

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025



DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

DPH Permits Portal for Plumbing Permits - User Training Manual for Applicants

Privacy Information

This document may contain information of confidential and sensitive nature. This information should not be shared with persons other than those in your organization that need to access the system.

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Table of Contents

1. Getting started	4
User Registration	4
Accessing DPH Permits Portal	7
2. DPH Permits Portal Home page for Plumbing Permit Application	8
2.1 Mock-up screens – DPH Permits Portal home page	8
2.2 Menu options displayed on DPH Permits Portal home page	8
2.3 Buttons displayed on the DPH Permits Portal home page	11
3. DPH Permits Portal screens for Plumbing-Homeowner Permit application	13
3.1 Plumbing – Homeowner Permit Application	13
3.1a) Initiate “Plumbing-Homeowner” application & navigate to “Account Information” page	13
3.1b) Account Information page	14
3.1c) Permit Application page	21
3.1d) Attachments page	25
3.1e) Review & Sign page	26
3.1f) Payment page	29
3.1g) Confirmation page	36
4. DPH Permits Portal screens for Plumbing-Residential Permit application	38
4.1 Plumbing – Residential Permit Application	38
4.1a) Initiate “Plumbing-Residential” application & navigate to “Account Information” page	38
4.1b) Account Information page	39
4.1c) Permit Application page	46
4.1d) Attachments page	51
4.1e) Review & Sign page	52
4.1f) Payment page	56
4.1g) Confirmation page	63
5. DPH Permits Portal screens for Plumbing - Commercial Plan Review ATC application	65
5.1 Plumbing – Commercial Plan Review ATC Application	65
5.1a) Initiate “Plumbing- Commercial Plan Review ATC” & navigate to “Account Information” page	65
5.1b) Account Information page	66
5.1c) Plan Review Application page	73
5.1d) Attachments page	80
5.1e) Review & Sign page	82
5.1f) Payment page	85

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

5.1g) Confirmation page	86
5.1h) Tasks performed by DPH Staff on DPH Permit CRM portal to approve and issue ATC ID ..	87
6. DPH Permits Portal screens for Plumbing-Commercial Permit application	88
6.1 Plumbing – Commercial Permit Application.....	88
6.1a) Initiate “Plumbing – Commercial” permit application & navigate to “Account Information” page	88
6.1b) Account Information page	89
6.1c) Permit Application page	96
6.1d) Attachments page	102
6.1e) Review & Sign page	103
6.1f) Payment page	106
6.1g) Confirmation page.....	111
7. DPH Permits Portal screens for Plumbing - Test Certification Form.....	113
7.1 Plumbing - Test Certification Form.....	113
7.1a) Initiate “Plumbing - Test Certification Form” & submission	113
7.1b) Plumbing - Test Certification Form	114
8. DPH Permits Portal screens for Plumbing - Release Permit Authorization form	117
8.1 Plumbing - Release Permit Authorization form.....	117
8.1a) Initiate “Plumbing - Test Certification Form” application & submission	117
8.1b) Release of Plumbing Permit Authorization Form.....	118
9. DPH Permits Portal functionality - Additional screens for FE Permits.....	121
9.1 Viewing <i>Permits</i> on DPH Permits Portal home Page	121
9.2 Viewing <i>Accounts</i> on DPH Permits Portal Home Page	124
9.3 Viewing Permit <i>Invoices</i> on DPH Permits Portal Home Page	129
9.4 Viewing Permit <i>Statuses</i> on DPH Permits Portal Home Page.....	131
9.5 Viewing Permit <i>Payments</i> on DPH Permits Portal home page.....	136
9.6 Viewing Permit <i>Plan Review</i> on DPH Permits Portal home page.....	138

1. Getting started

User Registration

1. Click [DPH Permits Login](#)
2. User clicks the **Sign Up** tab in Secure login to your DPH Permits screen.
3. User enters a valid email address for verification. If you have received an invitation email, use that email.
4. User enters/creates a new password based on the instructions provided in the pop-up screen.

Secure login to your **DPH Permits** – [Environment]

One State | One Account | One Identity

Sign In

Sign Up

Email

Password

Password requirements:

- At least 8 characters
- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Does not include your first name

Confirm Password

Primary Phone Optional

Legal First Name

Legal Last Name

- User enters a valid email address for verification
- User enters/creates a new password based on the instructions provided on the screen

- User re-enters the new password again in Confirm Password field
- User enters value in Primary Phone field (Optional field)
- User enters value in in Legal First Name and Legal Last Name fields

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Middle Name Optional

Street Address

City

Zip Code

State

Select an Option

! This field cannot be left blank

Country

Select an Option

Account Purpose

Select an Option



Sign Up


[Already have an account?](#)

- User enters values in Middle Name (Optional), Street Address, City, Zip Code fields
- User selects value in State drop-down field

User selects values in Country and Account Purpose fields. For Account Purpose, select "For My Business" unless you are applying as an individual. Individuals that wish to apply for themselves can select "For Myself".

5. User clicks on **Sign Up** button at the bottom, after entering data in all the required fields in the screen.
6. After successful sign-up, the screen below is displayed.


 | Delaware Digital Identity |  Help Center

myDelaware → 

@ [redacted] @gmail.com

Security methods help protect your State of Delaware account by ensuring only you have access.

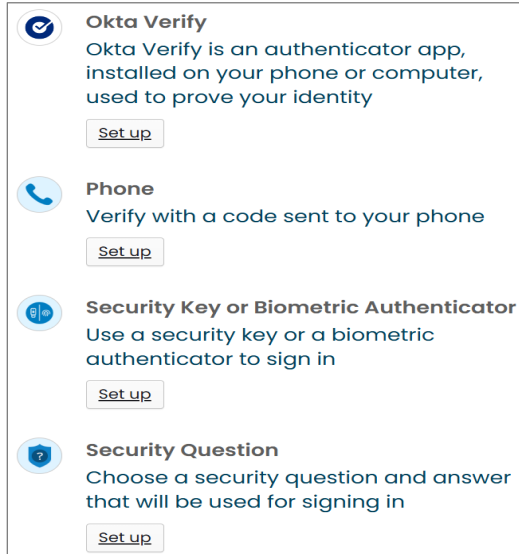
Required now

 **Email**
Verify with a link or code sent to your email

[Set up](#)

User to select one of the security access methods to verify login into DPH Permits portal by clicking on **Set up**. After **Set up** is clicked, an Account Activation email will be sent to you. Click **Activate Account** button in that email.

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025



Okta Verify
Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity
[Set up](#)

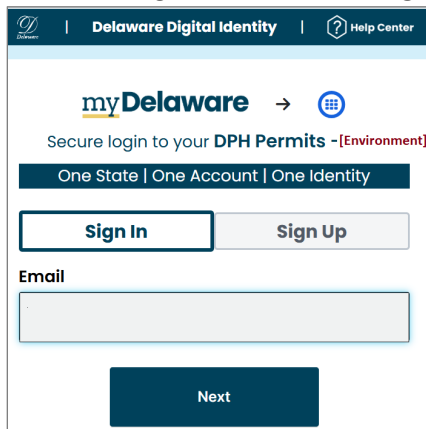
Phone
Verify with a code sent to your phone
[Set up](#)

Security Key or Biometric Authenticator
Use a security key or a biometric authenticator to sign in
[Set up](#)

Security Question
Choose a security question and answer that will be used for signing in
[Set up](#)

- User to select one of the security access methods to login into DPH Permits portal by clicking on the **Set up**.
- User clicks on **Continue** at the bottom of the screen after Verify method has been set up.
- User can set up multiple methods for verification later by logging back into <https://my.delaware.gov/>.
- The Okta Verify method will require you to download the Okta Verify authenticator app.

- An Account Activation email will be sent to you. **Click Activate Account button in the email.**
- Click **Continue** at the bottom of the Secure login to your DPH Permits screen. After sign-up has been completed, user will be taken to the home page of the DPH Permits portal.
- For future logins, user clicks on **Sign In** button on Secure login to your DPH Permits screen.



Delaware Digital Identity | Help Center

myDelaware →

Secure login to your **DPH Permits** -[Environment]

One State | One Account | One Identity

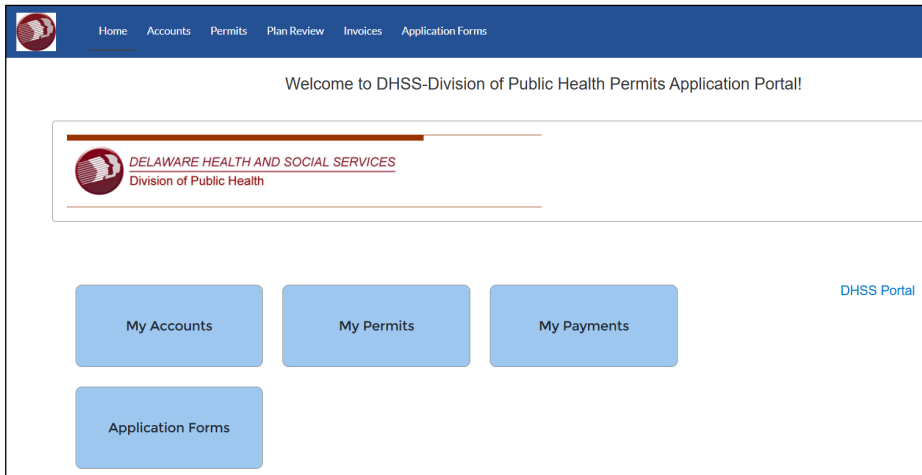
[Sign In](#) [Sign Up](#)

Email

[Next](#)

After entering login Email and Password, user receives secure verification code in one of the verification methods set up during registration (E.g. security code from e Email, Phone, or 'OKTA Verify' authentication app
Note: User can download 'OKTA Verify' authentication app, to receive the secured verification code if that option is chosen for verification.

- Upon successful login, user launches DPH Permits portal and is taken to the home page.



Home Accounts Permits Plan Review Invoices Application Forms

Welcome to DHSS-Division of Public Health Permits Application Portal!

DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

[My Accounts](#) [My Permits](#) [My Payments](#)

[Application Forms](#)

DHSS Portal

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

11. If you have applied for permits in the past and we have your past permits in our system, we will send an Invitation Email to the email we have on file for you. In that Invitation Email, there will be a Registration Code that you can enter on the screen that is presented to you. If you did not receive the Invitation email, please contact one of our County Offices. This screen will look like the following.

When logging in for the first time you will see this screen. If you have a Registration Code, select **Yes** and enter the code here and click **Register**.

If you have never applied for a permit in the past with DPH, select **No** and enter all your account details on the screen presented to you and then click **Register**.

Accessing DPH Permits Portal

Pre-requisite:

1. User should be registered to use DPH Permits Portal
2. Download 'OKTA Verify' authentication app (If selected as the secured method to receive verify code. User can also use Email or Phone as the authentication method instead of OKTA Verify.
3. Ensure a stable internet connection and use a supported browser for the best portal experience.

Steps/Procedure to login

Launch the web browser.

Use the DPH Permits Portal URL.

- URL – [DPH Permits Login](#) – This URL is to login directly into the DPH Permits Portal
- URL - [My Delaware Dashboard](#) – This URL will log you into your Delaware Dashboard where you can change settings such as your password and authentication verification methods.
- [Enter your User Id]
- [Enter your Password]
- User will be authenticated. User will be directed to use a verification method that was selected during Sign-Up and Registration. Depending on the secured method selected by user, user receives secured passcode from secure method like OKTA, Email etc. Enter the code in the field on the screen and click **Verify**.
- On successful login, user (Applicant) navigates to **DPH Permits Portal**.

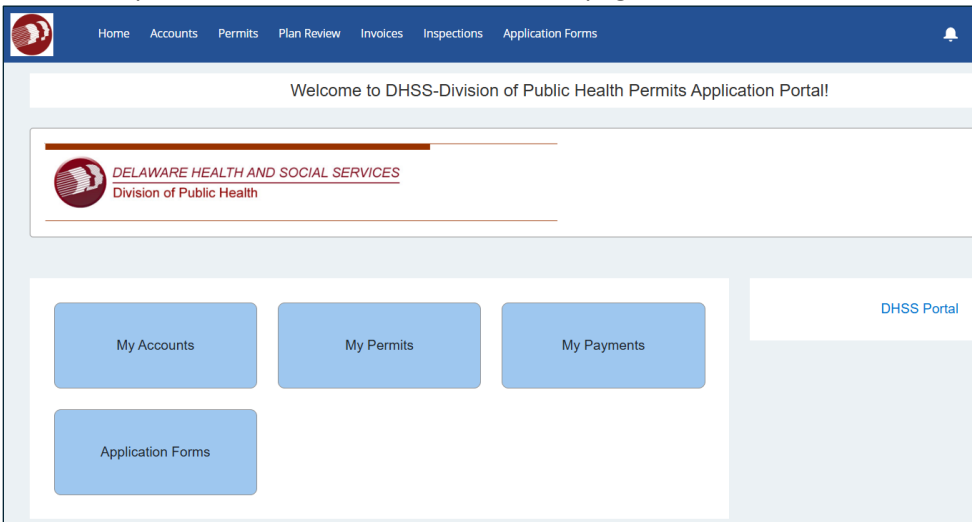
DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

2. DPH Permits Portal Home page for Plumbing Permit Application

On successful login, user navigates to **DPH Permits** Portal home page with the following fields.

- Displays **Menu** options - Home, Accounts, Permits, Plan Review, Invoices and Applications Forms.
- Displays **Welcome banner** - Welcome to DHSS-Division of Public Health Permits Application Portal!
- Displays **Delaware logo** with the **title**.
- Displays following buttons - My Accounts, My Permits, My Payments and Application Forms.

2.1 Mock-up screens – DPH Permits Portal home page



2.2 Menu options displayed on DPH Permits Portal home page

- **Home:** Displays DPH Permits portal Home page when user clicks on this menu tab.
- **Accounts:** Displays all the Accounts associated with the logged-in user, when this menu tab clicked. In most cases the user will only have one account.

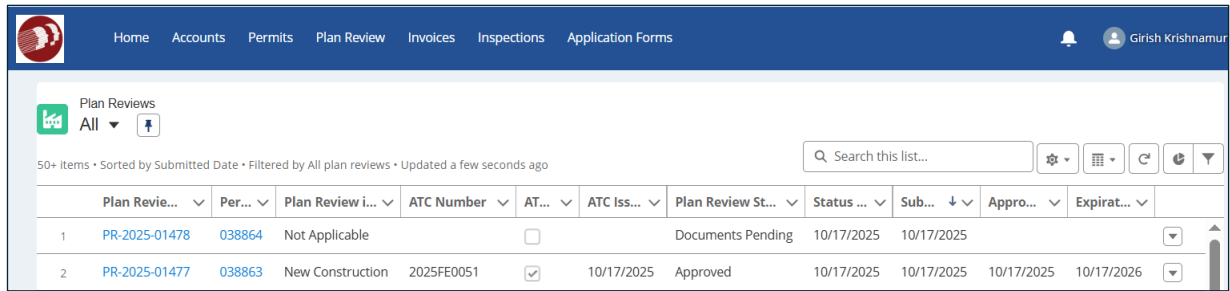
Account Name	Business	Created Date	Active?	Account Re...	Account Type	Email
Homeowner Plumbers of Michigan	United States Michigan	9/2/2025 9:28 AM	<input checked="" type="checkbox"/>	Account (Permit)	Individual	girish.krishnamurthy@htcinc.com
Commercial Plumbing Works of Michigan	United States Michigan	9/1/2025 5:25 PM	<input checked="" type="checkbox"/>	Account (Permit)	Business	girish.krishnamurthy@htcinc.com

- **Permits:** Displays all the Permits associated with the logged-in user, when this menu tab clicked.

Permit Appl...	Permit Class	Permit Type	Account Hol...	Permit Nu...	Created Date	Permit Status	Permit...
038612	Plumbing	Plumbing - Homeowner	Residential Plum...	P-H-2025-0583	10/6/2025 10:09 AM	Payment Pending	
037904	Plumbing	Plumbing - Commercial ...	Test Account Off...	P-C-2025-0551	9/10/2025 5:46 PM	Release Pending	9/10/20
037840	Plumbing	Plumbing - Commercial ...	Test Account Off...	P-C-2025-0527	9/8/2025 10:13 AM	On Hold	

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

- **Plan Review:** Displays Plan Reviews for Permits associated with logged-in user, when this menu tab is clicked.



