

## 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 Combine with Items

•	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 load-bearing structural work
- 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

- 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.

Max 3 additional items

Max 3 additional items
Max 3 additional items

Max 3 additional items

Max 3 additional items

Max 3 additional items

Max 1 additional item

Max 3 additional items

Max 3 additional items

Max 1 additional item

Max 3 additional items

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

<sup>\*\*</sup> 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.

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

# 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.