

VelocityHall Online Permitting Instructions

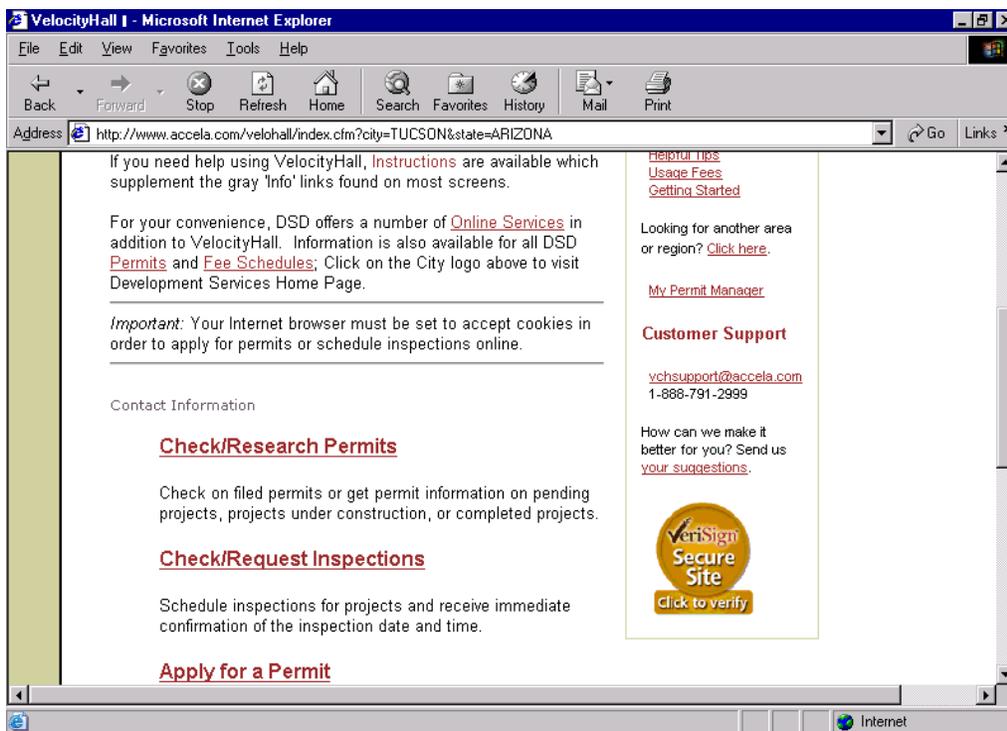


Check/Research Permits

VelocityHall's Permit Manager allows you to look up permit details for any permit issued by the City of Tucson Development Services Department (DSD). To do this, you will need the permit number or your Contractor License number.

This document outlines only the 'Check/Research Permits' utility within VelocityHall. You will see links to other functions (Schedule/Cancel Inspections & Apply for a Permit), but full instructions are found in other instructional documents with those titles. Note: You will not have to login to your VelocityHall account unless you decide to do one of these other functions. In those cases, it will be apparent because you will be prompted with a username/password at the login screen.

To Check/Research Permits, click on the "I Accept" button from DSD's Online Permitting start page (the page you created a Favorite or Bookmark for). Scroll down the VelocityHall Permit Manager 'Welcome to Tucson, Arizona' page (shown below), and find the Check/Research Permits link:



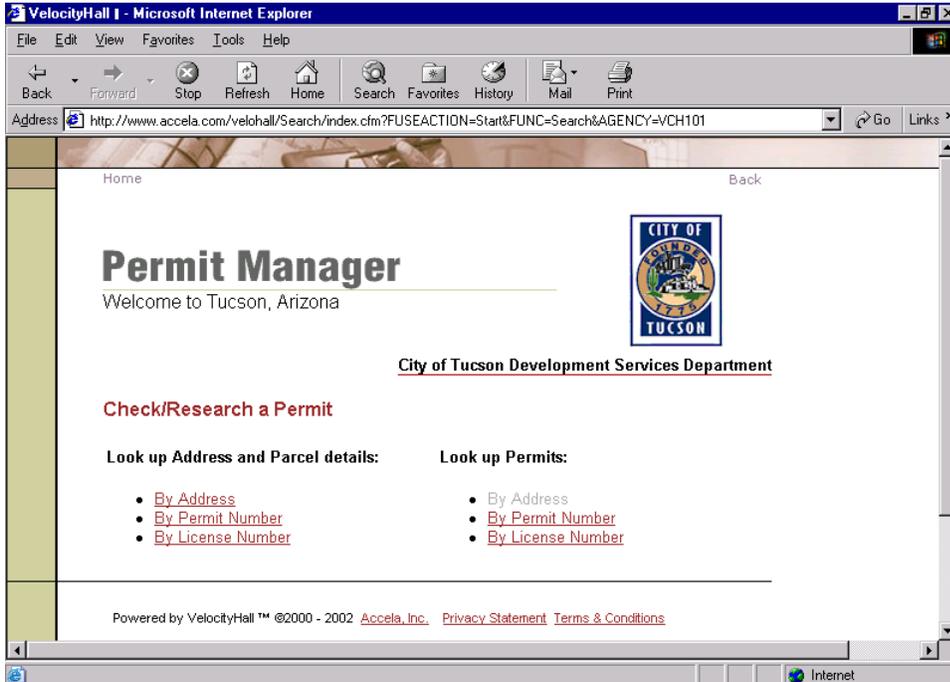
Click on the **Check/Research Permits** link and you will navigate to the screen shown on the following page of this document.

