

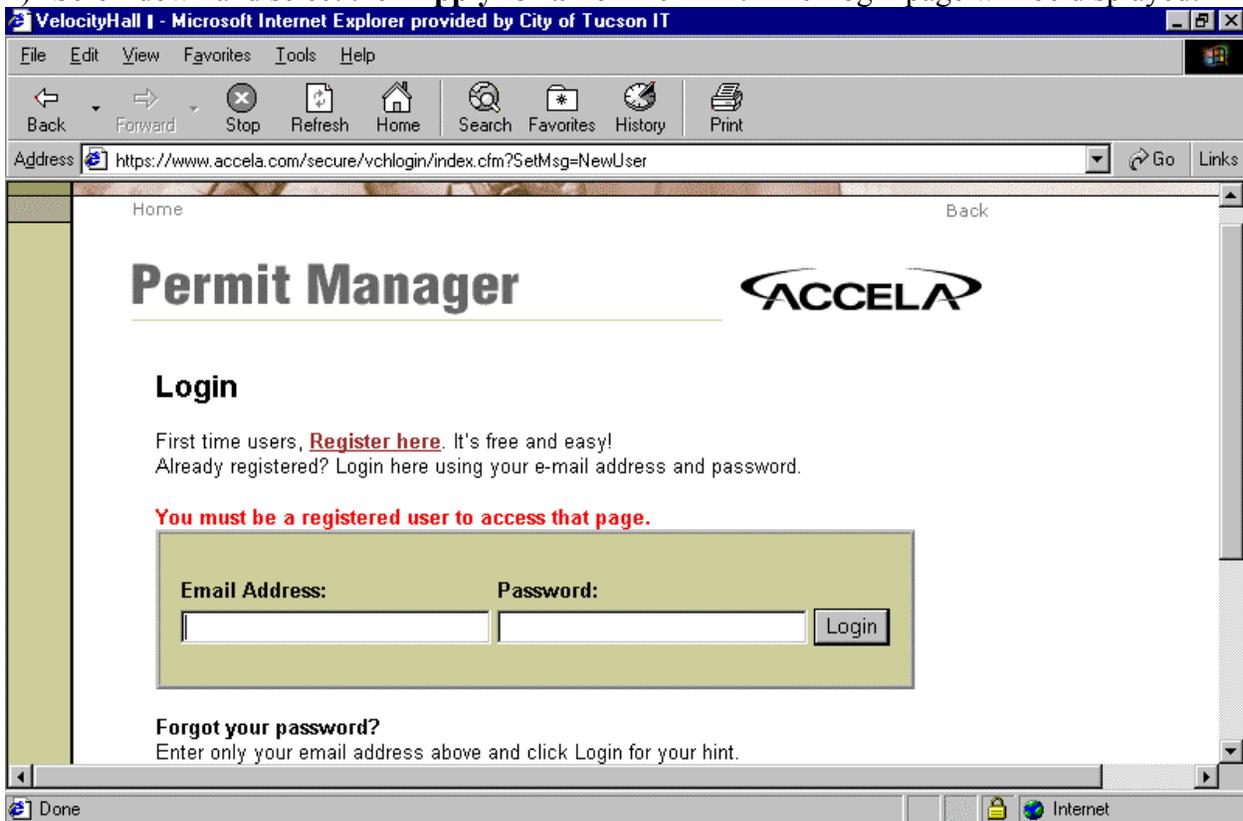
VelocityHall Online Permitting Instructions



Applying For a Permit

Applying for a permit and obtaining it online is a logical process. Please note you must have a valid Contractors License to do this. The steps are as follows:

- 1) Open your Internet browser and select “Online Permits” from your Favorites or Bookmarks. If you have not yet saved this page as a Favorite or Bookmark, you may type in the following URL address: http://www.ci.tucson.az.us/dsd/Online_Services/Online_Permits/online_permits.html
- 2) If you need help getting to the Online Permitting page, complete instructions are available in the “Getting Started” document.
- 3) Scroll to the bottom of the page and select (mouse click) the “I Accept” button indicating you agree to the Permit Limitations. Your browser will then display VelocityHall’s “Permit Manager” page.
- 4) Scroll down and select the “Apply for a Permit” link. The Login page will be displayed:



Enter your Email address and Password and select the “Login” button. The next page to display will be “**Step 1 of 7: Site Address**”, shown on the next page of this document.

