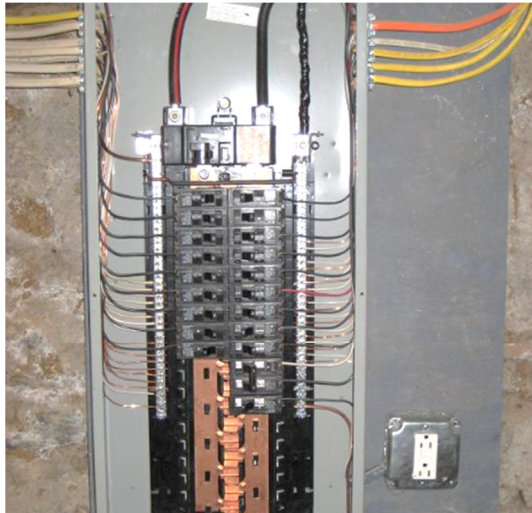




- Building Safety (559) 713-4444
- Business Tax (559) 713-4326
- Engineering (559) 713-4033
- Historic Preservation ... (559) 713-4359
- Planning (559) 713-4359

**ONLINE CONSTRUCTION
PERMITTING SERVICES**

**VELOCITYHALL &
PERMIT MANAGER**



Disclaimer: This pamphlet is intended to provide general guidance and information. It is the user's responsibility to ensure that the information given in this pamphlet remains in accordance with any changes that may have been made to the Visalia City Ordinance Code. For more information, explanation, or assistance, please visit the Building Safety Division at the City of Visalia's website or call our office at (559) 713-4444.



City of Visalia Building Safety Division
315 E Acequia Avenue
Visalia, CA 93291
Phone: (559) 713-4444
Fax: (559) 713-4812
Website: <http://www.visalia.city>

Date of Publication: May 1, 2015

ONLINE CONSTRUCTION PERMITTING SERVICES

VelocityHall / Permit Manager is your online access to research permits. It also provides licensed contractors online permitting and inspection scheduling, providing customer service 24 hours a day, seven days a week.

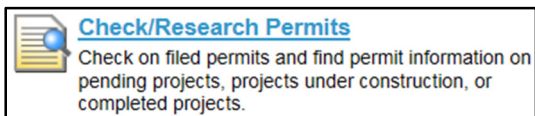
Applying for permits online will be available in the near future and will include basic re-roof, electrical, mechanical and plumbing.

Where can I access VelocityHall / Permit Manager?

www.visalia.city/onlinepermits

How may I research permits?

Toward the bottom on the webpage, click the "Check/Research Permits" link.



Who can schedule inspections and apply for permits online?

Licensed Contractors may register and create an account by clicking the "My Permit Manager" link to manage permits online. A valid State Contractors License and City Business Tax Certificate are required. After registering, contact us at (559) 713-4444 to request activation.

What are the fees associated with this service?

Research Permits	\$ 0.00
Scheduling Inspections	\$ 0.00
Apply for Permit	\$ 5.00*

*plus 10% of the permit fee

How can I pay for my Permit online?

For your convenience, we accept Visa and MasterCard as the only form of payment.

Rest assured that these financial transactions over the internet are secure, and we do not store or reuse your credit card information for any purpose.

How long does it take to get a permit?

Most simple permits are approved immediately, allowing you to instantly print the permit, declaration, inspection card and receipt to begin work in minutes. No more waiting in line!

When your permit is approved, you can print out your documents and get to work. Just follow the easy online instructions and your project will be underway in no time at all.

What is a simple permit?

Simple permits, often called "over-the-counter" or "trade" permits, do not require the submittal of supporting drawings or documents. All that is required is the completion of the online submittal and payment of the permit fee.

Historic Preservation approval is required for re-roofing buildings within the Visalia Historic District. For Historic District permitting, please visit our offices located at 315 E Acequia, Visalia CA 93291 or call (559) 713-4359.

What permits may I apply for online?

Online permits will be available in the near future and will include basic re-roof, electrical, mechanical, and plumbing.

All roofing material for re-roof permits must meet the minimum class fire rating required for the occupancy use. Please provide the required energy forms on-site for the first inspection. Forms can be found at: <http://www.visalia.city/energyforms>

Electrical permits will be limited to service upgrades up to 200 amps.

Mechanical permits will be limited to HVAC change-outs, furnace replacement of equal or smaller size, fans, vents and modifications to ductwork. Please provide the required energy forms on-site for the first inspection. Forms can be found at: <http://www.visalia.city/energyforms>

Plumbing permits will be limited to installation of fixtures, water piping and water heater replacement.

Note: Plan review is required for commercial remodeling and tenant improvement. Please submit your supporting drawings and documents to our office located 315 E Acequia, Visalia CA 93291 or call for more information at (559) 713-4444.