Plan Review...	Per...	Plan Review I...	ATC Number	AT...	ATC Iss...	Plan Review St...	Status ...	Sub...	Appro...	Expirat...
1	PR-2025-01478	038864	Not Applicable	<input type="checkbox"/>		Documents Pending	10/17/2025	10/17/2025		
2	PR-2025-01477	038863	New Construction	2025FE0051	<input checked="" type="checkbox"/>	10/17/2025	Approved	10/17/2025	10/17/2025	10/17/2026

- **Invoices:** Displays all the Invoices generated for the submitted Permits, when this menu tab is clicked.

Home

Accounts

Permits

Plan Review

Invoices

Inspections

Application Forms

Girish Krishnamurthy

Invoices


All

50+ Items • Sorted by Created Date • Filtered by All Invoices • Updated a few seconds ago

Q Search this list...

	<div>Id</div>	<div>Permit</div>	<div>Paid</div>	<div>Permit Type</div>	<div>Created Date</div>	<div>Total Amount</div>	
1	INV-008130	039002	<input type="checkbox"/>	Mobile Food Est. Permit & Plan Review	10/30/2025 8:51 AM	\$100.00	<div></div>
2	INV-008128	038979	<input type="checkbox"/>	Permanent Food Est. Permit & Plan Review	10/29/2025 11:09 PM	\$100.00	<div></div>

- **Inspections:** Displays all the Inspections requested for the submitted Permits, when this menu tab is clicked.



Home

Accounts


Permits


Plan Review


Invoices

Inspections

Application Forms




 Girish Krishnamurthy




Inspections


All















50+ items • Sorted by County • Filtered by All Inspections - Permit Class • Updated a few seconds ago



Search this list...





	Co... <div></div>	Inspe... <div></div>	Onsite Contact Name <div></div>	Scheduled Insp... <div></div>	Inspection Type <div></div>	Inspection Re... <div></div>	Inspe... <div></div>	Inspe... <div></div>	Created Date <div></div>	
1	Kent	INS-0203...	Test Suren Insp	10/2/2025 2:30 PM	Pre-Operational	No Follow-Up	Finalized	10/30/2025	9/25/2025 11:46 AM	<div></div>
2	Kent	INS-0203...	Balaji E	10/7/2025 2:30 AM	Pre-Operational	Passed	Completed	10/6/2025	10/6/2025 6:58 AM	<div></div>

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

– **Application Forms:**

Displays Permit applications for Online submission, when this menu tab clicked

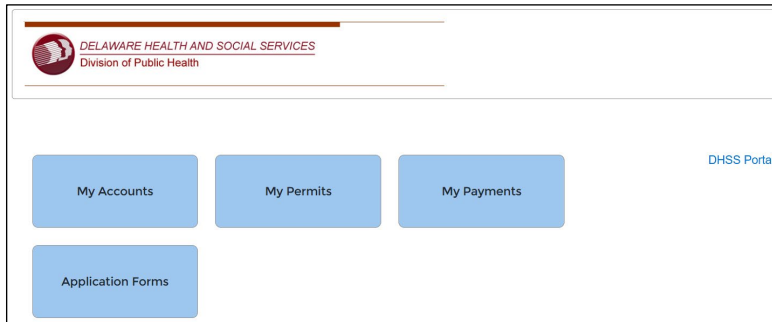
The screenshot shows the 'Application Forms' page in the DPH Permits Portal. The header is dark blue with a logo on the left and navigation links: Home, Accounts, Permits, Plan Review, Invoices, Inspections, and Application Forms. The main content area is light blue and contains several sections with radio button options:

- Bedding**
 - ☐ Bedding - New
 - ☐ Bedding - Used
- Change of Ownership**
 - ☐ Change of Ownership Permit
- Food Establishment**
 - ☐ Bake Sale Permit
 - ☐ Caterer w/o Premises Permit & Plan Review
 - ☐ Cottage Food Est. Permit & Plan Review
 - ☐ Ice Manufacturer Permit & Plan Review
 - ☐ Limited Frozen Dessert Stand Permit
 - ☐ Machine Vended Food Permit & Plan Review
 - ☐ Mobile Food Est. Permit & Plan Review
 - ☐ Permanent Food Est. Permit & Plan Review
 - ☐ Temporary Food Establishment Permit
- Other**
 - ☐ Migratory Labor Camps & Field Sanitation
- Plumbing**
 - ☐ Plumbing - Commercial Permits
 - ☐ Plumbing - Commercial Plan Review ATC
 - ☐ Plumbing - Homeowner
 - ☐ Plumbing - Release Permit Authorization
 - ☐ Plumbing - Residential
 - ☐ Plumbing - Test Certification Form

A 'Next' button is located in the bottom right corner of the main content area.

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

2.3 Buttons displayed on the DPH Permits Portal home page



- **My Accounts:** Displays all the Accounts associated with the logged-in user, when this button is clicked. In most cases the user will only have one account.

Account Name	Business	Created Date	Active?	Account Re...	Account Type	Email
9 Homeowner Plumbers of Michigan	United States Michigan	9/2/2025 9:28 AM	<input checked="" type="checkbox"/>	Account (Permit)	Individual	girish.krishnamurthy@htcinc.com
10 Commercial Plumbing Works of Michigan	United States Michigan	9/1/2025 5:25 PM	<input checked="" type="checkbox"/>	Account (Permit)	Business	girish.krishnamurthy@htcinc.com

- **My Permits:** Displays all the Permits associated with the logged-in user, when this button is clicked.

Permit Appl...	Permit Class	Permit Type	Account Hol...	Permit Nu...	Created Date	Permit Status	Permit...
1 038612	Plumbing	Plumbing - Homeowner	Residential Plum...	P-H-2025-0583	10/6/2025 10:09 AM	Payment Pending	
2 037904	Plumbing	Plumbing - Commercial ...	Test Account Off...	P-C-2025-0551	9/10/2025 5:46 PM	Release Pending	9/10/20...
3 037840	Plumbing	Plumbing - Commercial ...	Test Account Off...	P-C-2025-0527	9/8/2025 10:13 AM	On Hold	

- **My Payments:** Displays all the Online Payments (Go DE, CC, ACH), and Manual Payments (Check, Money Order), completed for the submitted Permit Applications, when this button is clicked.

Payment ID	Status	Payment Date	Payment Type	Record Type
1 PAY-002687	Paid	10/28/2025	Check	Payment
2 PAY-002686	Paid	10/28/2025	Check	Payment

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

– **Application Forms:**

Displays Permit application forms for online submission, when this button is clicked.

Bedding

- ☐ Bedding - New
- ☐ Bedding - Used

Change of Ownership

- ☐ Change of Ownership Permit

Food Establishment

- ☐ Bake Sale Permit
- ☐ Caterer wo Premises Permit & Plan Review
- ☐ Cottage Food Est. Permit & Plan Review
- ☐ Ice Manufacturer Permit & Plan Review
- ☐ Limited Frozen Dessert Stand Permit
- ☐ Machine Vended Food Permit & Plan Review
- ☐ Mobile Food Est. Permit & Plan Review
- ☐ Permanent Food Est. Permit & Plan Review
- ☐ Temporary Food Establishment Permit

Other

- ☐ Migratory Labor Camps & Field Sanitation

Plumbing

- ☐ Plumbing - Commercial Permits
- ☐ Plumbing - Commercial Plan Review ATC
- ☐ Plumbing - Homeowner
- ☐ Plumbing - Release Permit Authorization
- ☐ Plumbing - Residential
- ☐ Plumbing - Test Certification Form

Next

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

3. DPH Permits Portal screens for Plumbing-Homeowner Permit application

3.1 Plumbing – Homeowner Permit Application

3.1a) Initiate “Plumbing-Homeowner” application & navigate to “Account Information” page

Navigation

DPH Permit Portal -> **Application Forms** menu option -> Plumbing -> **Plumbing - Homeowner** OR

DPH Permit Portal -> **Application Forms** button -> Plumbing -> **Plumbing - Homeowner**

Action/Navigation

Step Description	Action/Navigation
User selects Plumbing - Homeowner radio button and clicks Next button	Account Information page

The screenshot displays the 'Plumbing' section of the DPH Permits Portal. The page has a blue header with navigation links: Home, Accounts, Permits, Plan Review, Invoices, Inspections, and Application Forms. The main content area is light blue and contains several sections of radio button options:

- Bedding**
 - ☐ Bedding - New
 - ☐ Bedding - Used
- Change of Ownership**
 - ☐ Change of Ownership Permit
- Food Establishment**
 - ☐ Bake Sale Permit
 - ☐ Caterer w/o Premises Permit & Plan Review
 - ☐ Cottage Food Est. Permit & Plan Review
 - ☐ Ice Manufacturer Permit & Plan Review
 - ☐ Limited Frozen Dessert Stand Permit
 - ☐ Machine Vended Food Permit & Plan Review
 - ☐ Mobile Food Est. Permit & Plan Review
 - ☐ Permanent Food Est. Permit & Plan Review
 - ☐ Temporary Food Establishment Permit
- Other**
 - ☐ Migratory Labor Camps & Field Sanitation
- Plumbing**
 - ☐ Plumbing - Commercial Permits
 - ☐ Plumbing - Commercial Plan Review ATC
 - ☒ **Plumbing - Homeowner**
Application for homeowners to obtain a permit to install/modify plumbing in their own home in Delaware.
 - ☐ Plumbing - Release Permit Authorization
 - ☐ Plumbing - Residential
 - ☐ Plumbing - Test Certification Form

A red dashed box highlights the 'Plumbing - Homeowner' option. A blue 'Next' button is located at the bottom right of the page.

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

3.1b) Account Information page

DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

PLUMBING PERMIT APPLICATION - HOMEOWNER
(To be completed by Homeowners installing plumbing in their own home)

Account Information | Permit Application | Attachments | Review & Sign | Payment | Confirmation

To apply for a new permit/plan review application, please select an existing account from the list of account, or create a new account if one does not exist already. Refresh the page if you would want to clear selected/entered data before clicking 'Next'.

[Select an Existing Account](#) [Create New Account](#) [Next](#)

Form Info

Kent County:
Address:
Thomas Collins Building,
540 South DuPont Hwy.,
Suite 5, 3rd Floor, Dover, DE 19901
Contact information:
Phone: (302) 744-1220
Kent County Resource email:
DHSS_DPH_KentCoPlumbing@delaware.gov

Sussex County:
Address:
Stockley Center,
23421 Lloyd Lane,
Georgetown, DE 19947
Contact information:
Phone: (302) 933-3430
Sussex County Resource email:
DHSS_DPH_SussexCoPlumbing@delaware.gov

Below details are displayed in all navigation tabs - Plumbing - Homeowner Permit application flow

- Delaware “logo” and “title”
DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health
- Below Plumbing - Homeowner Application tile
PLUMBING PERMIT APPLICATION - HOMEOWNER
(To be completed by Homeowners installing plumbing in their own home)
Page navigation tabs
Account Information, Permit Application, Attachments, Review & Sign, Payment, Confirmation.
With **Account Information** tab highlighted/selected.
- Body of the page
 - Displays “Form Info” icon with Form information displayed by default
Kent County:
Address:
Thomas Collins Building,
540 South DuPont Hwy.,
Suite 5, 3rd Floor, Dover, DE 19901
Contact information:
Phone: (302) 744-1220
Kent County Resource email:
DHSS_DPH_KentCoPlumbing@delaware.gov
 - Sussex County:**
Address:
Stockley Center,
23421 Lloyd Lane,
Georgetown, DE 19947
Contact information:
Phone: (302) 933-3430
Sussex County Resource email:
DHSS_DPH_SussexCoPlumbing@delaware.gov

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Account Information page is displayed with the following fields, on initial load of the page:

Below statement in the center of Account Information page

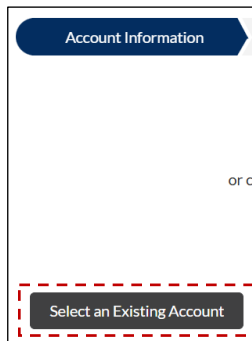
To apply for a new permit/plan review application, please select an existing account from the list of account, or create a new account if one does not exist already. Refresh the page if you would want to clear selected/entered data before clicking 'Next'.

Buttons/Footer information

- **Select an Existing Account** button, is enabled by default
- **Create New Account** button, is enabled by default
- **Next** button, is disabled by default
- **Footer** Information (bottom-right corner):
Displays the **Date** in MM/DD/YYYY format (Date the form will be made available online)

User Actions: Selecting existing account on Account Information page.

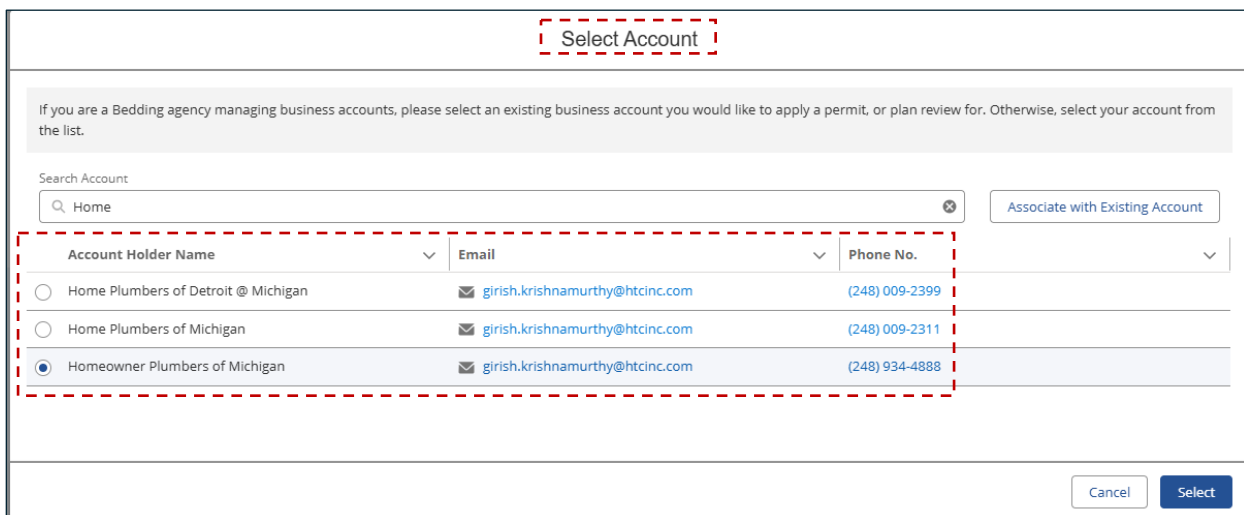
a) User clicks on **Select an Existing Account** button, which is enabled by default



The screenshot shows the 'Account Information' page. At the bottom, there is a button labeled 'Select an Existing Account' which is highlighted with a red dashed rectangular box.

b) Displays the “Select Account” pop-up window on the “Account Information” page

- “Search Account” text box for the user to search & select an existing account
- List/Grid with the list of existing business account(s), displayed with Email & Phone number details. In most cases users will only have one account.
- **Associate with Existing Account** button is enabled
- **Cancel** button is enabled, by default
- **Select** button is disabled, by default
- ‘X’ button on top-right corner of window will be present. When clicked, “Select Account” pop-up window is closed




The screenshot shows the 'Select Account' pop-up window. It has a title bar with a close button (X). The main content area includes a search bar labeled 'Search Account' with the text 'Home' entered. To the right of the search bar is a button labeled 'Associate with Existing Account'. Below the search bar is a table with three columns: 'Account Holder Name', 'Email', and 'Phone No.'. The table contains three rows of data. The first row is 'Home Plumbers of Detroit @ Michigan' with email 'girish.krishnamurthy@htcinc.com' and phone '(248) 009-2399'. The second row is 'Home Plumbers of Michigan' with email 'girish.krishnamurthy@htcinc.com' and phone '(248) 009-2311'. The third row is 'Homeowner Plumbers of Michigan' with email 'girish.krishnamurthy@htcinc.com' and phone '(248) 934-4888'. The third row is selected, indicated by a blue circle in the first column. At the bottom right of the window are two buttons: 'Cancel' and 'Select'.

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

- c) User selects one of the existing accounts by clicking on the radio button displayed next to it.
- d) The **Select** button will be enabled

<input checked="" type="radio"/> Homeowner Plumbers of Michigan	✉ girish.krishnamurthy@htcinc.com	(248) 934-4888
<div> <div>Cancel</div> <div>Select</div> </div>		

- e) User clicks on the **Select** button on the “Select Account” pop-up window
- **Select Account** pop-up window is closed and user lands on “Account Information” page
 - The existing selected account details are displayed on the “Account Information” page.
- **Select an Existing Account** button, is still enabled now
 - **Create New Account** button, is disabled now
 - **Next** button, is enabled now


DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

PLUMBING PERMIT APPLICATION - HOMEOWNER
(To be completed by Homeowners installing plumbing in their own home)

Account Information | Permit Application | Attachments | Review & Sign | Payment | Confirmation

Account : ⓘ

Form Info ⓘ

* Account Holder Name ⓘ

Homeowner Plumbers of Michigan

* Primary Contact Name

Girish Krishnamurthy

* Phone No.

