

New Permitting & Inspection tools at COA...

The City of Alexandria Planning Division has implemented two tools to aid in the **Permitting and Inspection process** of construction development. These features are available to help you manage submittals and inspections for your construction project.

The City has implemented permitting software called **My Permit Now** since October 2010. Through this software, you will be able to check plan review status, schedule inspections, submit payments and be automatically notified when inspections are completed...at your convenience, on your time! You will need to **create an account** to have access to My Permit Now. See the right side for the steps. Call 1-866-957-3764 ext. 1 with any questions about the software. A technical support person is there to help you set-up your account and walk you through the process. Keep the number handy! Inspections are also completed electronically. No more chasing around the paper copy of the inspection card!

Once a job is permitted, the **Contractor is responsible for keeping a COA PERMITTED stamped set of plans on the jobsite**. You can print these from My Permit Now by using the Customer Portal. Print drawings on **minimum of 8 1/2" x 11" paper** and keep them onsite. This paper size is still legible yet cost effective to print.

The City has a **Call Center** for requesting inspections. You only have one number to remember now...**318-441-6333**. Call this number to schedule **ALL Inspections**. Our goal is still same day inspections, however, please call **24 hours in advance** of the inspection time you are requesting. Remember to give the Call Center your name, your company name, phone number, project address, and requested inspection time. Please do NOT call the Inspectors directly to request inspections. They will refer you to the Call Center. The email address is inspections.callcenter@cityofalex.com.

When completing a building permit application, list all of the phone numbers and email addresses associated with your project. **Be sure to list the designer, electrician, plumber, mechanical, and any other subcontractors that will be working on your project**. By listing them, they will have the ability to check permit status, schedule inspections online and receive confirmation of inspections automatically just like you do.

It has been proven in the last three years that these tools make us all more efficient and productive, which saves everyone money! Thank you in advance for participating!

Contractor is responsible to print "Permitted" drawings to keep on jobsite during construction for all jobs!

MyPermitNow.org

Permits, Plan Review, and Inspections

Call 866-957-3764

Create Your Customer Account Today!

Your MyPermitNow Customer Portal account gives you access to your permit information, your original and revised building documents, the ability to post questions to your plans examiner, and the ability to schedule your building inspections online.

The Customer Portal Account relies on your phone number to match your identity to a permit. When you create your account you will be asked to enter a phone number.

This is the key to your permit. MyPermitNow will match your phone number with any permit that has your phone number associated with it.



Please follow these instructions to create your account:

1. Open your web browser (For example, Internet Explorer or Firefox) and enter www.mypermitnow.org in the address bar.
2. Click on the green Customer Portal button.
3. Click on the green New Account button.
4. You will see a few important notes concerning the phone number you wish to use for your account. Please read these carefully and Click Next.
5. Complete the New Account form and click Submit. MyPermitNow will schedule a confirmation call to the phone number entered on the New Account form.
6. Read the confirmation page carefully, as it gives further information on the account verification process. Click done to return to the Customer Portal Homepage.

For support with your account creation please contact our toll-free support line at **1-866-95-PERMIT**.

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