

Short-form Permit Fee Tutorial

Instructions on how to pay reinspection and reactivation (for expired permits) fees on the original permit. The following tutorial explains the procedure to pay reinspection fees on a short-form permit. The same procedure would be utilized to reactivate an expired permit. In this case, “Reactivation Permit Request” would be an option to select in the Sub-Records menu.

My Work

MY INVOICES **MY PERMITS** MY EXISTING INSPECTIONS REQUEST INSPECTIONS

Search... 📄 Export to Excel

Display All ▾ Records Updated ▾ In Last 120 Days ▾

Permit Number	Project	Address	Permit Type	Status	State
SFP-1400682-2023		10402 AMHERST AVE SILV...	03 - Short Form - Plumbing/Fuel Gas	Hold	Active, Attention, Recent (On Hold, Inspection Not Passed)
FC-1400836-2023		14501 SWEITZER LN LAUR...	21 - (NR) - Fixture Credit for SDC	Issued	Active, Recent
SFP-1400838-2023		7100 WISCONSIN AVE BET...	03 - Short Form - Plumbing/Fuel Gas	Issued	Active, Attention, Recent (Inspection Not Passed)
SFP-1400667-2023		1401 MERCANTILE LN UPP...	01 - Short Form - Fuel Gas	Finalized	Recent
SFP-1400668-2023		6111 BROOKLYN BRIDGE ...	02 - Short Form - Plumbing	Finalized	Recent
RAR-1400679-2023		1401 MERCANTILE LN UPP...	Reactivation Permit Request	Approved	Recent
RPR-1400670-2023		6111 BROOKLYN BRIDGE ...	Reinspection Permit Request	Approved	Recent

Showing 7 records.

Review permit status on the “My Work” screen. Click on the desired permit.



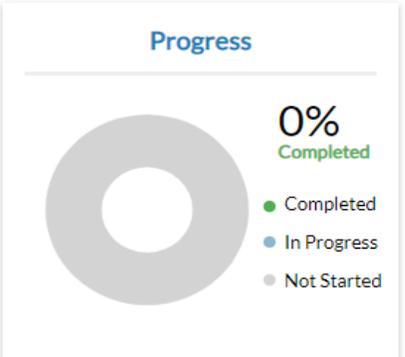
- A hold currently exists on this permit.

Permit Details | Tab Elements | Main Menu

Type:	03 - Short Form - Plumbing/Fuel Gas	Status:	Hold	Project Name:	
Applied Date:	06/13/2023	Issue Date:	06/13/2023		
District:	WSSC	Assigned To:		Expire Date:	10/11/2023
Finalized Date:					
Description:	Gas Water Heater				

A Short Form permit awaiting reactivation or reinspection will display a “Hold” status. Since no available actions are displayed, see the next page for instructions to release the “Hold”.

- Summary
- Locations
- Fees
- Inspections 1
- Attachments
- Contacts
- Sub-Records
- Holds 1
- More Info



Fees

Workflow

1 Short Form Permit Inspection - Failed : 06/13/2023
1 Short Form Permit Inspection - Failed : 06/30/2023
<input type="radio"/> Short Form Permit Inspection -

Available Actions

i No Actions

Permit Number: SFP-1400682-2023



- A hold currently exists on this permit.

Permit Details | Tab Elements | Main Menu

Type:	03 - Short Form - Plumbing/Fuel Gas	Status:	Hold	Project Name:	
Applied Date:	06/13/2023	Issue Date:	06/13/2023		
District:	WSSC	Assigned To:		Expire Date:	10/11/2023
Finalized Date:					
Description:	Gas Water Heater				

- Summary Locations Fees Inspections **Holds** Attachments Contacts Sub-Records More Info

Click on the "Hold" button. The reason(s) for the "Hold" will be displayed in the "Comments" box. Further instruction is included here.

Existing Holds | Next Tab | Permit Details | Main Menu

Existing Holds

Sort Description ▾

Name	Description	Comments	Hold Date	Status
Permit Re-Inspection	Permit Re-Inspection with A11 inspection checklist on SFP Permits	Re-inspection needed since inspection failed with A11 checklist. Please go to the Sub-Records tab and select "Reinspection Permit Request" to obtain an inspection.	06/30/2023	Active
Permit Re-Inspection	Permit Re-Inspection with A11 inspection checklist	Re-inspection needed since inspection	06/13/2023	Active

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Permit Number: SFP-1400682-2023 

• A hold currently exists on this permit.

Permit Details | Tab Elements | Main Menu

Type:	03 - Short Form - Plumbing/Fuel Gas	Status:	Hold	Project Name:	
Applied Date:	06/13/2023	Issue Date:	06/13/2023		
District:	WSSC	Assigned To:		Expire Date:	10/11/2023
Finalized Date:					
Description:	Gas Water Heater				

Summary Locations Fees Inspections 1 Attachments Contacts **Sub-Records** Holds 1 More Info

Existing Sub-Records | Remaining Sub-Records | Next Tab | Permit Details | Main Menu

Existing Sub-Records Sort Record Number ▾

Record Number	Type	Status
No records to display.		

Remaining Sub-Records

Type	Action
Reinspection Permit Request	Apply

Click on the "Sub-Records" button. The "Reinspection Permit Request" option is now available. Click "Apply" to pay the appropriate fees.

DELIVERING THE ESSENTIAL

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Permit Number: SFP-1400682-2023 

Permit Details | Tab Elements | Main Menu

Type:	03 - Short Form - Plumbing/Fuel Gas	Status:	Issued	Project Name:	
Applied Date:	06/13/2023	Issue Date:	06/13/2023	Expire Date:	10/11/2023
District:	WSSC	Assigned To:			
Finalized Date:					
Description:	Gas Water Heater				

Summary Locations Fees Inspections 1 Attachments Contacts Sub-Records Holds More Info

Progress

0% Completed

- Completed
- In Progress
- Not Started

Workflow

- Short Form Permit Inspection - Failed : 06/13/2023
- Short Form Permit Inspection - Failed : 06/30/2023
- Short Form Permit Inspection -

Available Actions

- Failed Inspection Short Form Permit Inspection 

Now that the fees have been paid, the permit "Hold" has been removed and is now shown as "Issued". "Reschedule" is now an "Available Action" item.