2489344888

Ext

6645

* Email

girish.krishnamurthy@htcinc.com

* Account Type

Individual

Business Address :

* Address Line 1

122 South Main St

Address Line 2

* City

Dover

* State

Michigan

* Zip/Postal code

19823

* Country

United States

Mailing Address :

* Address Line 1

699 North East Michigan Ave, GM Towers

Address Line 2

* City

Detroit

* State

Michigan

* Zip/Postal code

48021

* Country

United States

Select an Existing Account

Create New Account

Next

- ⇒ User clicks on the **Next** button on Account Information page to navigate to Permit Application page
- ⇒ User clicks on the **Previous** button on Permit Application page to navigate back to Account Information page

User Actions: For Creating New Account for Plumbing - Homeowner Permit application

If you wish to create a new account, follow these steps.

DPH Permit Portal -> **Application Forms** menu option -> Plumbing -> **Plumbing - Homeowner** -> **Account Information page** OR

DPH Permit Portal -> **Application Forms** button -> Plumbing -> **Plumbing - Homeowner** -> **Account Information page**

- a) User clicks on **Create New Account** button, which is enabled by default

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

- b) Displays the “Create New Account” pop-up window on the “Account Information” page
- Empty text box(s) are displayed with required (fields with red Asterix) and optional fields, to enter data
 - Primary Contact Name text box field is auto populated with data from DPH Permit portal system
 - Empty drop-down pick-list text boxes are displayed for the user to select drop-down options
 - **Cancel** button is enabled, by default
 - **Create** button is enabled & highlighted, by default
 - ‘X’ button on top-right corner of the pop-up window. When this button is clicked, pop-up window is closed.

User enters data in the below fields on the “Create New Account” pop-up window

- **Account Holder Name:** Editable, required text field, accepts alpha numeric characters as input data. (Name of the Permit Holder)

Missing field value

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **Account Holder Name is a required field.**

Invalid field value

If an invalid value is entered in this field and user clicks **Create** button on “Create New Account” pop-up window an inline error message is displayed in red font below the field: **Enter a valid Account Holder Name.**

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

- **Primary Contact Name:** Non- editable text field with data auto populated from the DPH Permit system
- **Phone No.:** Editable required text field, accepts/allows 10-digit numeric values

Missing field value

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window an inline error message is displayed in red font below the field: **Phone No. is a required field.**

* Phone No.

Phone No. is a required field.

Invalid field value

If an invalid value is entered in this field and user clicks **Create** button on “Create New Account” pop-up window an inline error message is displayed in red font below the field: **Enter a valid 10-digit Phone No.**

* Phone No.

983789573a

Enter a valid 10-digit Phone No.

- **Ext:** Editable optional text field, accepts/allows numeric values
- **Email:** Editable required text field, accepts/allows valid email format (E.g. Mike@email.com)

Missing field value

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **Email is a required field.**

* Email

Email is a required field.

Invalid field value

If an invalid value is entered in this field and user clicks **Create** button on “Create New Account” pop-up window an inline error message is displayed in red font below the field:

Enter a valid email address, such as name@email.com.

* Email

efsefsaefsf

Enter a valid email address, such as name@email.com.

Account Type: Editable/Selectable drop-down pick-list text box, required field (**Individual**, **Business** options)

Missing field value

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **Account Type is a required field.**

* Account Type

--Select Account Type--

Account Type is a required field.

Business Address & Mailing Address

- **Address Line 1:** Editable required text field, accepts alphanumeric characters

Missing field value

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **Address Line 1 is a required field.**

Business Address :

* Address Line 1

Address Line 1 is a required field.

Mailing Address :

* Address Line 1

Address Line 1 is a required field.

- **Address Line 2:** Editable & Optional text field, accepts alphanumeric characters
- **City:** Editable required text field, accepts alphanumeric characters

Missing field value

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **City is a required field.**

* City

City is a required field.

- **Country:** Editable/Selectable drop-down pick-list box, required field
Missing field value

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **Country is a required field.**

* Country

Select Country

Country is a required field.

- **Zip/Postal Code:** Editable alphanumeric text field, allows all valid worldwide zip codes, with below conditions
 - If Country is United States, the Zip/Postal Code field should allow 5 digits only.
 - If Country is United States, the State is Delaware, Zip/Postal Code field 1st two digits to have 19 as value.
 - If Country is any other value other than United States, Zip/Postal Code field should allow alphanumeric values with maximum length of '9' digits.

Missing field value

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **Zip/Postal code is a required field.**

* Zip/Postal code

Zip/Postal code is a required field.

Invalid field value

If an invalid value is entered in this field and user clicks **Create** button on “Create New Account” pop-up window an inline error message is displayed in red font below the field: **Enter a valid Zip/Postal code.**

⇒ When Country is United States, Zip/Postal Code accepts only 5-digit numerical code

* City: Detroit

* Country: United States

* Zip/Postal code: 123456

* State: Michigan

Enter a valid Zip/Postal code..

- **State:** Editable/Selectable drop-down pick-list box, required field

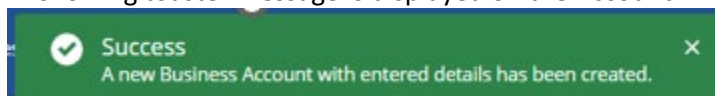
If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **State is a required field.**

* State

Select State

State is a required field.

- ⇒ After entering valid data in all the required fields and drop-down selections, user clicks on the **Create** button in “Create New Account” pop-up window
 - “Create New Account” pop-up window is closed and user lands on “Account Information” page
 - Following toaster message is displayed on the Account Information page



DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

- The newly created account details are displayed on the “Account Information” page
- **Select an Existing Account** button, is still enabled now
- **Create New Account** button, is disabled now
- **Next** button, is enabled now

⇒ All the field values are non-editable now on Account information page and user clicks on the **Next** button on Account Information page to navigate to Permit Application page

DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

PLUMBING PERMIT APPLICATION - HOMEOWNER
(To be completed by Homeowners installing plumbing in their own home)

Account Information | Permit Application | Attachments | Review & Sign | Payment | Confirmation

Form Info ⓘ

Account : ⓘ

* Account Holder Name ⓘ
Home Plumbers of Michigan

* Primary Contact Name
Girish Krishnamurthy

* Phone No. Ext
2480092311 7764

* Email
girish.krishnamurthy@htcinc.com

* Account Type

Business Address :

* Address Line 1
3412 S.Grand Ave, 250

Address Line 2
Hughes Towers, Detroit main street

* City State
Lansing Michigan

* Zip/Postal code Country
44989 United States

Mailing Address :

* Address Line 1
111/21A, 6th Floor

Address Line 2
Major Towers, Gaby street

* City State
Detroit Michigan

* Zip/Postal code Country
44234 United States

Select an Existing Account Create New Account Next

- ⇒ User can click on the **Previous** button on Permit Application page to navigate back to Account Information page
- ⇒ User clicks on the **Next** button on the Account Information page to navigate to Permit Application page.

3.1c) Permit Application page

✓
Permit Application
Attachments
Review & Sign
Payment
Confirmation

Form

*** County**

Select County ▼

☐ Same as Account Holder Name

*** Permit Holder Name**

Job Site Information:

*** Address Line 1**

*** City**

*** Zip/Postal code**

Development

Additional Instructions

Description of Plan:

*** No. of stories**

Note: If there is a finished basement or if no. of stories is greater than 1, please include a Test Certification form when you request an inspection.

*** Manufactured Home (Trailer/Double-Wide)** ⓘ

Select ▼

Address Line 2

*** State**

DE

*** Country**

United States

Lot No.

CATEGORY	FIXTURE	NUMBER OF FIXTURES
BATH	Water Closet (Toilet)	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>
	Lavatory (Hand Sink)	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>
	Bathtub	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>
	Shower	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>
	Bidet	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>
KITCHEN	Kitchen Sink	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>
	Dishwasher	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>
	Ice Maker	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>
UTILITIES	Washer (Clothes)	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>
	Utility Sink	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>
	Outside Hose Bib	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>
	Outside Shower	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>
	Water Conditioner	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>
	Water Heater	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>
	Bar Sink	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>
	Backflow Preventer	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>
OTHER	<div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>
	<div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>
	<div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>

Previous

Next

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Permit Application page is displayed with the following fields, on initial load of the page:

- **County** Editable/Selectable drop-down pick-list box required field

Missing field value

If this field is left blank and user clicks on **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field: **County is a required field.**

A screenshot of a web form showing a dropdown menu for 'County'. The dropdown is currently empty, showing 'Select County'. Below the dropdown, a red error message reads: 'County is a required field.'

⇒ If user selects “New Castle” option from the drop-down picklist, display the below pop-up message

A screenshot of a pop-up message box. The text inside reads: 'Instructional and Direct: Plumbing Permit is Unavailable for New Castle County job sites. Plumbing permits for New Castle County job sites are not issued by the DPH. Please contact New Castle County Government. For more information, Click here.' There is a 'Cancel' button at the bottom right.

User clicks **Cancel** button to close this pop-up window.

- **Manufactured Home (Trailer/Double-Wide)** Editable/Selectable drop-down pick-list box required field

Missing field value

If this field is left blank and user clicks on **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field:

Manufactured Home (Trailer/Double-Wide) is a required field.

A screenshot of a web form showing a dropdown menu for 'Manufactured Home (Trailer/Double-Wide)'. The dropdown is currently empty, showing 'Select'. Below the dropdown, a red error message reads: 'Manufactured Home (Trailer/Double-Wide) is a required field.'

- **Same as Account Holder Name** check box
 - If this check box is selected, **Permit Holder Name** text field will be populated with Account Holder Name
 - If this check box is not selected, user can enter data manually in **Permit Holder Name** text field
- **Permit Holder Name:** Editable, required text field, Accepts alpha numeric characters as input data.

Missing field value

If this field is left blank and user clicks on **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field: **Permit Holder Name is a required field.**

A screenshot of the 'Permit Application' page. It shows a checkbox for 'Same as Account Holder Name' which is unchecked. Below it is the 'Permit Holder Name' text field, which is empty. A red error message is displayed below the field: 'Permit Holder Name is a required field.'

Invalid field value

If an invalid value is entered in this field and user clicks **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field: **Enter a valid Permit Holder Name.**

A screenshot of the 'Permit Holder Name' text field. It contains an invalid value: '99^&*('. A red error message is displayed below the field: 'Enter a valid Permit Holder Name.'

- **Job Site Information:** Non-editable label
 - **Address Line 1:** Editable required text field, Accepts alphanumeric characters

Missing field value

If this field is left blank and user clicks on **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field: **Address Line 1 is a required field.**

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

* Address Line 1

⊘

Address Line 1 is a required field.

- **Address Line 2:** Editable & Optional text field, accepts alphanumeric characters
- **City:** Editable required text field, Accepts alphanumeric characters

Missing field value

If this field is left blank and user clicks on **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field: **City is a required field.**

* City

⊘

City is a required field.

- **State:** non-editable required text field, with prepopulated data and is defaulted to DE.
- **Zip/Postal Code:** Editable Alphanumeric required text field, 5- digit zip code, restriction on 1st two digits to have ‘19’ as value, since state is DE (Delaware)

Missing field value

If this field is left blank and user clicks on **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field: **Zip/Postal code is a required field.**

* Zip/Postal code

⊘

Zip/Postal code is a required field.

Invalid field value

If an invalid value is entered in this field and user clicks **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field:

Please enter a 5-digit zip code starting with 19.

* Zip/Postal code

⊘ 34534

Please enter a 5-digit zip code starting with 19.

- **Country:** non-editable required text field, with prepopulated data and is defaulted to United States.
- **Development:** Editable optional text field, accepts alpha-numerical data
- **Lot No.:** Editable optional text field, accepts alpha-numerical data
- **Additional Instructions:** Editable optional text field, accepts alpha-numerical data

• **Description of Plan:**

- **No. of stories:** Editable required text field, accepts only number.

Missing field value

If this field is left blank and user clicks on **Next** button on “Permit Application” page an inline error message is displayed in red font below the field: **No. of stories is a required field.**

* No. of stories

⊘

No. of stories is a required field.

- **Note:** If there is a finished basement or if no. of stories is greater than 1, please include a Test Certification form when you request an inspection message is displayed

- **Previous** button, which is enabled by default
- **Next** button, which is enabled and highlighted by default

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

⇒ User enters valid data in all the required fields on Permit Application page

✓

Permit Application

Attachments

Review & Sign

Payment

Confirm

* County

Sussex

* Manufactured Home (Trailer/Double-Wide) ⓘ

Yes

☒ Same as Account Holder Name

* Permit Holder Name

Home Plumbers of Michigan

Job Site Information:

* Address Line 1

9921 High End street

Address Line 2

2nd floor Suite 33B

* City

Wilmington

* State

DE

* Zip/Postal code

19534

* Country

United States

Development

Sanitary Pipes all around the house

Lot No.

8991

Additional Instructions

Replace with Brass pipes completely

Description of Plan:

* No. of stories

6

Note: If there is a finished basement or if no. of stories is greater than 1, please include a Test Certification form when you request an inspection.

CATEGORY	FIXTURE	NUMBER OF FIXTURES
BATH	Water Closet (Toilet)	<input type="text"/>
	Lavatory (Hand Sink)	<input type="text"/>
	Bathtub	<input type="text"/>
	Shower	<input type="text"/>
	Bidet	<input type="text"/>
KITCHEN	Kitchen Sink	<input type="text"/>
	Dishwasher	<input type="text"/>
	Ice Maker	<input type="text"/>
UTILITIES	Washer (Clothes)	<input type="text"/>

UTILITIES	Washer (Clothes)	<input type="text"/>
	Utility Sink	<input type="text"/>
	Outside Hose Bib	<input type="text"/>
	Outside Shower	<input type="text"/>
	Water Conditioner	<input type="text"/>
	Water Heater	<input type="text"/>
	Bar Sink	<input type="text"/>
	Backflow Preventer	<input type="text"/>
OTHER	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Previous

Next

⇒ User clicks on the **Next** button on Permit Application page to navigate to “Attachments” page

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

3.1d) Attachments page

Attachments page is displayed below

DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

PLUMBING PERMIT APPLICATION - HOMEOWNER
(To be completed by Homeowners installing plumbing in their own home)

Progress Bar: Attachments (Active), Review & Sign, Payment, Confirmation

Form Info ⓘ

No supporting documents are required for this type of permit application. Please click 'Next' to proceed to next page.

Previous Next

Attachments page is displayed with the following fields, on initial load of the page:

- No supporting documents are required for this type of permit application. Please click **Next** to proceed to next page. message is displayed on the page
- **Previous** button, is enabled by default
- **Next** button is enabled and highlighted by default

⇒ User clicks on the **Next** button on Attachments page to navigate to “Review & Sign” page

⇒ User clicks on the **Previous** button on Review & Sign page to navigate back to “Attachments” page

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

3.1e) Review & Sign page

⇒ User reviews the data which was entered in previous pages of Plumbing - Homeowner permit application

Review Your Information

Account Information

Account Holder Name
Home Plumbers of Michigan

Primary Contact Name
Girish Krishnamurthy

Phone No. **Ext**
2480092311 7764

Email
girish.krishnamurthy@htcinc.com

Mailing Address
111/21A,
6th Floor,
Detroit, Michigan 44234,
United States

Business Address
3412 S.Grand Ave,
250,
Lansing, Michigan 44989,
United States

Permit Application

County
Sussex

Manufactured Home (Trailer/Double-Wide)
YES

Permit Holder Name
Home Plumbers of Michigan

Job Site Information
1. 9921 High End street, 2nd floor Suite 33B, Willingston, DE 19534, United States

Development
Sanitary Pipes all around the house

Lot No.
8991

Additional Instructions
Replace with Brass pipes completely

No. of stories
6

Attachments

No supporting documents are required for this type of permit application.

“Signature of Applicant” section is displayed with Statements and required fields for the user to enter data manually

Signature of Applicant

SECTION 111.5 UNLAWFUL ACTS – SECTION 108.1
It shall be unlawful for any person to work as a licensed plumber in the State of Delaware unless such person has received a license from the Delaware Department of Administrative Services, Division of Professional Regulations, showing that said person has been duly licensed as a plumber, except as provided by 24 Delaware Code 1813, and has a permit issued by the Division of Public Health.