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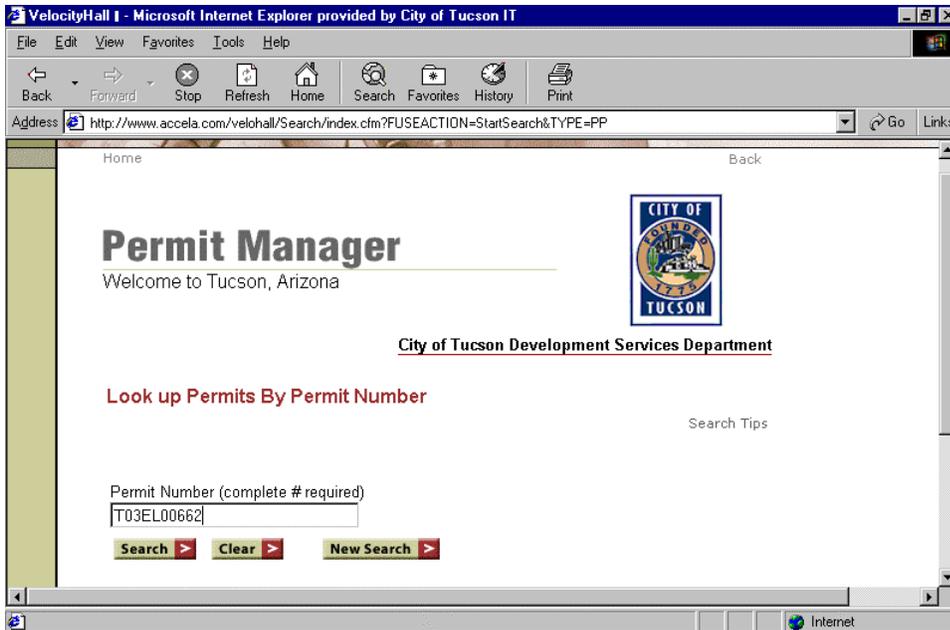
The Check/Research a Permit screen shown below has two columns of options:

- a. Look up Address and Parcel details
- b. Look up Permits

These instructions deal only with b) **‘Look up Permits’**. Instructions for a) can be found in the document, “CheckAddressOrParcelDetails”.

