

# VelocityHall Online Permitting Instructions



## My Permit Manager

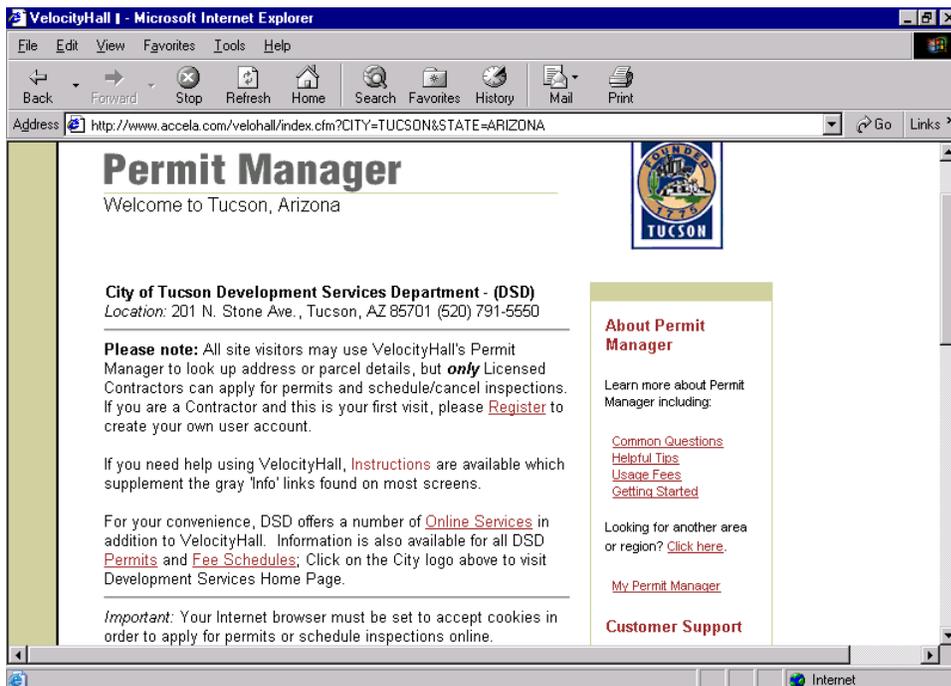
VelocityHall offers users a utility that may be helpful for you in tracking permits issued online. This utility is called “My Permit Manager”. There are some limitations to ‘My Permit Manager’. It only shows permits taken out online with VelocityHall, and the information is updated only once a week. A permit taken out online within the last few days may not yet show up in My Permit Manager. Additionally, to Apply for a Permit you must go all the way back to the VelocityHall ‘Welcome to Tucson’ home page.

These limitations aside, My Permit Manager does give you the ability to:

- ◆ See a list of permits taken out online
- ◆ Schedule or Cancel Inspections for permits listed
- ◆ View payment history related to permits taken out online
- ◆ Display or printout permit documents (Permit, Receipt and Job Card/Inspection List)
- ◆ Make additions or changes regarding licenses attached to your VelocityHall account
- ◆ Modify your user account information
- ◆ Get information about the parcel associated with a permit
- ◆ View an online map image of the permit address

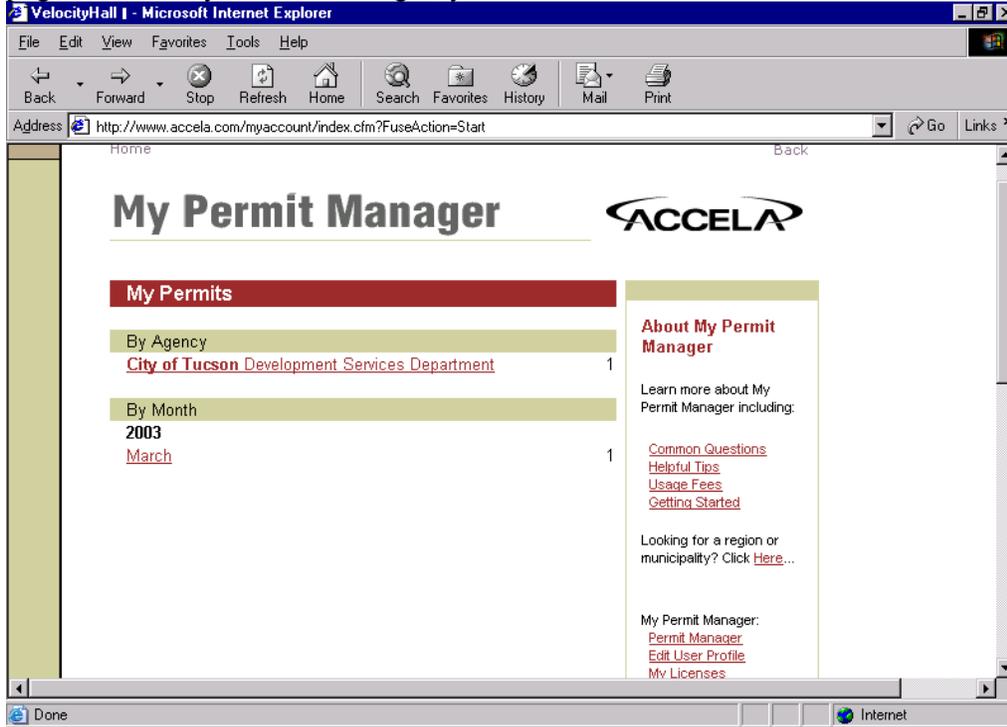
**Please note you can perform all these functions from elsewhere in VelocityHall.**