EXCEPTION
The homeowner of a single-family residence occupied, or to be occupied by him/her, and not for sale, rent or lease, may perform plumbing work only on such residence itself, and/or auxiliary structures, and in compliance with a permit issued by the Division of Public Health, or applicable authority, and in compliance with all provisions of these regulations.

Please enter your name

Draw your Signature

Clear

Please note: Once you click on 'Submit' you can no longer make updates to this application.

Previous

Submit

Review & Sign page is displayed with the following fields, on initial load of the page:

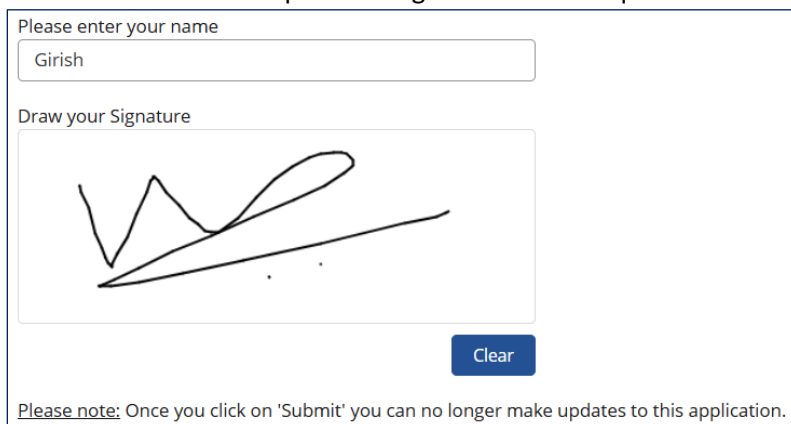
- **Please enter your name:** Editable, required text field, accepts alpha numeric characters as input data.
Missing field value

If this field is left blank and user clicks on **Submit** button on “Review & Sign” page, then an inline error message is displayed in red font below the field: **Please enter your name is a required field.**

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

- **Draw your Signature:** Editable, required text area field, Accepts user's digital signature
Missing field value
 If this field is left blank and user clicks on **Submit** button on "Review & Sign" page, then an inline error message is displayed in red font below the field: **Draw your Signature is a required field.**
- **Clear** button, which is disabled by default
 After signature is entered by user and this **Clear** button is clicked, the entered signature is deleted.
- **Please note:** Once you click on **Submit** you can no longer make updates to this application message displayed below **Clear** button
- **Submit** button, is enabled by default
- **Previous** button, is enabled by default

⇒ User enters Name and provides signature in the required fields



Please enter your name

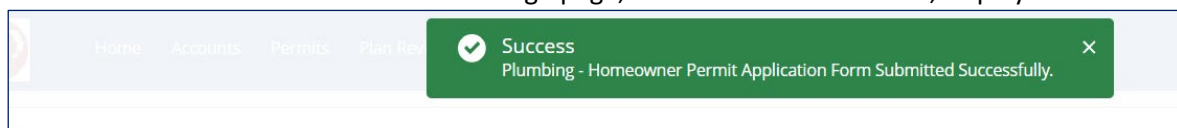
Girish

Draw your Signature

Clear

Please note: Once you click on 'Submit' you can no longer make updates to this application.

⇒ User clicks on **Submit** button on Review & Sign page, on successful submission, displays below message



- ⇒ User clicks on the **Previous** button on "Review & Sign" page to navigate back to "Attachments" page
- ⇒ User clicks on the **Next** button on the "Attachments" page to navigate to the "Review & Sign" page
- ⇒ "Review & Sign" page will retain all the entered/uploaded information, if previously added.
- ⇒ On successful submission, user navigates to Payment page.

Note: Once submitted and user moves to Payment page, user will not be able to navigate back to previous page or make any changes to the submitted Plumbing – Homeowner Permit Application

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

- ⇒ An **Email notification** is sent to the Primary Contact Email address with all Permit Application details, when user submits the Permit Application
- ⇒ The “Permit Application” PDF document will be attached to the email sent for the Primary Contact to view the Permit Application
[Sample Email Notification below]

Sandbox: Delaware Plumbing - Homeowner permit application received!

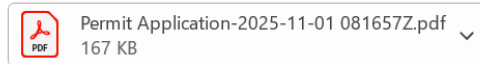


DPH_Permit_Portal <samuelraj.gottimukka@delaware.gov>

To Girish Krishnamurthy



Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



Dear Girish Krishnamurthy,

We've received your Plumbing - Homeowner permit application form and it is under review. You will be notified if any additional information is required. Please feel free to check the status of your application at any time through our DPH Permits portal.

Below are the application details, and we've attached your application to this email for reference.

Plumbing - Homeowner permit application form details:

- Permit Application ID: 039053
- Permit Application Type: Plumbing - Homeowner
- Permit Holder Name: Home Plumbers of Michigan
- Primary Contact Name: Girish Krishnamurthy
- Submission Date: 11/1/2025

If you did not submit an online payment while applying for this permit, please mail the check/money order along with the printed application to the respective County Office address listed below.

Requests for inspection are now sent by e-mail.

Sussex County Office email is DHSS_DPH_SussexCoPlumbing@delaware.gov.

Kent County Office email is DHSS_DPH_KentCoPlumbing@delaware.gov.

For inspection requests or further assistance, please see contact details below for the respective County Office. Please include the permit number, permit holder name, type of inspection requested and information on how to access the property for an inspection request.

Kent County:

Thomas Collins Building, 540 South DuPont Hwy., Suite 5, 3rd Floor, Dover, DE 19901
Phone: (302) 744-1220
Email: DHSS_DPH_KentCoPlumbing@delaware.gov

Sussex County:

Stockley Center, 23421 Lloyd Lane, Georgetown, DE 19947
Phone: (302) 933-3430
Email: DHSS_DPH_SussexCoPlumbing@delaware.gov

Thank you for your cooperation!

Best regards,
Plumbing Program
State of Delaware Division of Public Health

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

3.1f) Payment page

The fee for each plumbing permit application is USD \$100.

The Reference ID for your transaction is **036894**. Be sure to include this number with your payment transaction.

Please select your desired payment method

☐ Online Payment

☐ Manual Payment

Next

Payment page is displayed with the following fields, on initial load of the page:

- The fee for each plumbing permit application is USD \$100. message is displayed
- The Reference ID for your transaction is 036894. Be sure to include this number with your payment transaction. message is displayed
- Please select your desired payment method message is displayed
 - Online Payment checkbox, unselected by default
 - Manual Payment checkbox, unselected by default
- **Next** button, enabled by default

Field Validations

⇒ Below error message is displayed if user clicks **Next** button without selecting any of the Payment methods

The fee for each plumbing permit application is USD \$100.

The Reference ID for your transaction is **036894**. Be sure to include this number with your payment transaction.

Please select a Payment Method.

Please select your desired payment method

☐ Online Payment

☐ Manual Payment

⇒ Below error message is displayed if user clicks **Next** button without selecting any of the Manual Payment methods

The Reference ID for your transaction is **036894**. Be sure to include this number with your payment transaction.

Please select a Payment type for selected payment method.

Please select your desired payment method

☐ Online Payment

☒ Manual Payment

Select a Manual Payment Type

☐ Check

☐ Money Order

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Online Payment (Integration with Go.DE system)

⇒ User clicks on Online Payment check box and clicks **Next** button, to make payments via **State of Delaware's Go.DE** payment system

The fee for each plumbing permit application is USD \$100.

The Reference ID for your transaction is **036894**. Be sure to include this number with your payment transaction.

Please select your desired payment method

☒ Online Payment

Click 'Next' to leave the DPH Permits Portal and proceed to the State of Delaware's secure Digital Government Services site. After your payment is successfully completed, a receipt will be emailed to you.

Credit/Debit Card Payment

State of Delaware
An official State of Delaware site. [Here's how you know](#)

Exit payment
gov DE
Pay with Go DE
Get help

Payment Method

Review & Pay

Payment Complete

Choose a payment method

You will not be charged until you review this order on the next page.

How would you like to pay?

Credit/Debit Card

Bank Account

YOU ARE MAKING A PAYMENT TO:

DHSS DIVISION OF PUBLIC HEALTH (QA)

DESCRIPTION:
Plumbing - Homeowner Permit

REF. CODE:
R-1754462616033c3339

INVOICE #:
INV-006309

Review & Pay →

Please enter your payment details

* Card number

The following cards are accepted:

* Expiration Date

MM/YY

* Security Code

CVV

[What's this?](#)

* Name on card

INVOICE #:
INV-006309

DOCUMENT #:
036894

PAYMENT AMOUNT:
\$100.00

Hide Details ^

Total

\$100.00

Secure checkout
Payment is always safe and secure.

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Billing Address

* Country/Region

United States

* Address line 1

Address line 2

* Postal code

* City


* State/Province

Please Select

Review & Pay →

⇒ Bank Account Payment method

Credit/Debit Card

 Singapore Total
 Bank Account

Please enter your payment details

Is this a personal or business account?

Personal

Business

Account type

Checking

Savings

* Name on the account

* Routing Transit Number

[What's this?](#)

* Account Number

[What's this?](#)

* Confirm Account Number

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Accountholder Address

* Country/Region
United States

* Address line 1

Address line 2

* Postal code

* City

* State/Province
Please Select

[Review & Pay →](#)

- ⇒ User clicks on Online Payment check box and clicks **Next** button on Payment page
- ⇒ User navigates to **Pay with Go DE** page.
- ⇒ Lists out two payment options under the field - **How would you like to pay?**
 - Credit/Debit Card
 - Bank Account
- ⇒ User selects Credit/Debit Card payment option
- ⇒ User enters data in **Please enter your payment details** section including **Billing Address**
- ⇒ Clicks on **Review & Pay** button.
- ⇒ User navigates to **Review & make a payment** page

Review & make a payment

[Make payment](#)

Your payment information

VISA ending 1111

EXPIRES: 11/29

NAME ON CARD: Girish Krishnamurthy

BILLING ADDRESS: 4999/21A, Twin Towers, 4th Floor, Cobbler street
Willsington, DE 54234
US

[Back to Payment Method](#)

[Make payment](#)

YOU ARE MAKING A PAYMENT TO:

DHSS DIVISION OF PUBLIC HEALTH (QA)

DESCRIPTION:
Plumbing - Homeowner Permit

REF. CODE:
R-1754462616033c3339

INVOICE #:
INV-006309

DOCUMENT #:
036894

PAYMENT AMOUNT: **\$100.00**

[Hide Details](#)

Total \$100.00

- ⇒ User clicks on **Make payment** button.
- ⇒ User navigates back to DPH Permits portal and lands on “Confirmation” page

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

✓

✓

✓

✓

✓

Confirmation

Form Info

Thank You!

Your **Plumbing - Homeowner** permit application has been submitted successfully and is currently under review. Please check your email girish.krishnamurthy@htcinc.com for your application submission details.

Application Details

Permit Application ID:

039053

Permit Status:

Pending Review

Primary Contact Name:

Girish Krishnamurthy

Permit Application Type:

Plumbing - Homeowner

Permit Holder Name:

Home Plumbers of Michigan

Submission Date:

11/1/2025

Payment Details

Reference Number:

R-17619853668750d4e6

Date Processed:

11/1/2025

Payment Method:

CC

Status Message:

Transaction successful.

Amount Paid:

\$100 USD

Transaction ID:

9448039

Status:

Success

To mail a document, or if have any questions, please see Plumbing Program address and contact details below.

Kent County:

Address:

Thomas Collins Building,
540 South DuPont Hwy.,
Suite 5, 3rd Floor, Dover, DE 19901

Contact information:

Phone: (302) 744-1220

Kent County Resource email:

DHSS_DPH_KentCoPlumbing@delaware.gov

Sussex County

Address:

Stockley Center
23421 Lloyd Lane,
Georgetown, DE 19947

Contact information:

Phone: (302) 933-3430

Sussex County Resource email:

DHSS_DPH_SussexCoPlumbing@delaware.gov

We appreciate doing business with you and hope to serve you again soon!

Please click 'View/Download Application' to save a copy of the application for your records.

Please click 'Finish Application' to return to the Home page.

View/Download Application

Finish Application

Manual Payments (Alternate payment option)

- ⇒ User clicks on Manual Payment check box, to make payments via Check or Money Order
- ⇒ Displays the below two checkboxes – **Check, Money Order**

Please select your desired payment method

☐ Online Payment

☒ Manual Payment

Select a Manual Payment Type

☐ Check

☐ Money Order

- ⇒ User clicks Check checkbox and enters data in “Please enter your Check Number” text field (field accepts numbers)
- ⇒ User clicks on **Next** button to navigate to immediate next page (Confirmation page) → **Step for Manual Payments only**

Version 2.0

Page 33 | 138

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Please select your desired payment method

☐ Online Payment
☒ Manual Payment

Select a Manual Payment Type

☒ Check

Please enter your Check number

223342

Instructions: Mail or bring in your check along with the printed application to the respective DHSS_DPH county address provided on the confirmation page. Please make check payable to STATE OF DELAWARE and be sure to write your Reference ID on the check.

☐ Money Order

OR

⇒ User clicks Money Order checkbox and enters data in “Please enter your Money Order number” text field. (Field accepts alpha-numeric text data without spaces.)

Please select your desired payment method

☐ Online Payment
☒ Manual Payment

Select a Manual Payment Type

☐ Check
☒ Money Order

Please enter your Money Order number

Huntington99203

Instructions: Mail or bring in your money order along with the printed application to the DHSS_DPH county address provided on the confirmation page. Please make money order payable to STATE OF DELAWARE and be sure to write your Reference ID on the money order.

⇒ User clicks on **Next** button to navigate to immediate next page (Confirmation page) → **Step for Manual Payments only**

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

- ⇒ **An email notification is sent to the Primary Contact Email address with all Permit Application details, when user submits/completes Online Payment for the Permit Application**
[Sample Email Notification below]

Sandbox: Payment Confirmation



tech@breaklinedigital.com

To  Girish Krishnamurthy



If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: This email was sent from an external source. Be cautious of attachments and links.



Pay with Go DE

Your payment receipt

Thank you for your payment.

Transaction details



DHSS DIVISION OF PUBLIC HEALTH (QA)

DESCRIPTION: Plumbing – Homeowner Permit

TRANSACTION DATE: 11/1/2025 04:23:43 AM


TRANSACTION NUMBER: 305880515824

REFERENCE CODE: R-17619853668750d4e6

INVOICE #: INV-008191

DOCUMENT #: 039053

PAYMENT AMOUNT: \$100.00

PAYMENT METHOD:  Visa ending in 1111

EXPIRES: 05/29

NAME ON CARD: Girish Krishnamurthy

BILLING ADDRESS: 2999 Michigan Ave
3rd floor, Mason towers
Detroit, MI 48091
US

RECEIPT: [View Receipt](#)

Item details

Total **\$100.00**



©2025 Delaware.gov

[About Go DE Privacy Policy Help Center](#)

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

3.1g) Confirmation page

“Confirmation” page display for **Online Credit Card** Payment method

✓

✓

✓

✓

✓

Confirmation

Form Info

Thank You!

Your **Plumbing - Homeowner** permit application has been submitted successfully and is currently under review. Please check your email girish.krishnamurthy@htcinc.com for your application submission details.

Application Details

Permit Application ID:

039053

Permit Application Type:

Plumbing - Homeowner

Permit Status:

Pending Review

Permit Holder Name:

Home Plumbers of Michigan

Primary Contact Name:

Girish Krishnamurthy

Submission Date:

11/1/2025

Payment Details

Reference Number:

R-17619853668750d4e6

Amount Paid:

\$100 USD

Date Processed:

11/1/2025

Transaction ID:

9448039

Payment Method:

CC

Status:

Success

Status Message:

Transaction successful.

To mail a document, or if have any questions, please see Plumbing Program address and contact details below.

Kent County:

Address:

Thomas Collins Building,
540 South DuPont Hwy.,
Suite 5, 3rd Floor, Dover, DE 19901

Contact information:

Phone: (302) 744-1220

Kent County Resource email:

DHSS_DPH_KentCoPlumbing@delaware.gov

Sussex County

Address:

Stockley Center
23421 Lloyd Lane,
Georgetown, DE 19947

Contact information:

Phone: (302) 933-3430

Sussex County Resource email:

DHSS_DPH_SussexCoPlumbing@delaware.gov

We appreciate doing business with you and hope to serve you again soon!

Please click 'View/Download Application' to save a copy of the application for your records.

Please click 'Finish Application' to return to the Home page.

