

Velocity Hall Contractor Training Manual

Apply for a Permit

To apply for a permit click on "Apply for a Permit" on this screen.



Permit Manager

Welcome to Leon County, Florida



Leon County Department of Community Development - This Department is a group of divisions including Building, Environmental, Development Review and Support Services, within the Department of Community Development. They provide one-stop permitting and processing services related to development activities.

APPLYING FOR A PERMIT, THE CUSTOMER WILL ONLY BE ASSESSED THE PERMIT FEE. USAGE FEES ARE NOT APPLICABLE.

Email to Leon County VelocityHall administrator to be authorized @ garrison@mail.co.leon.fl.us

Contact Information

Check/Research Permits

Check on filed permits or get permit information on pending projects, projects under construction, or completed projects.

Check/Request Inspections

Schedule inspections for projects and receive immediate confirmation of the inspection date and time.

Apply for a Permit

Complete the online permit application, pay all applicable permit fees, and print out the final permit for immediate posting.

This agency accepts:



About Permit Manager

Learn more about Permit Manager including:

[Common Questions](#)

[Helpful Tips](#)

[Usage Fees](#)

[Getting Started](#)

Looking for another area or region? Click [Here...](#)

My Permit Manager:

[My Account](#)

[Logout](#)

Customer Support

vchsupport@accela.com

1-888-791-2999

How can we make it better for you? Send us your suggestions [here...](#)



Looking for another area or region?

Simply select a participating municipality from the listing below.

Florida

Leon County

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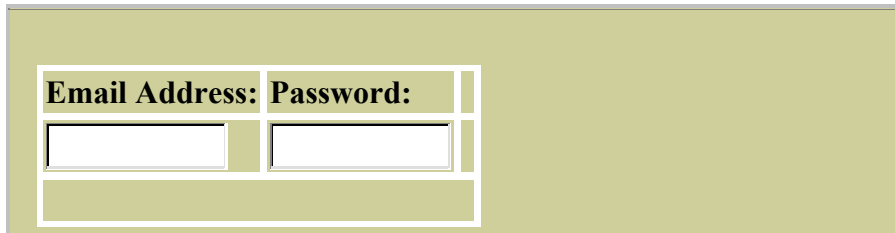


Login

First time users, [Register here](#). It's free and easy!

Already registered? Login here using your e-mail address and password.

Your Session has expired or you were logged off. You must login again.



The login form is set against a light green background. It contains two input fields: "Email Address:" and "Password:". Below these fields is a "Login" button.



Forgot your password?

Enter only your email address above and click Login for your hint.

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At this point you are ready to enter the address. Enter the address by typing in the appropriate fields and utilizing the drop down boxes as illustrated on page 6 of this manual. If you do not know the exact address then you can enter a portion of the address; this will bring back all addresses matching this information so you can choose among them. Click the Next button.

| | | |
|---|---|---|
| | | |
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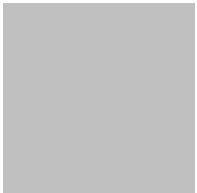
Leon County Department of Community Development

Step 1 of 7: Site Address

Search mode

Identify the address of the site where the work is to be permitted. The system will then ask you to select your validated address from a list of close matches.

| | | | |
|--|----------------------|----------------------|----------------------|
| Street Number | Direction | Street Name | Suffix |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| City/Community | | | |
| <input type="text" value="TALLAHASSEE-LEON COUNTY"/> | | | |



Search Tips

The input for an address search consists of a Street Number (may be referred as House or Building Number at some communities), a Street Name, and a City. You may perform a search with a full or partial Street Name alone. For example, if you are looking for the address:

- 100 Shoreline Ave, Leon County

You can type in the fields above:

- Street Number: 100
- Street Name: Shoreline
- Street Suffix (Select): Avenue
- City: (Select) LEON COUNTY

You can also do a search by the street name itself:

- Street Number: (Keep this blank)
- Street Name: Shoreline
- Street Suffix: (Keep this blank)
- City: (Select) LEON COUNTY

If the agency does not return to you the address you are looking for, it may be possible that the address may be spelled differently in the agency's database. For example, the name "Shoreline" may be found as "Shore Line". You can always try the search using a partial street name. For example:

- Street Number: (Keep this blank)
- Street Name: Shore
- Street Suffix: (Keep this blank)
- City: (Select) LEON COUNTY

In this example, the agency will return to you all addresses with the street name beginning with "Shore". This will include any addresses with "Shoreline" and "Shore Line" as street name.