To use My Permit Manager, click ‘[My Permit Manager](#)’ link from the menu on the right-hand side VelocityHall’s Permit Manager home page (shown below):

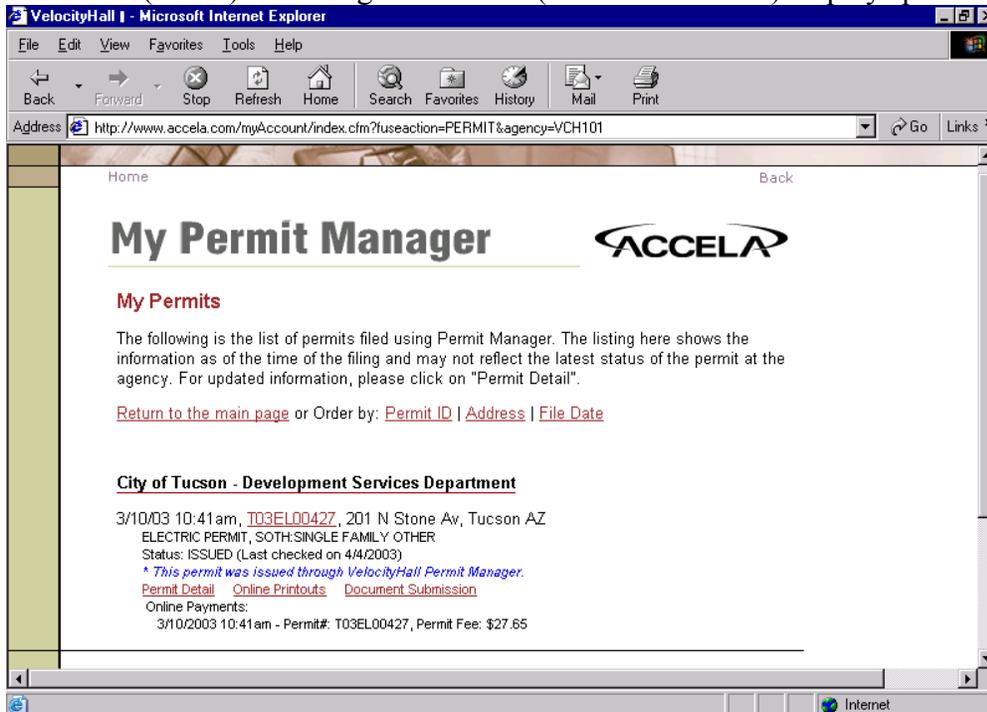


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This is the 'My Permit Manager' starting page. Anytime you click on the gray 'Home' link from pages within My Permit Manager, you will come back here.



You may navigate to most 'My Permit Manager' options from the menu on the right-hand side of the screen (above). Clicking on a Month (link shown above) displays permit details (below):



From this screen above, you can get to information regarding Permit Details or Online Printouts:

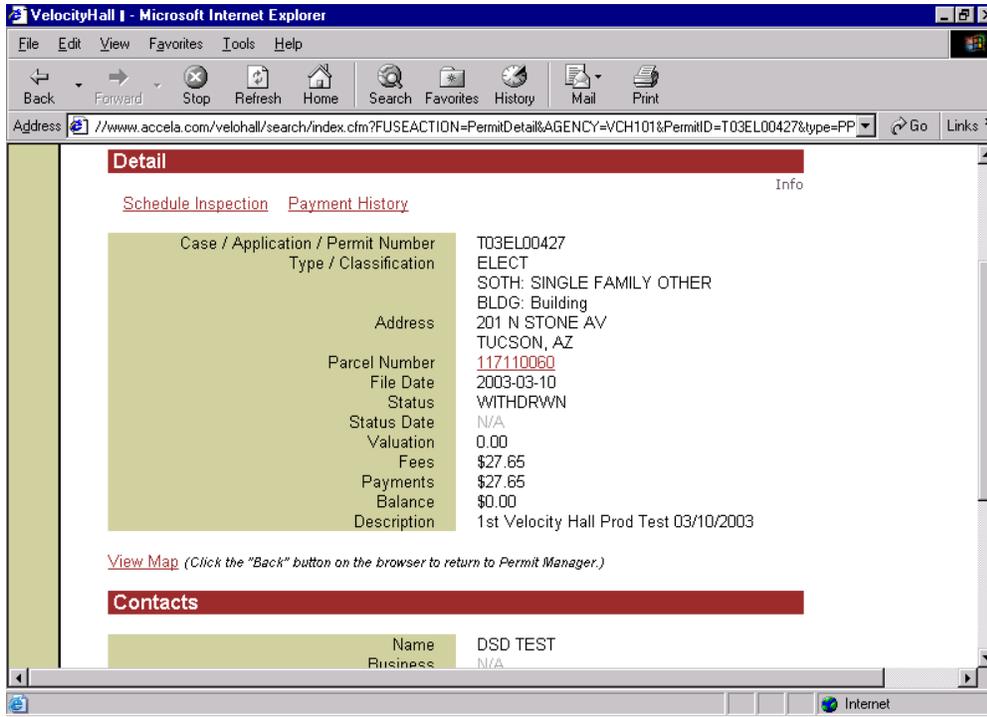
- ◆ Click on the 'Permit Detail' link or the permit number link to screen A (next page).
- ◆ Click the 'Online Printouts' link to get to screen B (next page).

**Please Note:** Do not use the 'Document Submission' link – it does not apply to online permits.

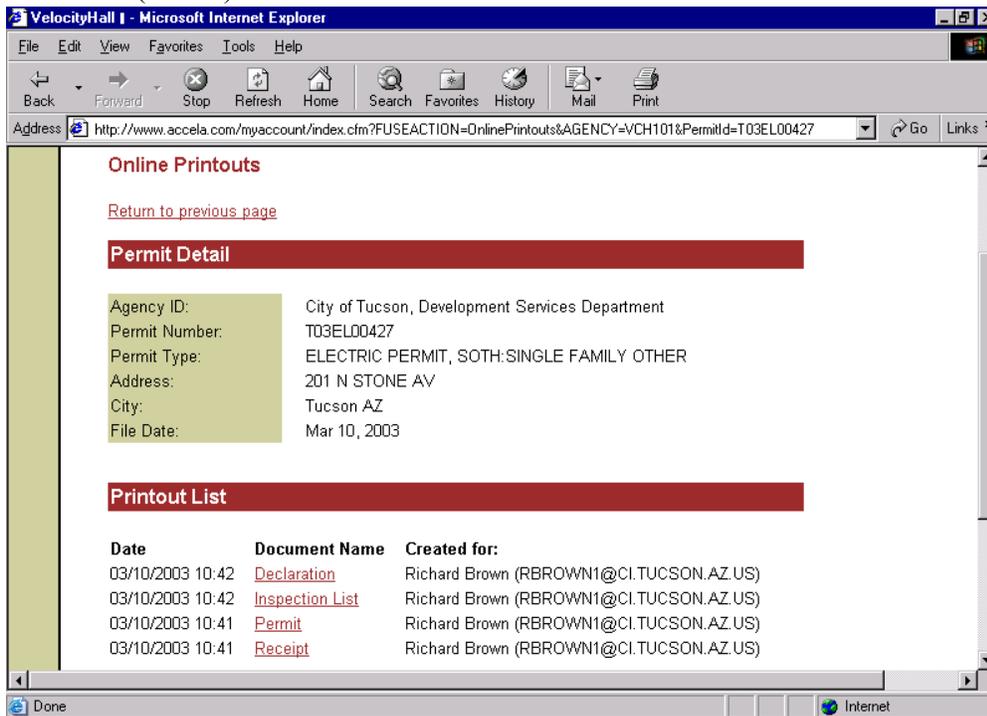
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## Screen A

Links on this page allow you to Schedule Inspections or obtain Payment History. You can also view a map of the permit address (the map image is displayed on another website, MapQuest).