View/Download Application

Finish Application

Confirmation page is displayed with the following fields, on initial load of the page:

- **View/Download Application** button for the user to view or save a copy of the Plumbing - Homeowner Permit Application submitted for processing. User clicks on **Close** button to close the PDF document.

Downloaded Sample document

Permit PDF Viewer

DELWARE HEALTH AND SOCIAL SERVICES

Division of Public Health

PLAN REVIEW AND PERMIT APPLICATION TO OPERATE A FOOD ESTABLISHMENT

Office of Food Protection:

43 South DuPont Hwy., Suite C,
Dover, DE 19901

Contact Information:

Phone: (302) 744-4546

DEHS County Offices:

New Castle County:

Chopin Bldg, 258 Chapman Rd., Suite 105,
Newark, DE 19702

Phone: (302) 383-7110

Kent County:

Thomas Collins Building, 540 S DuPont Hwy., Suite 5,
Dover, DE 19901

Phone: (302) 744-1220

Sussex County:

Stockley Center, 23421 Lloyd Lane,
Georgetown, DE 19947

Phone: (302) 933-3440

Account Information Details

Account Holder Name:

Permanent Foods Business for Delaware

Primary Contact Name:

Girish Krishnamurthy

Phone No:

2489044911

Ext:

2343

Email:

girish.krishnamurthy@htcinc.com

Business Address:

390, 8th Floor, Jimmy Sky Towers, Haggerty Road
Dover
Delaware 19203
United States

Mailing Address:

7712, South Main Street, GM Towers
Detroit
Michigan 48212
United States

Close

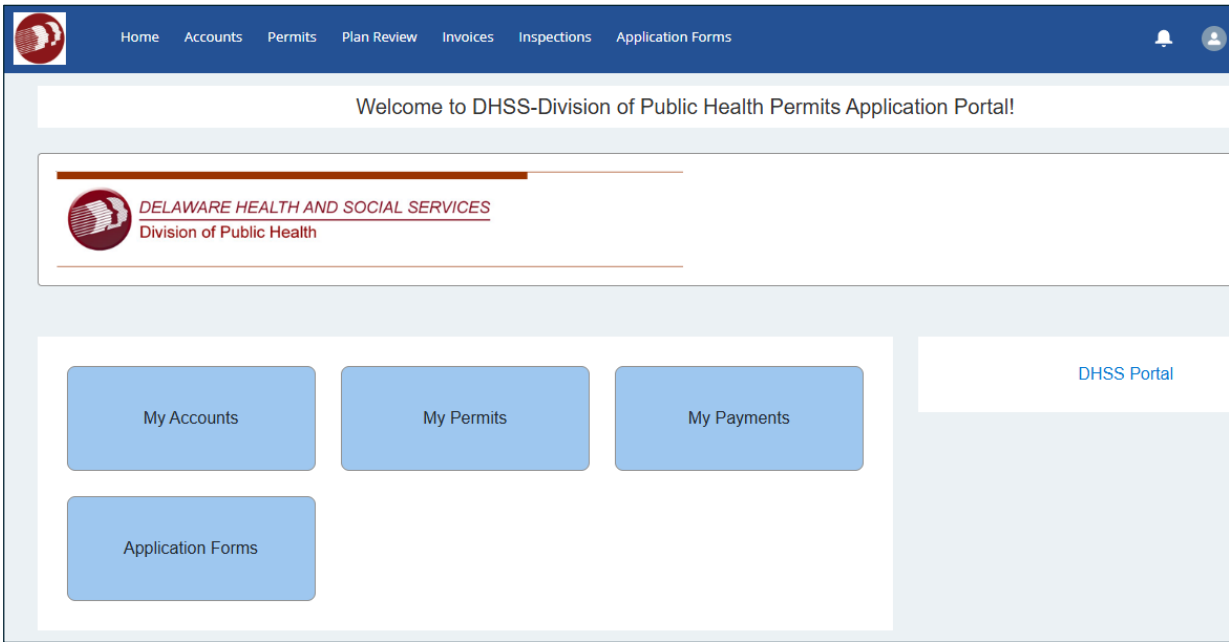
Version 2.0

Page 36 | 138

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

– **Finish Application** button.

When clicked, user navigates back to the DPH Permits Portal home page



DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

4. DPH Permits Portal screens for Plumbing-Residential Permit application

4.1 Plumbing – Residential Permit Application

4.1a) Initiate “Plumbing-Residential” application & navigate to “Account Information” page

Navigation

DPH Permit Portal -> **Application Forms** menu option -> Plumbing -> [Plumbing - Residential](#) **OR**
 DPH Permit Portal -> **Application Forms** button -> Plumbing -> [Plumbing - Residential](#)

Action/Navigation

Step Description	Action/Navigation
User selects Plumbing - Residential radio button and clicks Next button	Account Information page

The screenshot shows the 'Application Forms' page in the DPH Permits Portal. The page has a blue header with navigation links: Home, Accounts, Permits, Plan Review, Invoices, Inspections, and Application Forms. The main content area is light blue and contains several sections of radio button options:

- Bedding**
 - ☐ Bedding - New
 - ☐ Bedding - Used
- Change of Ownership**
 - ☐ Change of Ownership Permit
- Food Establishment**
 - ☐ Bake Sale Permit
 - ☐ Caterer w/o Premises Permit & Plan Review
 - ☐ Cottage Food Est. Permit & Plan Review
 - ☐ Ice Manufacturer Permit & Plan Review
 - ☐ Limited Frozen Dessert Stand Permit
 - ☐ Machine Vended Food Permit & Plan Review
 - ☐ Mobile Food Est. Permit & Plan Review
 - ☐ Permanent Food Est. Permit & Plan Review
 - ☐ Temporary Food Establishment Permit
- Other**
 - ☐ Migratory Labor Camps & Field Sanitation
- Plumbing**
 - ☐ Plumbing - Commercial Permits
 - ☐ Plumbing - Commercial Plan Review ATC
 - ☐ Plumbing - Homeowner
 - ☐ Plumbing - Release Permit Authorization
 - ☒ **Plumbing - Residential**
Application for a licensed plumber to obtain a permit to install/modify plumbing in residential properties in Delaware.
 - ☐ Plumbing - Test Certification Form

A red dashed box highlights the 'Plumbing - Residential' option. At the bottom right of the form, there is a blue button labeled 'Next'.

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

4.1b) Account Information page

DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

PLUMBING PERMIT APPLICATION-RESIDENTIAL
(To be completed by a licensed plumber installing plumbing)

Account Information | Permit Application | Attachments | Review & Sign | Payment | Confirmation

To apply for a new permit/plan review application, please select an existing account from the list of account, or create a new account if one does not exist already. Refresh the page if you would want to clear selected/entered data before clicking 'Next'.

Select an Existing Account | Create New Account | Next

Form Info

Kent County:
Address:
Thomas Collins Building,
540 South DuPont Hwy.,
Suite 5, 3rd Floor, Dover, DE 19901

Contact information:
Phone: (302) 744-1220
Kent County Resource email:
DHSS_DPH_KentCoPlumbing@delaware.gov

Sussex County:
Address:
Stockley Center,
23421 Lloyd Lane,
Georgetown, DE 19947

Contact information:
Phone: (302) 933-3430
Sussex County Resource email:
DHSS_DPH_SussexCoPlumbing@delaware.gov

Below details are displayed in all navigation tabs – Plumbing Residential application flow

- Delaware 'logo' and 'title'
DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health
- Below Plumbing Permit Application tile
PLUMBING PERMIT APPLICATION-RESIDENTIAL
(To be completed by a licensed plumber installing plumbing)
- Page navigation tabs
Account Information, Permit Application, Attachments, Review & Sign, Payment, Confirmation.
With **Account Information** tab highlighted/selected.
- Body of the page
 - Displays 'Form Info' icon with Form information displayed by default
Kent County:
Address:
Thomas Collins Building,
540 South DuPont Hwy.,
Suite 5, 3rd Floor, Dover, DE 19901
 - Contact information:
Phone: (302) 744-1220
Kent County Resource email:
DHSS_DPH_KentCoPlumbing@delaware.gov
 - Sussex County:
Address:
Stockley Center,
23421 Lloyd Lane,
Georgetown, DE 19947
 - Contact information:
Phone: (302) 933-3430
Sussex County Resource email:
DHSS_DPH_SussexCoPlumbing@delaware.gov

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Account Information page is displayed with the following fields, on initial load of the page:

Below statement in the center of Account Information page

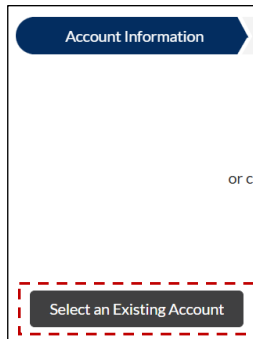
To apply for a new permit/plan review application, please select an existing account from the list of account, or create a new account if one does not exist already. Refresh the page if you would want to clear selected/entered data before clicking 'Next'.

Buttons/Footer information

- **Select an Existing Account** button, is enabled by default
- **Create New Account** button, is enabled by default
- **Next** button, is disabled by default
- **Footer** Information (bottom-right corner):
Displays the **Date** in MM/DD/YYYY format (Date the form will be made available online)

User Actions: Selecting existing account on Account Information page

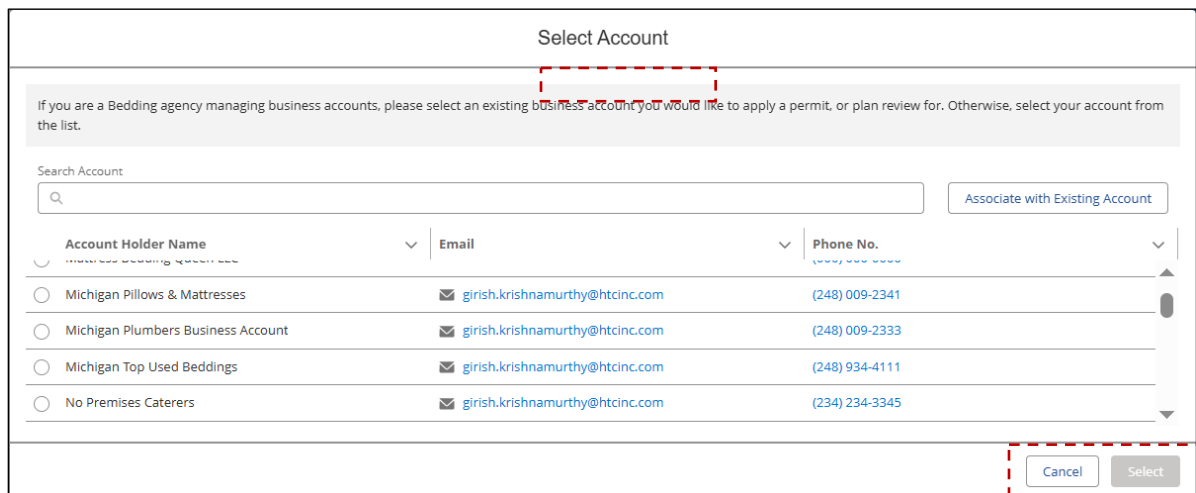
a) User clicks on **Select an Existing Account** button, which is enabled by default



The screenshot shows the 'Account Information' page. At the bottom, there is a button labeled 'Select an Existing Account' which is highlighted with a red dashed rectangular box.

b) Displays the “Select Account” pop-up window on the “Account Information” page

- “Search Account” text box for the user to search & select an existing account
- List/Grid with the list of existing business account(s), displayed with Email & Phone number details
- **Cancel** button is enabled, by default
- **Select** button is disabled, by default
- **X** button on top-right corner of the pop-up window. When clicked, “Search Account” pop-up window is closed



The screenshot shows the 'Select Account' pop-up window. It has a title bar 'Select Account' and a close button (X) in the top right corner. Below the title bar is a message: 'If you are a Bedding agency managing business accounts, please select an existing business account you would like to apply a permit, or plan review for. Otherwise, select your account from the list.' There is a 'Search Account' text box with a magnifying glass icon and an 'Associate with Existing Account' button. Below this is a table with columns: 'Account Holder Name', 'Email', and 'Phone No.'. The table contains four rows of data. At the bottom right, there are 'Cancel' and 'Select' buttons, with the 'Select' button highlighted by a red dashed box.


Account Holder Name	Email	Phone No.
<input type="radio"/> Michigan Pillows & Mattresses	✉ girish.krishnamurthy@htcinc.com	(248) 009-2341
<input type="radio"/> Michigan Plumbers Business Account	✉ girish.krishnamurthy@htcinc.com	(248) 009-2333
<input type="radio"/> Michigan Top Used Beddings	✉ girish.krishnamurthy@htcinc.com	(248) 934-4111
<input type="radio"/> No Premises Caterers	✉ girish.krishnamurthy@htcinc.com	(234) 234-3345

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

- c) User selects one of the existing accounts by clicking on the radio button displayed next to it.
- d) The **Select** button will be enabled

<input checked="" type="radio"/>	Michigan Plumbers Business Account	✉ girish.krishnamurthy@htcinc.com	(248) 009-2333
<input type="radio"/>	Michigan Top Used Beddings	✉ girish.krishnamurthy@htcinc.com	(248) 934-4111
<input type="radio"/>	No Premises Caterers	✉ girish.krishnamurthy@htcinc.com	(234) 234-3345

- e) User clicks on the **Select** button on the “Select Account” pop-up window
- **Select Account** pop-up window is closed and user lands on “Account Information” page
 - The existing selected account details are displayed on the “Account Information” page.
 - **Select an Existing Account** button, is still enabled now
 - **Create New Account** button, is disabled now
 - **Next** button, is enabled now



DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

PLUMBING PERMIT APPLICATION-RESIDENTIAL
(To be completed by a licensed plumber installing plumbing)

Account Information

Permit Application

Attachments

Review & Sign

Payment

Confirmation

Account : ⓘ

* Account Holder Name ⓘ

* Phone No. Ext

* Account Type

Business Address :

* Address Line 1

Address Line 2

* City * State

* Zip/Postal code * Country

* Primary Contact Name

* Email

Mailing Address :

* Address Line 1

Address Line 2

* City * State

* Zip/Postal code * Country

Select an Existing Account

Create New Account

Next

- ⇒ User clicks on the **Next** button on Account Information page to navigate to Permit Application page
- ⇒ User clicks on the **Previous** button on Permit Application page to navigate back to Account Information page

User Actions: Creating New Account for Plumbing – Residential permit application

Navigation

DPH Permit Portal -> **Application Forms** menu option -> Plumbing -> [Plumbing - Residential -> Account Information page](#) **OR**

DPH Permit Portal -> **Application Forms** button -> Plumbing -> [Plumbing - Residential -> Account Information page](#)

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

a) User clicks on **Create New Account** button, which is enabled by default

The screenshot shows the 'Account Information' tab selected in the top navigation bar. Below the navigation bar, there is a message: 'To apply for a new permit/plan review application, please select an existing account or create a new account if one does not exist already. Refresh the page if you would want to do so.' At the bottom of the page, there are two buttons: 'Select an Existing Account' and 'Create New Account'. The 'Create New Account' button is highlighted with a red dashed box.

b) Displays the “Create New Account” pop-up window on the “Account Information” page

- Empty text box(s) are displayed with required (fields with red Asterix) and optional fields, to enter data
- Primary Contact Name text box field is pre-populated with data
- Empty drop-down pick-list boxes are displayed for the user to select drop-down options
- **Cancel** button is enabled, by default
- **Create** button is enabled, by default
- **'X'** button on top-right corner of the pop-up window. When clicked, pop-up window is closed.

The screenshot shows the 'Create New Account' pop-up window. It has a title bar with a close button (X). The main content area contains instructions: 'If you are a Bedding Agency managing business accounts, please create a new business account you would like to apply a permit, or plan review for. If you are a Business applying for a permit or plan review, please select business as the account type. If you are an Individual applying for a permit or plan review, please select individual as the account type.' Below the instructions are several input fields: 'Account Holder Name' (required), 'Primary Contact Name' (pre-populated with 'Girish Krishnamurthy'), 'Phone No.' and 'Ext.' (optional), 'Email' (required), 'Account Type' (dropdown menu), 'Business Address' (Address Line 1, Address Line 2, City, Country, Zip/Postal code, State), and 'Mailing Address' (Address Line 1, Address Line 2, City, Country, Zip/Postal code, State). At the bottom right, there are 'Cancel' and 'Create' buttons.

