

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