## Screen B (below)

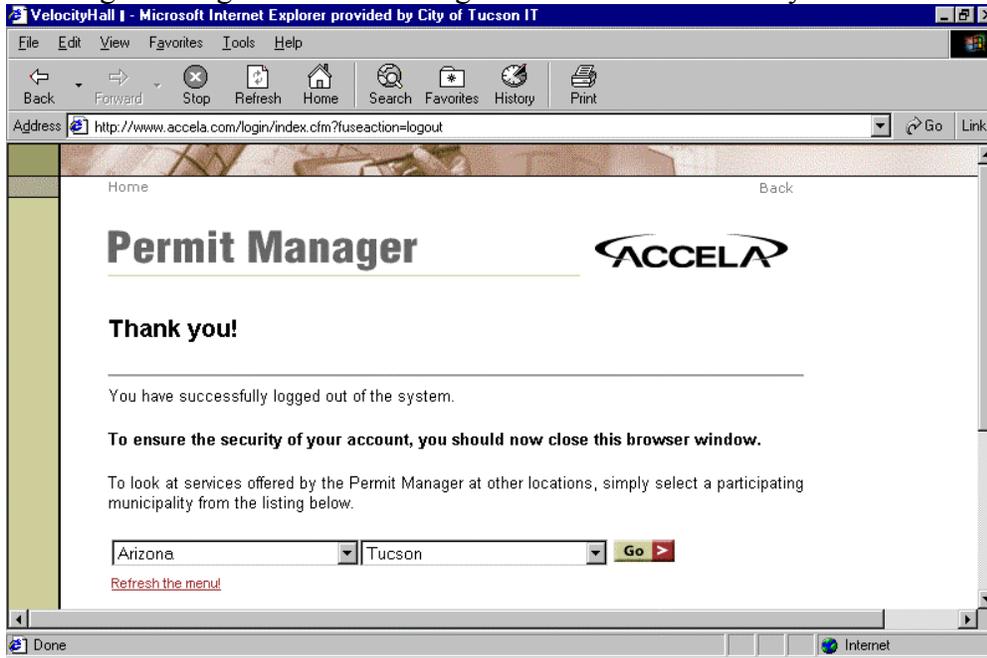


You may view and printout any of the documents listed above. Click "Return to Previous Page" on this screen, then the gray 'Back' link or browser back button to get to a logout link.

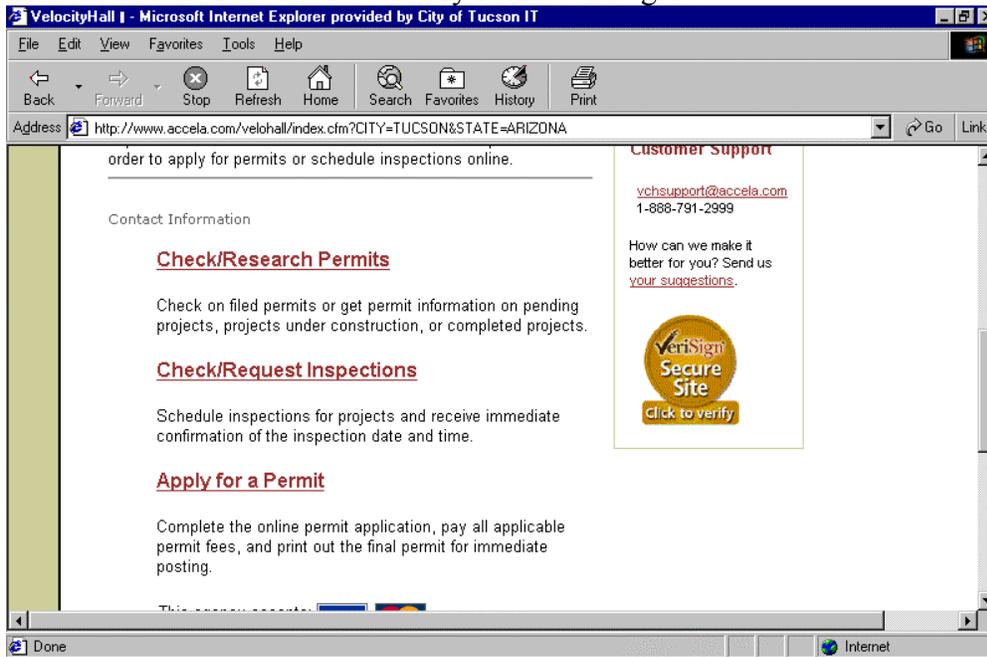
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Again, all VelocityHall functions are available to you without going into “My Permit Manager”. You will have to decide if there is value for you in using the “My Permit Manager” utility.

Clicking the ‘Logout’ link on the right-hand side menu takes you to the following screen:



Click the “Go >” button on the screen above and you will be back at VelocityHall’s ‘Welcome to Tucson’ main page (bottom of that page is shown below). You can then continue with any of the 3 main functions outside of “My Permit Manager”.



If, after referring to this document, you experience difficulty understanding any part of this new service, please contact us at the department’s email address: [dsd\\_webmaster@ci.tucson.az.us](mailto:dsd_webmaster@ci.tucson.az.us)