User enters data in the below fields on the “Create New Account” pop-up window

- **Account Holder Name:** Editable, required text field, accepts alpha numeric characters as input data. (Name of the Permit Holder)

Missing field value

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **Account Holder Name is a required field.**

The screenshot shows the 'Create New Account' pop-up window with the 'Account Holder Name' field highlighted in red. Below the field, an error message is displayed: 'Account Holder Name is a required field.' The 'Primary Contact Name' field is pre-populated with 'Girish Krishnamurthy'.

Invalid field value

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

If an invalid value is entered in this field and user clicks **Create** button on “Create New Account” pop-up window an inline error message is displayed in red font below the field: **Enter a valid Account Holder Name.**

* Account Holder Name ⓘ

⊘ %*^&^&^%

Enter a valid Account Holder Name.

- **Primary Contact Name:** Non- editable text field with data prepopulated from the system
- **Phone No.:** Editable required text field, accepts/allows 10-digit numeric values

Missing field value

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window an inline error message is displayed in red font below the field: **Phone No. is a required field.**

* Phone No.

⊘

Phone No. is a required field.

Invalid field value

If an invalid value is entered in this field and user clicks **Create** button on “Create New Account” pop-up window an inline error message is displayed in red font below the field: **Enter a valid 10-digit Phone No.**

* Phone No.

⊘ 983789573a

Enter a valid 10-digit Phone No.

- **Ext:** Editable optional text field, accepts/allows numeric values
- **Email:** Editable required text field, accepts/allows valid email format (E.g. Mike@email.com)

Missing field value

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **Email is a required field.**

* Email

⊘

Email is a required field.

Invalid field value

If an invalid value is entered in this field and user clicks **Create** button on “Create New Account” pop-up window an inline error message is displayed in red font below the field:

Enter a valid email address, such as name@email.com.

* Email

⊘ efsefsaefsf

Enter a valid email address, such as name@email.com.

Account Type: Editable/Selectable drop-down pick-list box, required field (**Individual**, **Business** options)

Missing field value

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **Account Type is a required field.**

* Account Type

--Select Account Type--

Account Type is a required field.

Business Address & Mailing Address

- **Address Line 1:** Editable required text field, accepts alphanumeric characters

Missing field value

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **Address Line 1 is a required field.**

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Business Address : *Address Line 1 <input type="text"/> Address Line 1 is a required field.	Mailing Address : *Address Line 1 <input type="text"/> Address Line 1 is a required field.
--	---

- **Address Line 2:** Editable & Optional text field, accepts alphanumeric characters

- **City:** Editable required text field, accepts alphanumeric characters

Missing field value

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **City is a required field.**

* City

 City is a required field.

- **Country:** Editable/Selectable drop-down pick-list box, required field

Missing field value

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **Country is a required field.**

* Country
 Select Country ▼
 Country is a required field.

- **Zip/Postal Code:** Editable Alphanumeric text field, allows all valid worldwide zip codes, with below conditions
 - If Country is United States, the Zip/Postal Code field should allow 5 digits only.
 - If Country is United States, the State is Delaware, Zip/Postal Code field 1st two digits to have 19 as value.
 - If Country is any other value other than United States, Zip/Postal Code field should allow alphanumeric values with maximum length of '9' digits.

Missing field value

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **Zip/Postal code is a required field.**

* Zip/Postal code

 Zip/Postal code is a required field.

Invalid field value

If an invalid value is entered in this field and user clicks **Create** button on “Create New Account” pop-up window an inline error message is displayed in red font below the field: **Enter a valid Zip/Postal code.**

⇒ When Country is United States, Zip/Postal Code accepts only 5-digit numerical code

* City Detroit	* Country United States ▼
* Zip/Postal code 123456 Enter a valid Zip/Postal code..	* State Michigan ▼

- **State:** Editable/Selectable drop-down pick-list box, required field

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **State is a required field.**

* State
 Select State ▼
 State is a required field.

⇒ After entering valid data in all the required fields and drop-down selections, user clicks on the **Create** button in “Create New Account” pop-up window

- “Create New Account” pop-up window is closed and user lands on “Account Information” page
- Following toaster message is displayed on the Account Information page


DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

- The newly created account details are displayed on the “Account Information” page
- **Select an Existing Account** button, is still enabled now
- **Create New Account** button, is disabled now
- **Next** button, is enabled now

⇒ All the field values are disabled now on Account information page and user clicks on the **Next** button on Account Information page to navigate to Permit Application page

- ⇒ User clicks on the **Previous** button on Permit Application page to navigate back to Account Information page
- ⇒ User clicks on the **Next** button on Account Information page to navigate to Permit Application page

4.1c) Permit Application page



DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

PLUMBING PERMIT APPLICATION - RESIDENTIAL
(To be completed by a licensed plumber installing plumbing)

✓
Permit Application
Attachments
Review & Sign
Payment
Confirmation

Form Info
i

*** County**

Select County ▼

☐ Same as Account Holder Name

*** Permit Holder Name**

Job Site Information:

*** Address Line 1**

*** City**

*** Zip/Postal code**

Development

Additional Instructions

Description of Plan:

*** No. of stories**

*** Plumber License No.**

PL-

Builder/Owner

Address Line 2

*** State**

DE

*** Country**

United States

Lot No.

Note: If there is a finished basement or if no. of stories is greater than 1, please include a Test Certification form when you request an inspection.

CATEGORY	FIXTURE	NUMBER OF FIXTURES
BATH	Water Closet (Toilet)	<div style="border: 1px solid #ccc; width: 60px; height: 20px;"></div>
	Lavatory (Hand Sink)	<div style="border: 1px solid #ccc; width: 60px; height: 20px;"></div>
	Bathtub	<div style="border: 1px solid #ccc; width: 60px; height: 20px;"></div>
	Shower	<div style="border: 1px solid #ccc; width: 60px; height: 20px;"></div>
	Bidet	<div style="border: 1px solid #ccc; width: 60px; height: 20px;"></div>
KITCHEN	Kitchen Sink	<div style="border: 1px solid #ccc; width: 60px; height: 20px;"></div>
	Dishwasher	<div style="border: 1px solid #ccc; width: 60px; height: 20px;"></div>
	Ice Maker	<div style="border: 1px solid #ccc; width: 60px; height: 20px;"></div>
UTILITIES	Washer (Clothes)	<div style="border: 1px solid #ccc; width: 60px; height: 20px;"></div>
	Utility Sink	<div style="border: 1px solid #ccc; width: 60px; height: 20px;"></div>
	Outside Hose Bib	<div style="border: 1px solid #ccc; width: 60px; height: 20px;"></div>
	Outside Shower	<div style="border: 1px solid #ccc; width: 60px; height: 20px;"></div>
	Water Conditioner	<div style="border: 1px solid #ccc; width: 60px; height: 20px;"></div>
	Water Heater	<div style="border: 1px solid #ccc; width: 60px; height: 20px;"></div>
	Bar Sink	<div style="border: 1px solid #ccc; width: 60px; height: 20px;"></div>
	Backflow Preventer	<div style="border: 1px solid #ccc; width: 60px; height: 20px;"></div>
	OTHER	<div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div>
	<div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 60px; height: 20px;"></div>
	<div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 60px; height: 20px;"></div>

Previous
Next

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Permit Application page is displayed with the following fields, on initial load of the page:

- **County** Editable/Selectable drop-down pick-list box required field – [Kent, Sussex, New Castle](#)
Missing field value

If this field is left blank and user clicks on **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field: **County is a required field.**

A screenshot of a web form with a dropdown menu labeled '* County'. The dropdown is open, showing 'Select County' and a downward arrow. Below the dropdown, a red error message reads 'county is a required field.'

⇒ If user selects ‘**New Castle**’ option from the drop-down picklist, displays the below pop-up message

A screenshot of a pop-up message box with a title bar. The text inside reads: 'Instructional and Direct: Plumbing Permit is Unavailable for New Castle County job sites. Plumbing permits for New Castle County job sites are not issued by the DPH. Please contact New Castle County Government. For more information, Click here.' There is a 'Cancel' button at the bottom right.

⇒ User clicks **Cancel** button to close this pop-up window.

- **Plumber License No.:** Editable, required text field, accepts numbers as input data.

Missing field value

If this field is left blank and user clicks on **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field: **Plumber License No. is a required field.**

A screenshot of a web form with a text field labeled '* Plumber License No.'. The field contains 'PL-'. Below the field, a red error message reads 'Plumber License No. is a required field.'

Invalid field value

If an invalid value is entered in this field and user clicks **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field:

Please enter valid Plumber License No. not exceeding 10 digits.

A screenshot of a web form with a text field labeled '* Plumber License No.'. The field contains 'asd'. Below the field, a red error message reads 'Please enter valid Plumber License No. not exceeding 10 digits.'

- **Same as Account Holder Name** check box
 - If this check box is selected, **Permit Holder Name** text field will be populated with Account Holder Name
 - If this check box is not selected, user can enter data manually in **Permit Holder Name** text field
- **Permit Holder Name:** Editable, required text field, accepts alpha numeric characters as input data.

Missing field value

If this field is left blank and user clicks on **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field: **Permit Holder Name is a required field.**

A screenshot of a web form with a checkbox labeled 'Same as Account Holder Name' and a text field labeled '* Permit Holder Name'. The checkbox is unchecked. Below the text field, a red error message reads 'Permit Holder Name is a required field.'

Invalid field value

If an invalid value is entered in this field and user clicks **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field: **Enter a valid Permit Holder Name.**

- **Builder/Owner:** Editable, optional text field, accepts alpha characters as input data.

Invalid field value

If an invalid value is entered in this field and user clicks **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field: **Enter a valid Builder/Owner name.**

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Builder/Owner

qerwe\$%^

Enter a valid Builder/Owner name.

- **Job Site Information:** Non-editable label

- **Address Line 1:** Editable required text field, accepts alphanumeric characters

Missing field value

If this field is left blank and user clicks on **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field: **Address Line 1 is a required field.**

* Address Line 1

Address Line 1 is a required field.

- **Address Line 2:** Editable & optional text field, accepts alphanumeric characters

- **City:** Editable required text field, accepts alphanumeric characters

Missing field value

If this field is left blank and user clicks on **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field: **City is a required field.**

* City

City is a required field.

- **State:** non-editable required text field, with prepopulated data and is defaulted to **DE**.

- **Zip/Postal Code:** Editable numeric required text field, 5- digit zip code, restriction on 1st two digits to have ‘19’ as value, since state is pre-populated as **DE** representing Delaware

Missing field value

If this field is left blank and user clicks on **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field: **Zip/Postal code is a required field.**

* Zip/Postal code

Zip/Postal code is a required field.

Invalid field value

If an invalid value is entered in this field and user clicks **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field:

Please enter a 5-digit zip code starting with 19.

* Zip/Postal code

34534

Please enter a 5-digit zip code starting with 19.

- **Country:** non-editable required text field, with prepopulated data and is defaulted to **United States**.

- **Development:** Editable optional text field, accepts alpha-numerical data

- **Lot No.:** Editable optional text field, accepts alpha-numerical data

- **Additional Instructions:** Editable optional text field, accepts alpha-numerical data

- **Description of Plan:**

- **No. of stories:** Editable required text field, accepts only number.

Missing field value

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

If this field is left blank and user clicks on **Next** button on “Permit Application” page an inline error message is displayed in red font below the field: **No. of stories is a required field.**



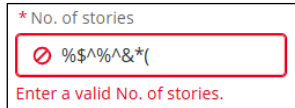
* No. of stories

No. of stories is a required field.

Invalid field value

If an invalid value is entered in this field and user clicks **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field:

Enter a valid No. of stories.



* No. of stories

Enter a valid No. of stories.

- **Note:** If there is a finished basement or if no. of stories is greater than 1, please include a Test Certification form when you request an inspection message is displayed

- **Previous** button, which is enabled by default
- **Next** button, which is enabled and highlighted by default

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

- ⇒ User enters valid data in all the required and non-required fields with an existing Jobsite address which has an existing Plumbing Permit application. Clicks **Next** button on Permit Application page

The screenshot shows the 'Permit Application' page with the following fields and sections:

- County:** Kent
- Plumber License No.:** PL-96711
- Same as Account Holder Name:** ☒
- Permit Holder Name:** Residential Plumbers of Michigan
- Builder/Owner:** Ken Smith
- Job Site Information:**
 - Address Line 1:** 5250 Hughes Towers Detroit main street
 - Address Line 2:**
 - City:** Dover
 - State:** DE
 - Zip/Postal code:** 19323
 - Country:** United States
- Development:** Sanitary Pipes
- Additional Instructions:** Replace with steel pipes
- Description of Plan:**
 - No. of stories:** 3
- Note:** If there is a finished basement or if no. of stories is greater than 1, please include a Test Certification form when you request an inspection.
- Table:**

CATEGORY	FIXTURE	NUMBER OF FIXTURES	
BATH	Water Closet (Toilet)	1	
	Lavatory (Hand Sink)	2	
	Bathtub		
	Shower		
KITCHEN	Shower		
	Bidet		
	Kitchen Sink	3	
	Dishwasher		
	Ice Maker		
	UTILITIES	Washer (Clothes)	4
		Utility Sink	
		Outside Hose Bib	
Outside Shower			
OTHER	Water Conditioner		
	Water Heater		
	Bar Sink		
	Backflow Preventer		
	Steel Clamps	5	

Buttons: Previous, Next

- ⇒ Displays the **Warning** pop-up message below with **Cancel Submission** and **Continue** buttons (Displays “Warning” pop-up message only if a Permit exists for the user entered Job site on this page)

The warning pop-up message displays the following text:

Warning

A permit record PL-C-2025-0199 already exists for this Job Site.

Buttons: Cancel Submission, Continue

- **Cancel Submission** button: Upon clicking, user navigates back to Permit application page
- **Continue** button: Upon clicking, user navigates to “Attachments” page

If no warning pop-up message is displayed:

- ⇒ User clicks on the Next button on Permit Application page to navigate to “Attachments” page

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

4.1d) Attachments page

DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

PLUMBING PERMIT APPLICATION - RESIDENTIAL
(To be completed by a licensed plumber installing plumbing)

Progress bar: Attachments (active), Review & Sign, Payment, Confirmation

No supporting documents are required for this type of permit application. Please click 'Next' to proceed to next page.

Buttons: Previous, Next

Attachments page is displayed with the following fields, on initial load of the page:

- No supporting documents are required for this type of permit application. Please click **Next** to proceed to next page. message is displayed on the page
- **Previous** button, is enabled by default
- **Next** button is enabled and highlighted by default

- ⇒ User clicks on the **Previous** button on “Review & Sign” page to navigate back to “Attachments” page
- ⇒ User clicks on the **Next** button on Attachments page to navigate to the “Review & Sign” page

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

4.1e) Review & Sign page

⇒ User reviews the data which was entered in previous pages of Plumbing - Residential permit application

Review Your Information

Account Information

Account Holder Name Residential Plumbers of Michigan	Primary Contact Name Girish Krishnamurthy
Phone No. Ext 2480092199 87234	Email girish.krishnamurthy@htcinc.com
Business Address 1250, South Detroit main street, Bloomfield Hills, Michigan 44223, United States	Mailing Address 333, High End street, Bloomfield Hills, Michigan 44933, United States

Permit Application

County Kent	Plumber License No. PL-96711
Permit Holder Name Residential Plumbers of Michigan	Builder/Owner Ken Smith
Job Site Information 1. 5250 Hughes Towers Detroit main street, Dover, DE 19323, United States	Development Sanitary Pipes
Lot No. 12333/G	Additional Instructions Replace with steel pipes
No. of stories 3	Description of Plan 1. WaterCloset(Toilet) - 1 2. KitchenSink - 2 3. SteelClamps - 3

Attachments

No supporting documents are required for this type of permit application.

⇒ “Signature of Applicant” section is displayed with required fields for the user to enter data manually

Signature of Applicant

Please enter your name

Draw your Signature

Please note: Once you click on 'Submit' you can no longer make updates to this application.

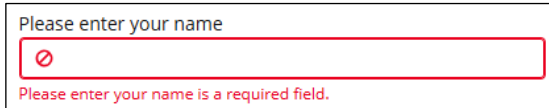
DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Review & Sign page is displayed with the following fields, on initial load of the page:

- **Please enter your name:** Editable/required text field, accepts alpha numeric characters as input data.

Missing field value

If this field is left blank and user clicks on **Submit** button on “Review & Sign” page, then an inline error message is displayed in red font below the field: **Please enter your name is a required field.**



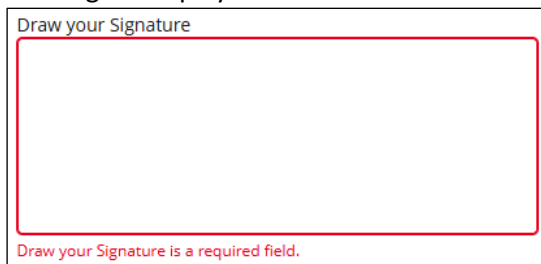
Please enter your name

Please enter your name is a required field.