Note: If you are a first-time user, you will need to Register (complete instructions for registering are also available online).

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City of Tucson Development Services Department

Step 1 of 7: Site Address

Search mode Identify the address of the site where the work is to be permitted. The system will then ask you to select your validated address from a list of close matches.

Search Tips

Street Number Direction Street Name Suffix

4500 E Broa

City/Community

Tucson

Next > Clear >

- 5) Enter the address of the property for which you wish to obtain a permit. If you don't know the exact spelling of the street, enter part of the address and VelocityHall will provide a list of addresses that meet the entered criteria. **Example:**
- You enter 4500 E Broa (Note: don't use Suffix to search)
 - Click the "Next >" button to display a list of addresses matching the search criteria:
 - VelocityHall will display 4500 E Broadway BL, Tucson, AZ
 - If there were a 4500 E Broadmore PL, VelocityHall would display both on the subsequent screen. You would simply select the desired address.

City of Tucson Development Services Department

Permit Manager

Welcome to Tucson, Arizona

City of Tucson

Step 1 of 7: Site Address

Address 1 of 1

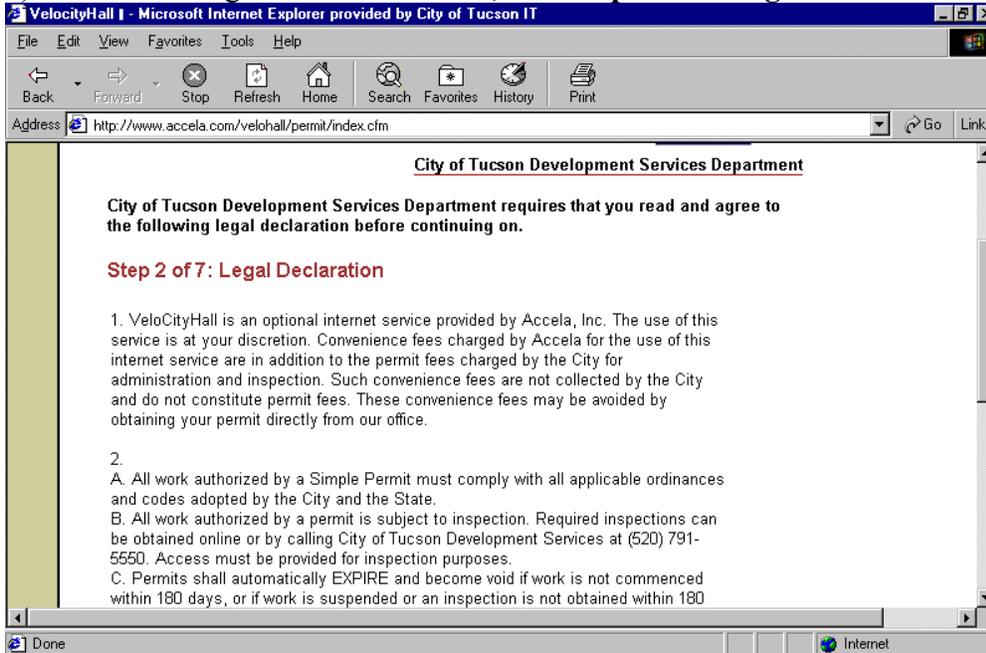
Please select an address below to continue...

[4500 E BROADWAY BL, Tucson, AZ](#)