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If you typed in a specific address correctly it should now show up on this screen. If you typed in a partial address you will see all addresses that match the information you typed in the previous screen. If the address that you are pulling the permit for appears in the list you should now select it by placing your cursor on the address and clicking.



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Step 1 of 7: Site Address

Address 1 of 1

Please select an address below to continue...

[3401 W THARPE ST, TALLAHASSEE-LEON COUNTY, FL, 32301](#)

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Apply for Permit

Read the Legal Declaration on the screen. You must click the "Agree" button to continue the permitting process.



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Leon County Department of Community Development requires that you read and agree to the following legal declaration before continuing on.

Step 2 of 7: Legal Declaration

ACKNOWLEDGEMENTS

1. VeloCityHall is an optional internet service provided by Accela, Inc and Leon County. The use of this service is at your discretion. This internet service is provided without additional Convenience fees or Merchant Account fees charged by Accela or Leon County to the customer. The permit fees associated with the issuance of this permit are the same that would be assessed when obtaining your permit directly from the Leon County Community Development Office.

2.

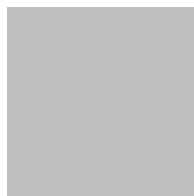
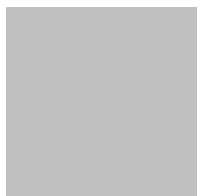
A. All work authorized by a Simple Velocity Hall Permit must comply with all applicable ordinances and codes adopted by Leon County, the State of Florida, and/or any federal agencies.

B. All work authorized by a permit is subject to inspection. Required inspections can be obtained online or by calling Leon County at (850) 891-1800. Access to the subject site and/or premises must be provided for inspection purposes.

C. Permits shall automatically EXPIRE and become void if work is not commenced within 180 days, or if work is suspended or an inspection is not approved within 180 days.

D. Simple Velocity Hall Permits are permits that do not require any discretionary approvals or plan review by Leon County. If, subsequent to the issuance of a Simple Velocity Hall Permit the Building or Planning Official determines that plans or other reviews are required for the work undertaken, the permit may be suspended or revoked in writing until such time as proper reviews and approvals are obtained.

E. The issuance of a Simple Velocity Hall Permit shall not serve to legalize or authorize other unpermitted construction, construction not properly identified within the permit application, improper occupancies, additional dwelling units, or unauthorized land uses not otherwise legally established. All Simple Velocity Hall Permits are subject to review and approval by Leon County Community Development Department.

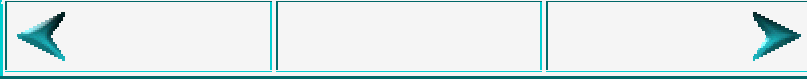


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Apply for Permit

Type in the description of the work that is to be preformed in the appropriate area. Then select permit type and Permit sub type.

Once the appropriate Permit Type and Permit Sub Type had been selected click the Next button.



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Step 3 of 7: Permit Type

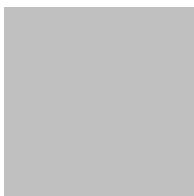
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| | |
|-------------------------------------|--|
| Permit Address | 3401 W THARPE ST TALLAHASSEE-LEON COUNTY, FL 32301 |
| Description of work to be performed |  |

Permit Type

| | |
|-----------------|----------------------------|
| | Please make a selection... |
| Permit Type | Leon County Web Permit |
| Permit Sub Type | ELEC:ELECTRICAL PERMIT |

Note: It may take over a minute after you click the 'Next' button for the system to process the information you entered with the agency and to retrieve the next set of data for the permit application.



Apply for Permit

Fill in all the appropriate information into the work items screen. Once the necessary information is completed click the Next button.

Navigation buttons: a left arrow, a home icon, and a right arrow.

