



Planning and Building Department  
276 Fourth Avenue • Chula Vista CA • 91910  
(619) 691-5007 • FAX (619) 409-5428

## VelocityHall™ (Internet Permits)

Thank you for your interest in Velocity Hall. The City of Chula Vista uses VelocityHall™ for its' internet permit program. The website address for VelocityHall™ is [www.accela.com/velocityhall/](http://www.accela.com/velocityhall/). VelocityHall™ allows building permit research, inspection scheduling and issuance of minor residential permits via the internet.

### Who can use VelocityHall™

Anyone can log on to the website and research permits. However, to schedule inspections or pull minor residential permits you must be a licensed contractor and register with Accela and the City of Chula Vista (registration instructions shown below).

### Usage Fees

There are no usage fees to research permits or schedule inspections. Usage fees to pull a permit via VelocityHall™ are \$5.00 per transaction plus 13% of the permit fee. All fees must be paid for by VISA or MasterCard.

### Permit Research

For building permit research go to the VelocityHall™ website, select Chula Vista, California and click on GO. Once in the VelocityHall™ "Permit Manager" page for Chula Vista, click on "Check/Research a Permit" and research building data by address, assessor's parcel number, permit number or state contractor's license number.

Note: Building permit history only goes back to December 1992.

### Inspection Scheduling

To schedule inspections using VelocityHall™ you must be a licensed contractor and be registered in the program. Once registered go to the website, click on "Check/Schedule Inspections" and follow the prompts.

### Minor Residential Permits

The following minor residential permits can be pulled via VelocityHall™ - electric meter reset, miscellaneous wiring, water heater replacement, water line repair or alteration, gas meter reset, gas line repair or alteration, installation or replacement of FAU and A/C units.

**Registration Instructions** - If you are a licensed contractor, register with Accela and the City Of Chula Vista to use VelocityHall™.

Register with Accela:

1. Log on to [www.accela.com/velocityhall/](http://www.accela.com/velocityhall/)
2. Select California - Chula Vista
3. Click on GO.
4. Click on My Permit Manager.
5. Click on Register here.
6. Complete the My Permit Manager New User Registration information and submit to Accela.
7. When registration with Accela is complete, Accela will send you an e-mail confirmation.

Register with the City Of Chula Vista

1. Complete the Internet Permitting Form (page 2 of this form).
2. The city will verify your state contractor's license number and Chula Vista business license number.
3. Once authorized to use VelocityHall™ for Chula Vista we will send you an e-mail confirmation.

Should you have any questions or require further assistance please do not hesitate to contact us.

**CITY OF CHULA VISTA  
PLANNING & BUILDING DEPARTMENT  
INTERNET PERMITTING FORM**

<b>Contractor:</b> _____		<b>Phone:</b> _____
<b>Address:</b> _____		
<b>State Contractor's License #:</b> _____		<b>Chula Vista Business License #:</b> _____
<b>Fax:</b> _____	<b>E-Mail:</b> _____	

**WORKERS' COMPENSATION DECLARATION**

**I hereby affirm under penalty of perjury one of the following declarations:**

- I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
- I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

**Carrier:** \_\_\_\_\_ **Policy Number:** \_\_\_\_\_  
 (This section need not be completed if the permit is valued at one hundred dollars (\$100) or less)

- I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with these provisions.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

WARNING: FAILURE TO SECURE AND MAINTAIN WORKER'S COMPENSATION COVERAGE IS UNLAWFUL AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

**LICENSED CONTRACTOR'S DECLARATION**

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

**Contractor's License #:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Contractor's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CERTIFICATE OF COMPLIANCE AND AUTHORIZATION OF ENTRY**

I certify under penalty of perjury that I have read this application and state that the information given is correct. I agree to comply with all state laws and city ordinances relating to building construction, and authorize representatives of the City of Chula Vista to enter upon the above-described property for inspection purposes. I agree not to occupy or allow occupancy of any building authorized by this permit until final inspection.

**Authorized Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have read and agree to all of the acknowledgements on the attached sheet and have completed the above Declarations prerequisite to utilizing Internet permitting. I understand that the above declarations shall apply to all future Internet based permits that my firm or I obtains within the City of Chula Vista. I understand that it is my responsibility to submit a new Internet Permitting Form whenever it is necessary to change information contained within the above declarations in order to maintain their validity. I further understand that I may not obtain permits for work that is outside the scope of my Contractor's License or constituting a violation of California Contractor Law. Such permits shall be subject to revocation.

**ACKNOWLEDGEMENTS**

1. Velocity Hall is an optional Internet service provided by Accela.com, Inc. The use of this service is at your discretion. Convenience fees are charged by Accela.com for the use of this Internet service and are in addition to the permit fees charged by the City of Chula Vista for administration and inspection. Convenience fees may be avoided if you obtain permits directly from our office in the Public Services Building located at 276 Fourth Avenue or at our Eastern Office at 900 Lane Avenue.
2. All work authorized by the issuance of an Online Permit must comply with all applicable ordinance and codes adopted by the City of Chula Vista and the State of California.
3. All work authorized by a permit is subject to inspections. **You must provide access for inspection purposes.** To schedule required inspections on line use Velocity Hall, or call (619) 409-5434 to use the IVR system (Interactive Voice Response System). To use the IVR system you will need a touch-tone phone, a valid permit number and the appropriate inspection code for the requested inspection.
4. Your permit will automatically expire and become void if you do not commence work within 180 days, or if you suspend work for a period of 180 days, or if you do not obtain an inspection within 180 days.
5. Online permits are permits that do not require discretionary approvals or plan review by the City. If, subsequent to the issuance of any Online Permit, the Building Official determines that plans or department review is required, the permit may be suspended until such time as proper reviews and approvals are obtained.
6. The issuance of an Online Permit shall not serve to legalize other unpermitted construction, improper occupancies, additional dwelling units, or unauthorized land use.

**ALL ONLINE PERMITS ARE SUBJECT TO REVIEW AND APPROVAL BY THE PLANNING AND BUILDING DEPARTMENT.**

**Name of Applicant:** \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 (MUST BE SIGNATURE OF LICENSED CONTRACTOR)