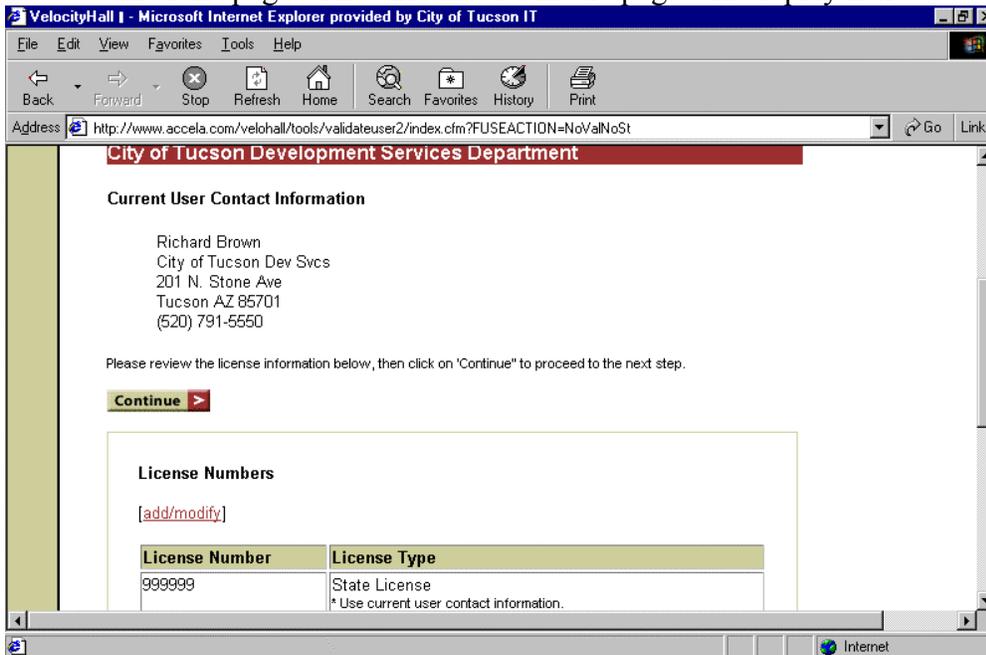
Powered by VelocityHall™ @2000 - 2002 Accela, Inc. [Privacy Statement](#) [Terms & Conditions](#)

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- 6) **Note:** Most often there will be only one address displayed if you supplied enough search information. If **no** addresses are found matching your input criteria, you either made a mistake when entering the address or the address is not currently valid in DSD's permitting system. Without a valid address to pick from, you will not be able to obtain a permit. You may contact DSD at (520) 791-5550 for assistance in this event.
- 7) After selecting the desired address, the "Step 2 of 7: Legal Declaration" page will display:



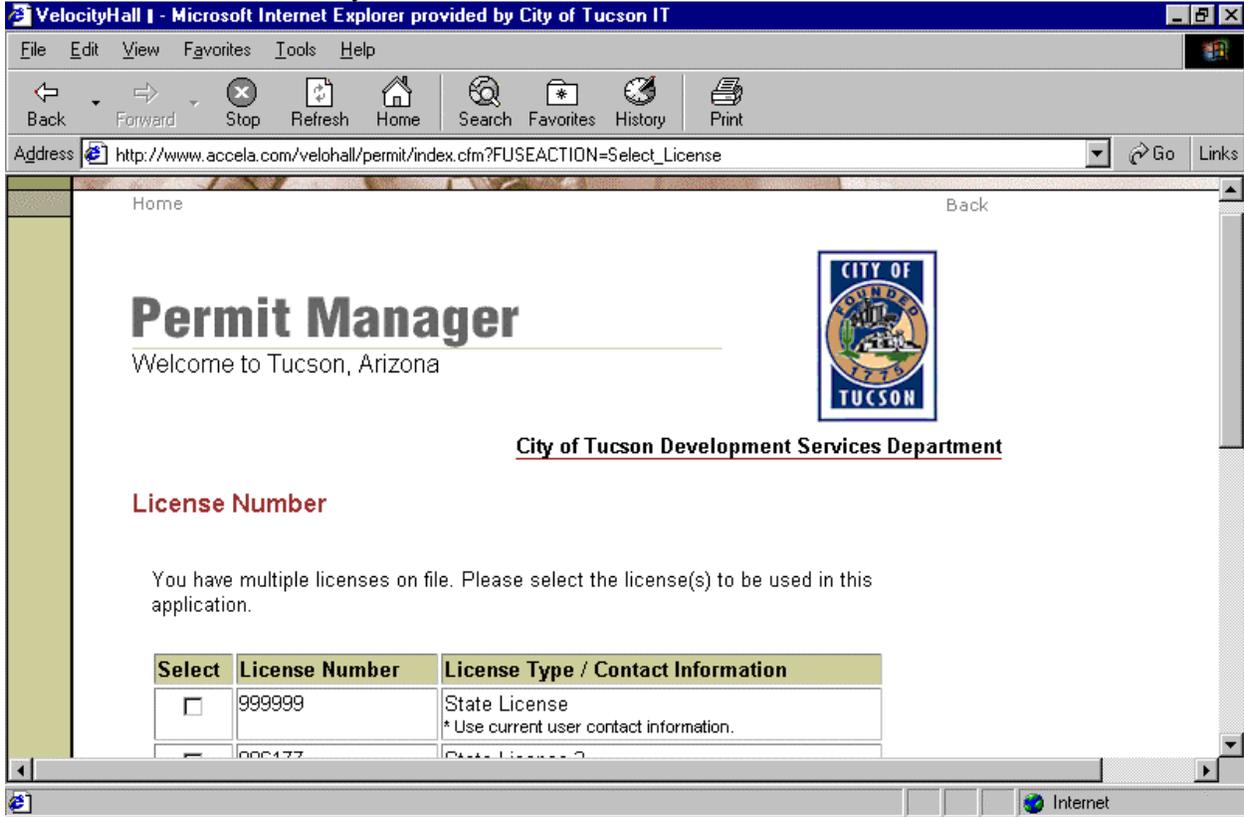
- 8) If you agree with the Legal Declarations presented above, select the "Agree >" button at the bottom of the page. The "License Number" page will display next.