- **Draw your Signature:** Editable, required text area field, accepts user’s digital signature (free form)

Missing field value

If this field is left blank and user clicks on **Submit** button on “Review & Sign” page, then an inline error message is displayed in red font below the field: **Draw your Signature is a required field.**



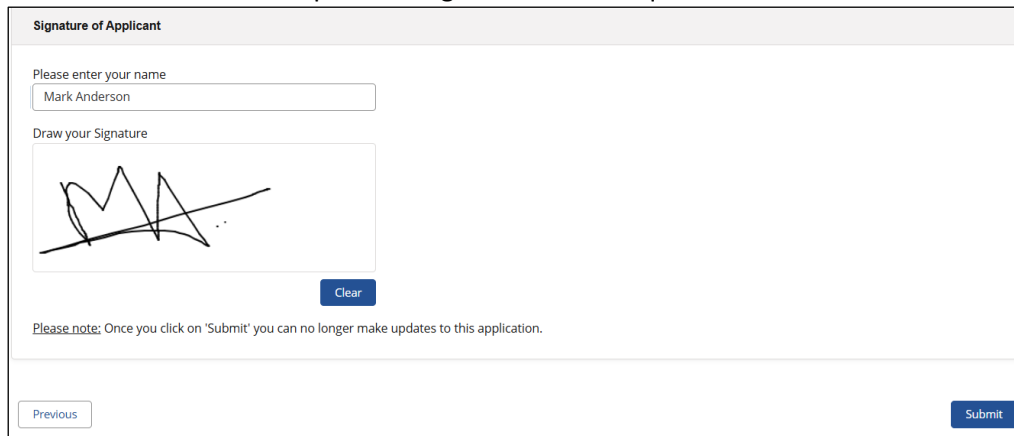
Draw your Signature

Draw your Signature is a required field.

- **Clear** button, which is disabled by default
 - **Clear** button is enabled after user draws the signature
 - When **Clear** button is clicked, the entered signature is deleted.
- **Please note:** Once you click on '**Submit**' you can no longer make updates to this application message displayed below **Clear** button

- **Submit** button, is enabled by default
- **Previous** button, is enabled by default

⇒ User enters Name and provides signature in the required fields and clicks **Submit** button



Signature of Applicant

Please enter your name

Mark Anderson

Draw your Signature

Clear

Please note: Once you click on 'Submit' you can no longer make updates to this application.

Previous Submit

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

⇒ User clicks on **Submit** button on “Review & Sign” page, on successful submission, displays below message



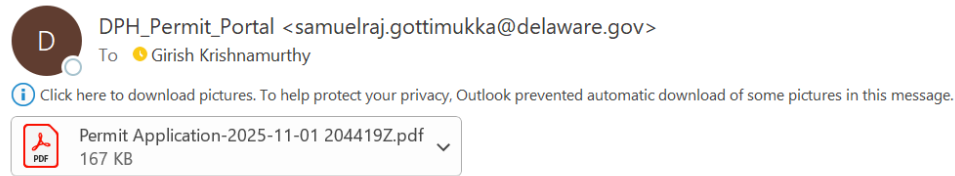
⇒ User navigates to the Payment page.

Note: Once submitted and user moves to Payment page, user will not be able to navigate back to previous page or make any changes to the submitted Plumbing – Residential Permit Application

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

- ⇒ An **Email notification** is sent to the Primary Contact Email address with all Permit Application details, when user submits the Permit Application
[Sample Email Notification below]

Sandbox: Delaware Plumbing - Residential permit application received!



Dear Girish Krishnamurthy,

We've received your Plumbing - Residential permit application form and it is under review. You will be notified if any additional information is required. Please feel free to check the status of your application at any time through our DPH Permits portal.

Below are the application details, and we've attached your application to this email for reference.

Plumbing - Residential permit application form details:

- Permit Application ID: 039054
- Permit Application Type: Plumbing - Residential
- Permit Holder Name: Residential Plumbers of Michigan
- Primary Contact Name: Girish Krishnamurthy
- Submission Date: 11/1/2025

If you did not submit an online payment while applying for this permit, please mail the check/money order along with the printed application to the respective County Office address listed below.

Requests for inspection are now sent by e-mail.

Sussex County Office email is DHSS_DPH_SussexCoPlumbing@delaware.gov.

Kent County Office email is DHSS_DPH_KentCoPlumbing@delaware.gov.

For inspection requests or further assistance, please see contact details below for the respective County Office. Please include the permit number, permit holder name, type of inspection requested and information on how to access the property for an inspection request.

Kent County:
Thomas Collins Building, 540 South DuPont Hwy., Suite 5, 3rd Floor, Dover, DE 19901
Phone: (302) 744-1220
Email: DHSS_DPH_KentCoPlumbing@delaware.gov

Sussex County:
Stockley Center, 23421 Lloyd Lane, Georgetown, DE 19947
Phone: (302) 933-3430
Email: DHSS_DPH_SussexCoPlumbing@delaware.gov

Thank you for your cooperation!

Best regards,
Plumbing Program
State of Delaware Division of Public Health

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

4.1f) Payment page

DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

PLUMBING PERMIT APPLICATION - RESIDENTIAL
(To be completed by a licensed plumber installing plumbing)

Progress: ✓ ✓ ✓ ✓ **Payment** Confirmation

The fee for each plumbing permit application is USD \$100.

The Reference ID for your transaction is **036999**. Be sure to include this number with your payment transaction.

Please select your desired payment method

☐ Online Payment
☐ Manual Payment

Next

Payment page is displayed with the following fields, on initial load of the page:

- The fee for each plumbing permit application is USD \$100. message is displayed
- The Reference ID for your transaction is [Permit Application ID]. Be sure to include this number with your payment transaction. message is displayed
- Please select your desired payment method message is displayed
 - Online Payment checkbox, unselected by default
 - Manual Payment checkbox, unselected by default
- **Next** button, enabled by default

Field Validations

⇒ Below error message is displayed if user clicks **Next** button without selecting any of the Payment methods

The fee for each plumbing permit application is USD \$100.

The Reference ID for your transaction is **036999**. Be sure to include this number with your payment transaction.

Please select a Payment Method.
Please select your desired payment method

☐ Online Payment
☐ Manual Payment

⇒ Below error message is displayed if user clicks **Next** button without selecting any of the Manual Payment methods

The fee for each plumbing permit application is USD \$100.

The Reference ID for your transaction is **036999**. Be sure to include this number with your payment transaction.

Please select a Payment type for selected payment method.
Please select your desired payment method

☐ Online Payment
☒ Manual Payment

Select a Manual Payment Type

☐ Check
☐ Money Order

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Online Payment (Integration with Go.DE system)

⇒ User clicks on Online Payment check box and clicks NEXT button, to make payments via **State of Delaware's Go.DE** payment system

The fee for each plumbing permit application is USD \$100.

The Reference ID for your transaction is **036999**. Be sure to include this number with your payment transaction.

Please select your desired payment method

☒ Online Payment

Click 'Next' to leave the DPH Permits Portal and proceed to the State of Delaware's secure Digital Government Services site. After your payment is successfully completed, a receipt will be emailed to you.

☐ Manual Payment

Credit Card Payment

State of Delaware
An official State of Delaware site. [Here's how you know](#)

Exit payment

go DE
Pay with Go DE

Get help

Payment Method

Review & Pay

Payment Complete

Choose a payment method

You will not be charged until you review this order on the next page.

How would you like to pay?

Credit/Debit Card

Bank Account

Review & Pay →

YOU ARE MAKING A PAYMENT TO:
 DHSS DIVISION OF PUBLIC HEALTH (QA)

DESCRIPTION:
Plumbing - Residential Permit

REF. CODE:
R-1754634134826788f0

INVOICE #:
INV-006379

Please enter your payment details

* Card number

The following cards are accepted:

* Expiration Date

MM/YY

* Security Code

CVV

[What's this?](#)

* Name on card

DOCUMENT #:

036999

PAYMENT AMOUNT:

\$100.00

Hide Details ^

Total

\$100.00

Secure checkout
Payment is always safe and secure.

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Billing Address

* Country/region

United States

* Address line 1

Address line 2

* Postal code

* City

* State/Province

Please Select

Review & Pay →

⇒ Bank Account Payment method

How would you like to pay?

Credit/Debit Card

Bank Account

Please enter your payment details

Is this a personal or business account?

Personal

Business

Account type

Checking

Savings

* Name on the account

* Routing Transit Number

[What's this?](#)

* Account Number

[What's this?](#)

* Confirm Account Number

DESCRIPTION:
Plumbing – Residential Permit

REF. CODE:
R-1754634134826788f0

INVOICE #:
INV-006379

DOCUMENT #:
036999

PAYMENT AMOUNT:

\$100.00

[Hide Details ^](#)

Total

\$100.00

Secure checkout
Payment is always safe and secure.

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Accountholder Address

* Country/Region

United States

* Address line 1

Address line 2

* Postal code

* City

* State/Province

Please Select

Review & Pay →

- ⇒ User clicks on Online Payment check box and clicks NEXT button on Payment page
- ⇒ User navigates to **Pay with Go DE** page.
- ⇒ Lists out two payment options under the field - **How would you like to pay?**
 - Credit/Debit Card
 - Bank Account
- ⇒ User selects 'Bank Account' payment option
- ⇒ User enters data in **Please enter your payment details** section including **Accountholder Address**
- ⇒ Clicks on **Review & Pay** button.
- ⇒ User navigates to **Review & make a payment** page

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Review & make a payment

Your payment information

ACH ending 1234

NAME ON THE ACCOUNT:	Girish Krishnamurthy
PERSONAL OR BUSINESS:	Business
ACCOUNT TYPE:	Checking
BILLING ADDRESS:	5399 South Michigan Ave 2nd floor, GM towers Detroit, MI 48022 US

By clicking on the Make Payment button, I authorize Go DE to initiate an electronic debit to my bank account in the amount displayed above. This authorization is to remain in full force and effect unless I provide written notification to Go DE within an appropriate time frame to allow Go DE to act on it.

[Back to Payment Method](#)
[Make payment](#)

Make payment

YOU ARE MAKING A PAYMENT TO:

DHSS DIVISION OF PUBLIC HEALTH (QA)

DESCRIPTION:
Plumbing – Residential Permit

REF. CODE:
R-1754634134826788f0

INVOICE #:
INV-006379

DOCUMENT #:
036999

PAYMENT AMOUNT: **\$100.00**

[Hide Details ^](#)

Total \$100.00

Secure checkout
Payment is always safe and secure.

⇒ User clicks on **Make payment** button.

⇒ User navigates back to DPH Permits portal and lands on “Confirmation” page

✓

✓

✓

✓

✓

Confirmation

Application Details

Permit Application ID:	036999	Permit Application Type:	Plumbing - Residential
Permit Status:	Pending	Permit Holder Name:	Residential Plumbers of Michigan
Primary Contact Name:	Girish Krishnamurthy	Submission Date:	August 8, 2025

Payment Details

Reference Number:	R-1754634134826788f0	Amount Paid:	\$100 USD
Date Processed:	August 8, 2025	Transaction ID:	8373488
Payment Method:	ACH	Status:	Success
Status Message:	Transaction successful.		

We appreciate doing business with you and hope to serve you again soon!

Please click 'View/Download Application' to save a copy of the application for your records.

Please click 'Finish Application' to return to the Home page.

[Download Application](#)
[Finish Application](#)

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Manual Payments (Alternate payment option)

- ⇒ User clicks on Manual Payment check box, to make payments via Checks or Money Order
- ⇒ Displays the below two checkboxes – [Check](#), [Money Order](#)

Please select your desired payment method

☐ Online Payment
☒ Manual Payment

Select a Manual Payment Type

☐ Check
☐ Money Order

- ⇒ User clicks ‘Check’ checkbox and enters details in “Please enter your Check Number” field.
- ⇒ Field accepts only Numbers.

Please select your desired payment method

☐ Online Payment
☒ Manual Payment

Select a Manual Payment Type

☒ Check
☐ Money Order

Please enter your Check number

223342

Instructions: Mail or bring in your check along with the printed application to the respective DHSS_DPH county address provided on the confirmation page. Please make check payable to STATE OF DELAWARE and be sure to write your Reference ID on the check.

- ⇒ User clicks on **Next** button to navigate to Confirmation page (For Manual Payment)

OR

- ⇒ User clicks Money Order checkbox and enters details in “Please enter your Money Order number”.
- ⇒ Field accepts alpha-numeric data, without spaces.

The Reference ID for your transaction is **036999**. Be sure to include this number with your payment transaction.

Please select your desired payment method

☐ Online Payment
☒ Manual Payment

Select a Manual Payment Type

☐ Check
☒ Money Order

Please enter your Money Order number

Huntington99203

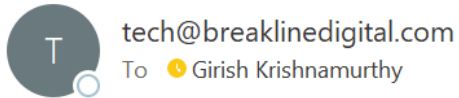
Instructions: Mail or bring in your money order along with the printed application to the DHSS_DPH county address provided on the confirmation page. Please make money order payable to STATE OF DELAWARE and be sure to write your Reference ID on the money order.


- ⇒ User clicks on **Next** button to navigate to Confirmation page (For Manual Payment)


DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

- ⇒ An **Email notification** is sent to the **Primary Contact Email address** with all **Permit Application details**, **when user submits/completes Online Payment for the Permit Application**
[Sample Email Notification below]

Sandbox: Payment Confirmation




 If there are problems with how this message is displayed, click here to view it in a web browser.


 Pay with Go DE

Your payment receipt

Thank you for your payment.


Transaction details

 DHSS DIVISION OF PUBLIC HEALTH (QA)

DESCRIPTION:	Plumbing – Residential Permit
TRANSACTION DATE:	11/1/2025 05:00:27 PM
TRANSACTION NUMBER:	305214561228
REFERENCE CODE:	R-176203078830178df6
INVOICE #:	INV-008192
DOCUMENT #:	039054
PAYMENT AMOUNT:	\$100.00
PAYMENT METHOD:	 Visa ending in 1111
EXPIRES:	09/29
NAME ON CARD:	Girish Krishnamurthy
BILLING ADDRESS:	250, Hughes Towers, Detroit main street Lansing, MI 44901 US
RECEIPT:	View Receipt

Item details

Total	\$100.00
-------	----------




©2025 Delaware.gov
[About Go DE](#) [Privacy Policy](#) [Help Center](#)

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

4.1g) Confirmation page

Confirmation' page display includes Payment Details section along with Application Details section (Page displayed below for Online Payment)


DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

PLUMBING PERMIT APPLICATION-RESIDENTIAL
(To be completed by a licensed plumber installing plumbing)

✓

✓

✓

✓

✓

Confirmation

Thank You!

Form Info

Your **Plumbing - Residential** permit application has been submitted successfully and is currently under review. Please check your email girish.krishnamurthy@htcinc.com for your application submission details.

Application Details

Permit Application ID:

039054

Permit Status:

Pending Review

Primary Contact Name:

Girish Krishnamurthy

Permit Application Type:

Plumbing - Residential

Permit Holder Name:

Residential Plumbers of Michigan

Submission Date:

11/1/2025

Payment Details

Reference Number:

R-176203078830178df6

Date Processed:

11/1/2025

Payment Method:

CC

Status Message:

Transaction successful.

Amount Paid:

\$100 USD

Transaction ID:

9449670

Status:

Success

To mail a document, or if have any questions, please see Plumbing Program address and contact details below.

Kent County

Address:

Thomas Collins Building
540 South DuPont Hwy.,
Suite 5, 3rd Floor, Dover, DE 19901

Contact information:

Phone: (302) 744-1220

Kent County Resource email:

DHSS_DPH_KentCoPlumbing@delaware.gov

Sussex County

Address:

Stockley Center
23421 Lloyd Lane,
Georgetown, DE 19947

Contact information:

Phone: (302) 933-3430

Sussex County Resource email:

DHSS_DPH_SussexCoPlumbing@delaware.gov

We appreciate doing business with you and hope to serve you again soon!

Please click 'View/Download Application' to save a copy of the application for your records.

Please click 'Finish Application' to return to the Home page.

