- If new carport, max 2 items, except "Addition"
- Rest, additional items ok.

No other items allowed with this scope.

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* Applicants must complete the walk-through process and receive issuance of one application in order to check-in with a new application number.

** Above scope is only for VPC homeowners, MHIC contractors and homeowner representatives to apply for existing residential (one- and two-family dwellings and townhouses not more than 3 stories) projects.

*** DPIE staff reserves the right to change an application from virtual walk-through review to file for **regular ePlan** review.

IMPORTANT:

You must check into the Virtual Permit Center, daily, and monitor these notifications as you may be required to join a video/audio session with plan reviewers.

VIRTUAL WALK-THROUGH PERMIT PROCESS INSTRUCTIONS

- Access [Momentum](#), DPIE's permitting platform, to start your application.
- Complete and submit your online application and check the "Virtual Walk-Through" option.
- 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** (see the list of eligible permit types on page 1 of this document). We plan to expand the walk-through process in the future.