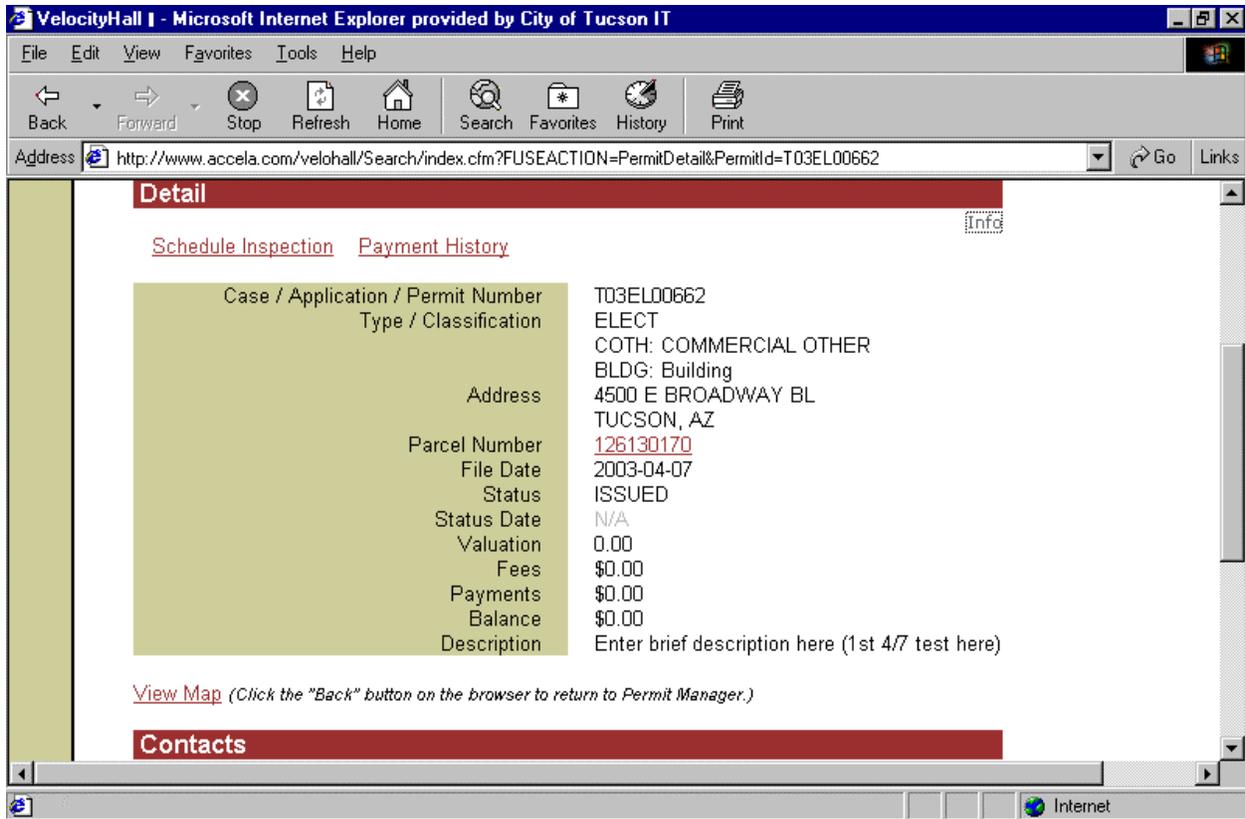


Have your permit number or Contractor’s License number available. Clicking the **‘By Permit Number’** link takes you to the ‘Look up Permits By Permit Number’ screen (below). Please note: instructions for *‘By License Number’* can be found later in this document.



Type in the permit number you wish to research, and click ‘Search >’ to view details (next page).

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There are a number of links that will display associated permit information:

1. Schedule Inspection – Clicking on this link will bring up a screen showing the inspections required for this permit. If inspections have already been scheduled or completed, it will be displayed as well. Complete instructions for this process are available online, in the document entitled ‘*Check or Request Inspections*’.
2. Payment History – This link takes you to a payment summary screen
3. 126130170 (Parcel Number) – Clicking on the parcel number link will display a screen with parcel information, including the legal description and associated addresses.
4. View Map – This link takes you to MapQuest, a website that displays a map image of the area surrounding the address the permit was taken out against.

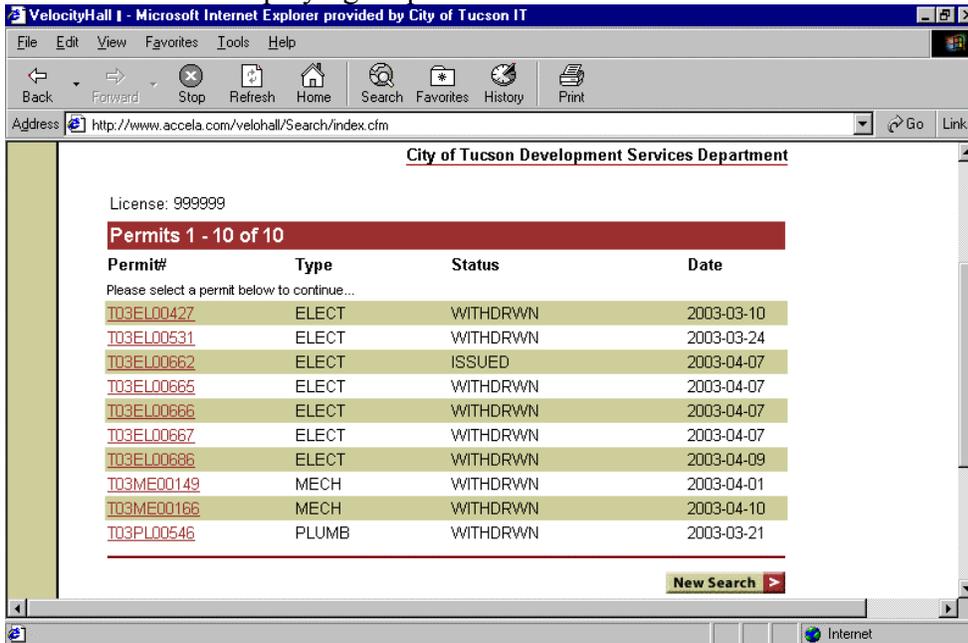
Gray navigational links can be found at the top of all of these pages. ‘Back’ returns you to the previous screen; ‘Home’ takes you to VelocityHall’s Permit Manager home page.