Check that the license number to be used for this permit is displayed. If you have not previously attached business' license numbers for permitting activity, you will need to do so now. (If you

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need help, see, ‘Attaching Business License Numbers’). If your license number(s) are already there, hit “Continue>” and you will see the License Number selection screen:



Click a box next to the license you are using for this permit. Then hit the ‘Continue>’ button at the bottom of the page. You will then be at ‘Step 3 of 7’ (see next page).

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Step 3 of 7: Permit Type

- Enter a brief description of the work to be performed – this will print out on the permit.
- Click the drop-down arrow next to the ‘Permit Type’ box, and then select the permit type.
- Select the Permit Sub Type – this indicates whether property is Commercial, Industrial, Single Family, Duplex, or Multifamily.
- **Important:** Please **do not** proceed past this point unless you intend to complete the permit process by paying for it with a valid Visa or Mastercard. If you don’t complete the process and pay, a permit number will be initiated and left hanging at Applied or Approved status. If you just want to see what permit types (and fees) are available online, please refer to the document, “*Online Permit Types and Associated Fees*”.

The screenshot shows a web browser window titled "VelocityHall™ - Microsoft Internet Explorer provided by City of Tucson DSD". The address bar shows "http://www.accela.com/velohall/permit/index.cfm?FUSEACTION=Get_PermitTypeList". The main content area is titled "Step 3 of 7: Permit Type" and "City of Tucson Development Services Department". It contains a form with the following fields:

- Permit Address:** 201 N STONE AV, Tucson, AZ. An "Info" link is next to it.
- Description of work to be performed:** A text area with the placeholder "Enter brief description here".
- Permit Type:** A dropdown menu with "Please make a selection..." and "ELECTRIC PERMIT" selected.
- Permit Sub Type:** A dropdown menu with "COFH:COMMERCIAL OTHER" selected.

A note at the bottom left states: "Note: It may take over a minute after you click the 'Next' button entered with the agency and to retrieve the next set of data". A "Next >" button is located below the note.

Once you have selected the Permit Type and Permit Sub Type, click the “Next >” button and go to Step 4 of 7 (see next page)

Please note the gray ‘Info’ link above. Clicking on this link opens up a help window, providing helpful tips for the step you’re on. You will find these throughout the VelocityHall.

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Step 4 of 7: Work Items

Step 4 of 7: Work Items

City of Tucson Development Services Department

Permit Address: 4500 E BROADWAY BL
Tucson, AZ

Description of work to be performed: Enter brief description here

Permit Type: ELECTRIC PERMIT
Permit Sub Type: COTH:COMMERCIAL OTHER

Work Items

* indicates required fields

DESCRIPTION	UNIT or Y/N
Permit Issuance Fee:	Yes
Service Upgrade up to 200 Amp (Qty):	<input type="text" value="1"/>
Service Reconnect (Qty):	<input type="text"/>
Circuits/Receptacle/Switch/Outlets (<5)	<input type="text" value="2"/>
Message to Contractor:	<input type="text" value="(City use only)"/>

On this screen, you'll enter the quantity of each work item to be done under this permit. On the example above, the number 1 was typed in the box next to 'Service Upgrade to 200 Amps', and the number 2 was typed in the box next to 'Circuits/Receptacle/Switch/Outlets'. Only numbers are accepted in these boxes.

If you decide you need to change something entered on a previous screen(s), you may click the gray **'Back'** link on the top of the page, right-hand side.