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Step 4 of 7: Work Items

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Permit Address 3401 W THARPE ST
TALLAHASSEE-LEON COUNTY, FL 32301
Description of work to be performed Electrical

Permit Type Leon County Web Permit
Permit Sub Type ELEC:ELECTRICAL PERMIT

Work Items

* indicates required fields

| DESCRIPTION | UNIT or Y/N |
|--|-------------------------------------|
| * Improvement Value of Work: | <input type="text"/> |
| Improvement Area (Square Feet): | <input type="text"/> |
| Re-Roof Permit Fee: | No <input type="button" value="v"/> |
| Electrical Base Permit Fee: | No <input type="button" value="v"/> |
| Electrical Services up to 200 AMPS(Qty): | <input type="text"/> |
| Electrical Services 400-600 AMPS(Qty): | <input type="text"/> |
| Mechanical Permit Fee: | No <input type="button" value="v"/> |
| Plumbing Permit Fee: | No <input type="button" value="v"/> |
| Gas Base Permit Fee: | No <input type="button" value="v"/> |
| Gas Outlets(Qty): | <input type="text"/> |
| Pool Re-Lining Permit Fee: | No <input type="button" value="v"/> |
| Vinyl Siding Permit Fee: | No <input type="button" value="v"/> |
| Solar Panel Permit Fee: | No <input type="button" value="v"/> |
| Additional Requirements to OWNER: | (Supplied by <input type="text"/>) |

Note: It may take over a minute after you click the 'Next' button for the system to process the information you entered with the agency and to retrieve the next set of data for the permit application.

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Apply for Permit

Review the information that will be on the application for correctness. If the information is correct then click the Process Permit button at the bottom of the screen.



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Step 5 of 7: Review Application

Check the following information carefully as it will appear on your permit exactly as shown. If you wish to make a correction to the work items, press the back button on your browser.

Leon County Department of Community Development

| | |
|------------------|--|
| Permit Address | 3401 W THARPE ST TALLAHASSEE-LEON COUNTY, FL 32301 |
| Work Description | Electrical Changeout |
| Permit Type | Leon County Web Permit |
| Permit Sub Type | ELEC:ELECTRICAL PERMIT |
| Applicant | Cathy Hamilton LCBCC 301 S Monroe Tallahassee FL 32301 8504888020 HAMILTONC@MAIL.CO.LEON.FL.US |
| License | State License |

| Work Items: | UNIT or Y/N | FEEs |
|--|-------------|---------|
| DESCRIPTION | | |
| Improvement Value of Work: | 550 | |
| Re-Roof Permit Fee: | N | |
| Electrical Base Permit Fee: | Y | \$32.00 |
| Electrical Services up to 200 AMPS(Qty): | 1 | \$8.00 |
| Mechanical Permit Fee: | N | |
| Plumbing Permit Fee: | N | |
| Gas Base Permit Fee: | N | |
| Pool Re-Lining Permit Fee: | N | |
| Vinyl Siding Permit Fee: | N | |
| Solar Panel Permit Fee: | N | |




SUB-TOTAL: \$40.00

TOTAL: \$40.00

Process Permit >

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| | | |
|--|---|---|
| Input your credit card information, the amount shown in the TOTAL will be charged to your account. Once your information has been input click the Submit button. | | |
|  |  |  |

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Step 6 of 7: Payment

Credit Card Processing

| | |
|------------|---------|
| SUB-TOTAL: | \$40.00 |
| TOTAL: | \$40.00 |



When entering the credit card number and expiration date, please do not include spaces (' '), dashes ('-') or slashes ('/') between the numbers.

| | |
|----------------|-----------------------------------|
| Card Type | <input type="text"/> |
| Account Number | <input type="text"/> |
| Exp (MMYY) | <input type="text"/> |
| Zip Code | <input type="text" value="1234"/> |

Please enter your credit card information above and click the "Submit" button below once. Do not double-click. The credit card transaction may take up to several minutes to process. If the transaction is confirmed, you will be directed to the Permit Issuance page.

Submit >

Clear >

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Apply for Permit

You will be asked to verify that you want to proceed with the charge to the credit card listed. If you wish to proceed with the permitting process click OK.