Moving on to the other main option for Checking or Researching Permits, if you click on the ‘**By License Number**’ (please refer to the illustration on top of page 2), you will see the screen on the following page:

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Type your Contractor's License number in the box and click the 'Search >' button; you will be taken to a screen displaying all permits taken out under that license number (shown below).

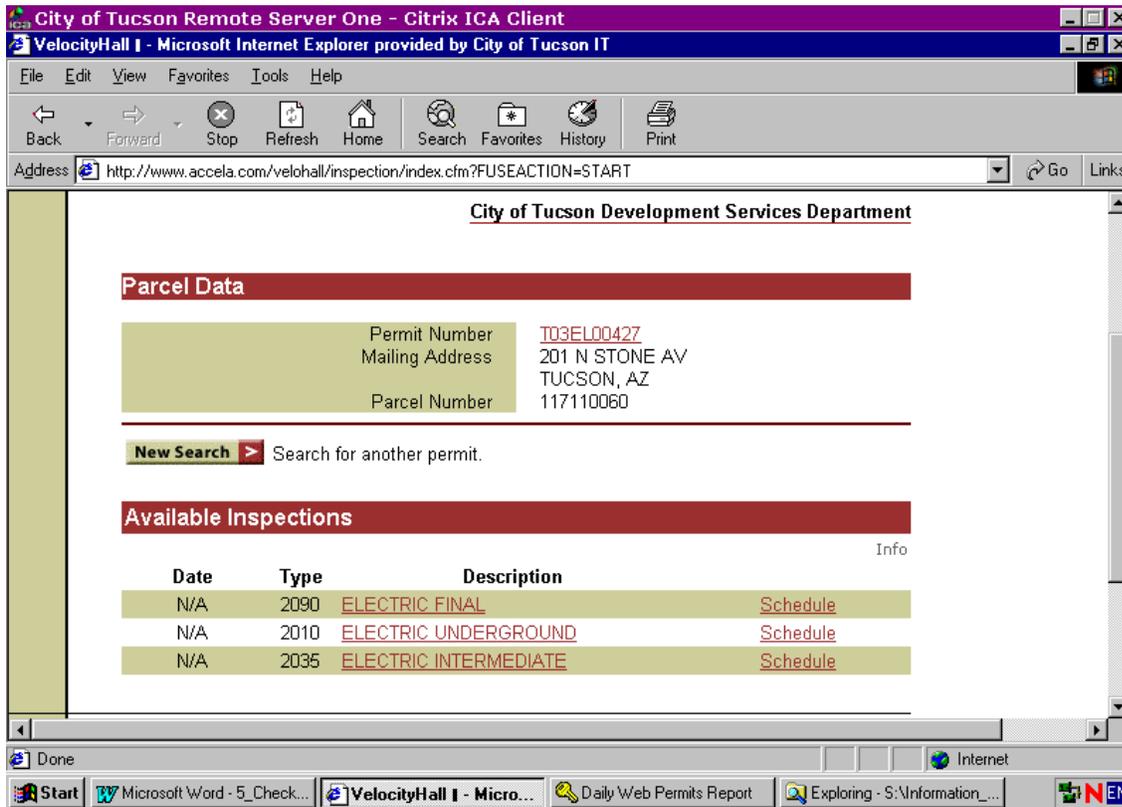


Clicking on the permit number link takes you to the screen shown on the next page of these instructions. **Please Note:** The list on the screen above displays only ten (10) permits at a time, and may be extensive. This requires that you to click a 'Next 10' button (not shown above) to see them all. It is therefore recommended that you search directly by permit number, if you are looking for particular permit and know the number. You may want to use DSD's own *Contractor Activity* web application (available on the Online Services page) to search for permits by license number, as it displays permits in a more useful format.

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This screen displays the permit number you selected from the list, and it's associated required inspections. From here, you may click on the Permit number link and get to the 'Permit Details' screen shown on page 3 of this document. You can also click on an inspection type (e.g., 'Electric Final') to view a history of inspections, or click 'Schedule', to schedule the inspection.

Again, Schedule or Cancel Inspections instructions are outlined in the online document of the same name.



Using the gray 'Back' or 'Home' links at the top of all these pages, or the 'New Search >' button (shown above), allows you to navigate throughout VelocityHall's Permit Manager as desired.

If, after referring to this document, you experience difficulty understanding any part of this new online service, please contact us at: dsd_webmaster@ci.tucson.az.us