Note: Do not type anything into or alter the 'Message to Contractor' box that has (City use only) already filled in. It is there for one purpose: If you had made a mistake, or had forgotten to enter a quantity for at least one of the work items, an explanatory message would display in that box.

When work items have been selected, scroll down and click on the 'Next >' button to get to **'Step 5 of 7: Review Application'** (see next page).

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Step 5 of 7: Review Application (top half)

Step 5 of 7: Review Application

Check the following information carefully as it will appear on your permit exactly as shown. If you wish to make a correction to the work items, press the back button on your browser.

City of Tucson Development Services Department

Permit Address	4500 E BROADWAY BL Tucson, AZ
Work Description	Enter brief description here
Permit Type	ELECTRIC PERMIT
Permit Sub Type	COTH:COMMERCIAL OTHER
Applicant	Richard Brown City of Tucson Dev Svcs 201 N. Stone Ave Tucson AZ 85701 5207915550 RBROWN1@CI.TUCSON.AZ.US
License	State License 999999 John Doe YourBusinessHere Tucson AZ

Step 5 of 7: Review Application (bottom half)

5207915550
RBROWN1@CI.TUCSON.AZ.US

License: State License
999999
John Doe
YourBusinessHere
Tucson AZ

Work Items:

DESCRIPTION	UNIT or Y/N	FEES
Permit Issuance Fee:	Y	\$24.20
Service Upgrade up to 200 Amp (Qty):	1	\$31.40
Circuits/Receptacle/Switch/Outlets (<5)	2	\$1.15

SUB-TOTAL: \$56.75
ACCELA PROCESSING FEE: \$10.68
TOTAL: \$67.43

Process Permit >

Check the information that displays on the Step 5 of 7 screen because it will appear on your permit exactly as shown. As mentioned previously, if you wish to make a correction to the work items, click the gray 'Back' link (or the back button on your browser). By clicking on the 'Process Permit >' button, you move to **Step 6 of 7:**

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The screenshot shows a Microsoft Internet Explorer browser window titled "VelocityHall™ - Microsoft Internet Explorer provided by City of Tucson DSD". The address bar shows "https://www.accela.com/secure/permitmanager/index.cfm". The page content is from the "City of Tucson Development Services Department" and is titled "Step 6 of 7: Payment". A red banner indicates "Credit Card Processing". A summary table shows:

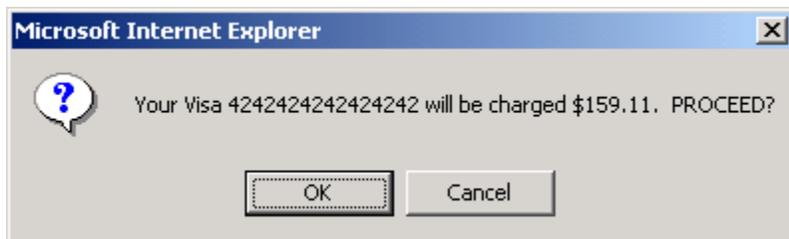
SUB-TOTAL:	\$56.75
ACCELA PROCESSING FEE:	\$10.68
TOTAL:	\$67.43

Below the table are logos for VISA and MasterCard. A note states: "When entering the credit card number and expiration date, please do not include spaces (' '), dashes ('-') or slashes ('/') between the numbers." The form fields are:

Card Type	Mastercard
Account Number	1111222233334444
Exp (MMYY)	0206
Zip Code	85701

At the bottom, there are "Submit" and "Clear" buttons. A disclaimer reads: "Please enter your credit card information above and click the 'Submit' button below once. Do not double-click. The credit card transaction may take up to several minutes to process. If the transaction is confirmed, you will be directed to the Permit Issuance page."

After you click **Submit**, a confirmation box will appear, and you still have one more opportunity to cancel (shown below for illustration only – Note this is just an example; the credit card number and dollar amount do not match the example above).



If you select "Cancel", you will still be at screen 6 of 7, and can decide whether to back out further or re-enter credit card information.

If you select "OK", your permit will be issued, and your credit card will be charged. You will then be at the final screen (7 of 7), which displays a summary of your permit and give you a menu of links to documents you can view and/or printout. You will also see links allowing you to schedule inspections or apply for more permits.

If you have problems with any part of this process, please contact us at the department's email address: dsd_webmaster@ci.tucson.az.us