Public Works Department
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2004

VELOCITY HALL ONLINE PERMITTING QUICK REFERENCE GUIDE

What Is Velocity Hall?

Velocity Hall is an online permitting service within the City of Roseville implemented through a database called Permit Manager. Anyone may research online permit records, but only licensed contractors (registered with the City of Roseville) can request inspections or obtain the online permit types offered.

What Is The Advantage of Online Permitting?

No more waiting in line!! You can save hours of processing and waiting time by filing for permits and checking permit status online 24 hours a day, 7 days a week.

What Types Of Permits Can Be Applied For On-line?

Simple Permits or more commonly called "over-the-counter" or "trade" permits may be applied for online by a licensed contractor (registered with the City of Roseville). These permits are currently limited to remodels and replacements that do not require plans or specifications to be submitted for approval. Such permit types consist of:

1. re-roofing — when material is not concrete tile (concrete tile roofs require structural calculations from a licensed engineer),
2. replacing water and/or sewer lines;
3. replacing water heaters or HVAC systems that utilize existing gas lines; and
4. addition of electrical circuits.

How Do I Use Velocity Hall?

The City of Roseville requires that contractors register in person at the City's Permit Center located at 311 Vernon Street, Roseville, CA before they can use Velocity Hall. This is a one time registration procedure. You are required to complete and sign an Internet Permitting form that will require a contractor's license number, a City of Roseville business license number, a workman's compensation policy number and an email address. Once you have registered, you are ready to obtain permits online.

How Do I Access The Internet?

Your email address will be your PIN which provides you with online permitting authorization. Registration on line is quick and easy. Simply register using you email address as your user name and select a unique password. Note: Keep this information handy since every time you log into Permit Manager to pull a permit you will need this information. The City's web address is www.roseville.ca.us.

ONLINE PERMITTING QUICK REFERENCE GUIDE CONTINUED

Other Services

Using Permit Manager you can also:

1. Schedule your inspections online and receive instant confirmation of your inspection!!!
2. Check on filed permits or get permit information on pending project, projects under construction or completed projects.

What Information Is Required For Submittal Of Online Permits?

Before you start the permit application process, make sure that you have all of the information that you need on hand in order to complete the process. This includes project address and information including description of work items to be completed and a contractor number. Submittal of online permits does require payment of the permit fee at the time of application. The City of Roseville accepts Visa and MasterCard payments. All financial transactions are secure and account information is not stored. **PLEASE NOTE: Credit card account numbers in database.**

What Are The Permit and Online Processing Fees?

The Permit Fee is imposed by the City of Roseville and is based on the type of permit requested. In addition to the Permit Fee, Permit Manager requires a $5.00 transaction fee plus a percentage of the permit fee (13%) for online service. Example:

Base Permit Fee:	$100.00
13% of Permit Fee:	$ 13.00
$5.00 Transaction Fee:	$ 5.00
Total Fee:	**$118.00**

How Long Does It Take To Get A Permit Approved Online?

Generally, online permits are approved immediately. Once all required project information has been entered (as noted above), simply print a copy of your permit and begin work!

Inspection Requests

Requests for inspections can be made online or by calling (916) 774-5333 before 3:30 pm. for a next day inspection. A note authorizing the inspector to enter the rear yard is required when no one is home.

Please note that incomplete applications will not be scheduled for inspections. In the event Permit Manager will not allow you to schedule a site inspection, please contact the Building Division at (916) 774-5332 during normal business hours of 8:00 am to 5:00 pm Monday - Friday.

What If I Make A Mistake?

Mistakes are easily corrected by calling the Building Division at (916) 774-5332 and speaking with a Permit Technician. Please have handy a copy of your permit and the correct information.