View/Download Application

Finish Application

Version 2.0

Page 63 | 138

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Confirmation page is displayed with the following fields, on initial load of the page:


- **View/Download Application** button for the user to view or save a copy of the Plumbing - Residential Permit Application submitted for processing

Downloaded Sample document

Permit PDF Viewer

1 of 3


Automatic Zoom


DELAWARE HEALTH AND SOCIAL SERVICES
 Division of Public Health


PLUMBING PERMIT APPLICATION-RESIDENTIAL (To be completed by a licensed plumber installing plumbing)			
Document Mailing Address: <table border="0"> <tr> <td> Kent County: Thomas Collins Building, 540 South DuPont Hwy., Suite 5, 3rd Floor, Dover, DE 19901 Contact Information: Phone: (302) 744-1220 Kent County Resource email: DHSS_DPH_KentCoPlumbing@delaware.gov </td><td> Sussex County: Stockley Center, 25421 Lloyd Lane, Georgetown, DE 19947 Contact Information: Phone: (302) 933-3430 Sussex County Resource email: DHSS_DPH_SussexCoPlumbing@delaware.gov </td></tr> </table>		Kent County: Thomas Collins Building, 540 South DuPont Hwy., Suite 5, 3rd Floor, Dover, DE 19901 Contact Information: Phone: (302) 744-1220 Kent County Resource email: DHSS_DPH_KentCoPlumbing@delaware.gov	Sussex County: Stockley Center, 25421 Lloyd Lane, Georgetown, DE 19947 Contact Information: Phone: (302) 933-3430 Sussex County Resource email: DHSS_DPH_SussexCoPlumbing@delaware.gov
Kent County: Thomas Collins Building, 540 South DuPont Hwy., Suite 5, 3rd Floor, Dover, DE 19901 Contact Information: Phone: (302) 744-1220 Kent County Resource email: DHSS_DPH_KentCoPlumbing@delaware.gov	Sussex County: Stockley Center, 25421 Lloyd Lane, Georgetown, DE 19947 Contact Information: Phone: (302) 933-3430 Sussex County Resource email: DHSS_DPH_SussexCoPlumbing@delaware.gov		
Account Information Details			
Account Holder Name: Residential Plumbers of Michigan Phone No: 2480092199 Ext: 87234 Business Address: 1250 South Detroit main street, Suite 2B Bloomfield Hills Michigan 48223 United States	Primary Contact Name: Girish Krishnamurthy Email: girish.krishnamurthy@htcinc.com Mailing Address: 333 High End street Bloomfield Hills Michigan 48223 United States		

- **Finish Application** button.

When clicked, user navigates back to the DPH Permits Portal home page


 Home Accounts Permits Plan Review Invoices Inspections Application Forms

Welcome to DHSS-Division of Public Health Permits Application Portal!


DELAWARE HEALTH AND SOCIAL SERVICES
 Division of Public Health

My Accounts

My Permits

My Payments

Application Forms

DHSS Portal

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

5. DPH Permits Portal screens for Plumbing - Commercial Plan Review ATC application

5.1 Plumbing – Commercial Plan Review ATC Application

A permit applicant or permit holder shall submit prepared plans and specifications for review and approval, including payment of any required fees and obtain ATC (Approval to Construct) ID by submitting Plumbing – Commercial Plan Review ATC, before submitting the Plumbing – Commercial Permits application.

5.1a) Initiate “Plumbing- Commercial Plan Review ATC” & navigate to “Account Information” page

Navigation

DPH Permit Portal -> **Application Forms** menu -> Plumbing -> [Plumbing - Commercial Plan Review ATC](#) **OR**
DPH Permit Portal -> **Application Forms** button -> Plumbing -> [Plumbing - Commercial Plan Review ATC](#)

Action/Navigation

Step Description	Action/Navigation
User selects Plumbing - Commercial Plan Review ATC radio button & clicks Next button	Account Information page

The screenshot shows the 'Plumbing' section of the DPH Permits Portal. The 'Plumbing - Commercial Plan Review ATC' option is selected and highlighted with a red dashed box. The 'Next' button is visible at the bottom right.

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

5.1b) Account Information page

Below details are displayed in all Page navigation tabs in Commercial Plumbing Plan Review Application flow

- Delaware 'logo' and 'title'
DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health
- Below Plumbing - Commercial Application tile
COMMERCIAL PLUMBING PLAN REVIEW APPLICATION
 (To be completed by an Architect/Engineer/Contractor to obtain an ATC (Approval to Construct))
- Page navigation tabs
Account Information, Plan Review Application, Attachments, Review & Sign, Payment, Confirmation.
 With **'Account Information'** tab highlighted/selected.
- Body of the page
 - Displays 'Form Info' icon with Form information displayed by default
 All Commercial Plumbing Applications must undergo a Plan review. Once a Plan Review has been conducted, an Approval to Construct (ATC) number will be issued and returned to the applicant. An ATC number is required for a Commercial Plumbing Permit to be issued. Extra Plan pages such as structural or architectural plans are not required for our review and may delay review times. Please be advised that plans are reviewed on a first-come first-serve basis. Please plan accordingly and leave adequate time in the project planning phase. If you have any questions regarding this process, please contact Office of Engineering via below provided contact details.
Office of Engineering:
 43 South DuPont Hwy,
 Dover, DE 19901
 Phone (302) 741-8640
 Office of Engineering email: DHSS_OE@delaware.gov

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Account Information page is displayed with the following fields, on initial load of the page:

Below statement in the center of Account Information page

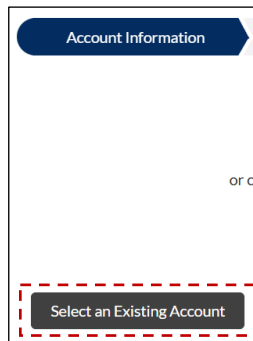
To apply for a new permit/plan review application, please select an existing account from the list of account, or create a new account if one does not exist already. Refresh the page if you would want to clear selected/entered data before clicking **Next**.

Buttons/Footer information

- **Select an Existing Account** button, is enabled by default
- **Create New Account** button, is enabled by default
- **Next** button, is disabled by default
- **Footer** Information (bottom-right corner):
Displays the **Date** in MM/DD/YYYY format (Date the form will be made available online)

User Actions: Selecting existing account, for Commercial Plumbing Plan Review Application

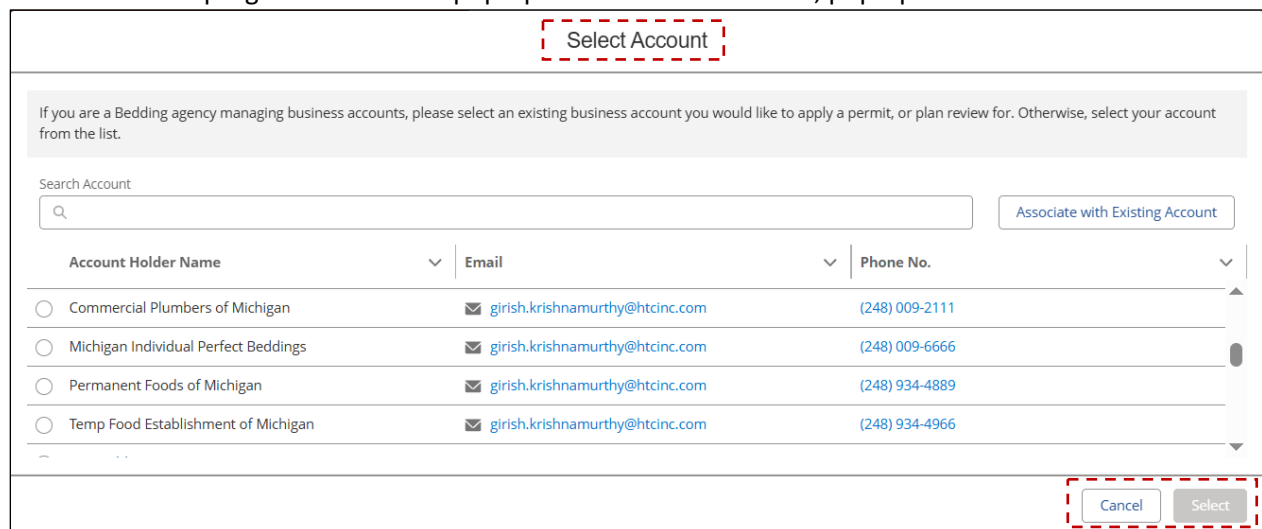
a) User clicks on **Select an Existing Account** button, which is enabled by default



The screenshot shows the 'Account Information' page. At the bottom, there is a button labeled 'Select an Existing Account' which is highlighted with a red dashed rectangular box.

b) Displays the “Select Account” pop-up window on the “Account Information” page

- “Search Account” text box for the user to search & select an existing account
- List/Grid with the list of existing business account(s), displayed with Email & Phone number details
- **Cancel** button is enabled, by default
- **Select** button is disabled, by default
- ‘X’ button on top-right corner of the pop-up window. When clicked, pop-up window is closed



The screenshot shows the 'Select Account' pop-up window. It has a title bar with a close button (X). Below the title bar is a message: 'If you are a Bedding agency managing business accounts, please select an existing business account you would like to apply a permit, or plan review for. Otherwise, select your account from the list.' There is a 'Search Account' text box with a magnifying glass icon. To the right of the search box is a button labeled 'Associate with Existing Account'. Below the search box is a table with columns: 'Account Holder Name', 'Email', and 'Phone No.'. The table contains four rows of data, each with a radio button in the first column. At the bottom right of the pop-up window, there are two buttons: 'Cancel' and 'Select'. The 'Select' button is highlighted with a red dashed rectangular box.

Account Holder Name	Email	Phone No.
<input type="radio"/> Commercial Plumbers of Michigan	✉ girish.krishnamurthy@htcinc.com	(248) 009-2111
<input type="radio"/> Michigan Individual Perfect Beddings	✉ girish.krishnamurthy@htcinc.com	(248) 009-6666
<input type="radio"/> Permanent Foods of Michigan	✉ girish.krishnamurthy@htcinc.com	(248) 934-4889
<input type="radio"/> Temp Food Establishment of Michigan	✉ girish.krishnamurthy@htcinc.com	(248) 934-4966

c) User selects one of the existing accounts by clicking on the radio button displayed next to it.

d) The **Select** button will be enabled


DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Commercial Plumbers of Michigan
girish.krishnamurthy@htcinc.com
(248) 009-2111

Cancel
Select

e) User clicks on the **Select** button on the “Select Account” pop-up window

- **Select Account** pop-up window is closed and user lands on “Account Information” page
- The existing selected account details are displayed on the “Account Information” page.
- **Select an Existing Account** button, is still enabled now
- **Create New Account** button, is disabled now
- **Next** button, is enabled now


DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

COMMERCIAL PLUMBING PLAN REVIEW APPLICATION
(To be completed by an Architect/Engineer/Contractor to obtain an ATC (Approval to Construct))

Account Information
Plan Review Application
Attachments
Review & Sign
Payment
Confirmation

Form Info

Account : ⓘ

* Account Holder Name ⓘ
Commercial Plumbers of Michigan

* Phone No.
2480092111
Ext.

* Account Type
Individual

* Primary Contact Name
Girish Krishnamurthy

* Email
girish.krishnamurthy@htcinc.com

Business Address :

* Address Line 1
1199

Address Line 2
South Grand Avenue

* City
Lansing
* State
Michigan

* Zip/Postal code
48291
* Country
United States

Mailing Address :

* Address Line 1
1333

Address Line 2
High End street

* City
Dover
* State
Delaware

* Zip/Postal code
19223
* Country
United States

Select an Existing Account
Create New Account
Next

⇒ User clicks on the **Next** button on Account Information page to navigate to Plan Review Application page

⇒ User clicks on the **Previous** button on Plan Review Application page to navigate back to Account Information page

User Actions: Creating New Account for Commercial Plumbing Plan Review Application

Application Forms menu option -> Plumbing -> Plumbing - Commercial Plan Review ATC -> [Account Information page](#)

OR

Application Forms button -> Plumbing -> Plumbing - Commercial Plan Review ATC -> [Account Information page](#)

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

a) User clicks on **Create New Account** button, which is enabled by default

The screenshot shows the 'Account Information' tab selected in a navigation bar. Below the navigation bar, there is a message: 'To apply for a new permit/plan review application, please select an existing account or create a new account if one does not exist already. Refresh the page if you would want to clear the cache.' At the bottom, there are two buttons: 'Select an Existing Account' and 'Create New Account'. The 'Create New Account' button is highlighted with a red dashed rectangular box.

b) Displays the “Create New Account” pop-up window on the “Account Information” page

- Empty text box(s) are displayed with required (fields with red Asterix) and optional fields, to enter data
- Primary Contact Name text box field is pre-populated with data
- Empty drop-down pick-list boxes are displayed for the user to select drop-down options
- **Cancel** button is enabled, by default
- **Create** button is enabled, by default
- **'X'** button on top-right corner of the pop-up window. When clicked, closes the pop-up window

The screenshot shows the 'Create New Account' pop-up window. It has a title bar with a close button (X). The main content area contains instructions: 'If you are a Bedding Agency managing business accounts, please create a new business account you would like to apply a permit, or plan review for.', 'If you are a Business applying for a permit or plan review, please select business as the account type.', and 'If you are an Individual applying for a permit or plan review, please select individual as the account type.' Below the instructions are several input fields: '* Account Holder Name' (required), 'Primary Contact Name' (pre-filled with 'Girish Krishnamurthy'), '* Phone No.' and 'Ext.' (optional), '* Email' (required), '* Account Type' (dropdown menu with '--Select Account Type--'), 'Business Address' section with '* Address Line 1' (required), 'Address Line 2' (optional), '* City' (required), '* Country' (dropdown menu with 'Select Country'), '* Zip/Postal code' (required), and '* State' (dropdown menu with 'Select State'). There is also a 'Mailing Address' section with similar fields. At the bottom right, there are 'Cancel' and 'Create' buttons.

User enters data in the below fields on the “Create New Account” pop-up window

- **Account Holder Name:** Editable, required text field, accepts alpha numeric characters as input data. (Name of the Permit Holder)

Missing field value

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **Account Holder Name is a required field.**

The screenshot shows the 'Create New Account' pop-up window with the 'Account Holder Name' field highlighted in red. Below the field, an error message is displayed in red text: 'Account Holder Name is a required field.' The 'Primary Contact Name' field is pre-filled with 'Girish Krishnamurthy'.

Invalid field value

If an invalid value is entered in this field and user clicks **Create** button on “Create New Account” pop-up window an inline error message is displayed in red font below the field: **Enter a valid Account Holder Name.**

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

* Account Holder Name ⓘ

⊘ %*^&^%

Enter a valid Account Holder Name.

- **Primary Contact Name:** Non- editable required text field with data prepopulated from the system
- **Phone No.:** Editable required text field, accepts/allows 10-digit numeric values

Missing field value

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window an inline error message is displayed in red font below the field: **Phone No. is a required field.**

* Phone No.

⊘

Phone No. is a required field.

Invalid field value

If an invalid value is entered in this field and user clicks **Create** button on “Create New Account” pop-up window an inline error message is displayed in red font below the field: **Enter a valid 10-digit Phone No.**

* Phone No.

⊘ 983789573a

Enter a valid 10-digit Phone No.

- **Ext:** Editable optional text field, accepts/allows numeric values
- **Email:** Editable required text field, accepts/allows valid email format (E.g. Mike@email.com)

Missing field value

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **Email is a required field.**

* Email

⊘

Email is a required field.

Invalid field value

If an invalid value is entered in this field and user clicks **Create** button on “Create New Account” pop-up window an inline error message is displayed in red font below the field:

Enter a valid email address, such as name@email.com.

* Email

⊘ efsefsaefsf

Enter a valid email address, such as name@email.com.

Account Type: Editable/Selectable drop-down pick-list box, required field (**Individual**, **Business** options)

Missing field value

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **Account Type is a required field.**

* Account Type

--Select Account Type--

Account Type is a required field.

Business Address & Mailing Address

- **Address Line 1:** Editable required text field, accepts alphanumeric characters

Missing field value

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **Address Line 1 is a required field.**

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Business Address : *Address Line 1 <input type="text"/> Address Line 1 is a required field.	Mailing Address : *Address Line 1 <input type="text"/> Address Line 1 is a required field.
---	--

- **Address Line 2:** Editable & optional text field, accepts alphanumeric characters
- **City:** Editable required text field, accepts alphanumeric characters

Missing field value

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **City is a required field.**

*City

 City is a required field.

- **Country:** Editable/Selectable drop-down pick-list text box, required field

Missing field value

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **Country is a required field.**

*Country

 Country is a required field.

- **Zip/Postal Code:** Editable alphanumeric text field, allows all valid worldwide zip codes, with below conditions
 - If Country is United States, the Zip/Postal Code field should allow 5 digits only.
 - If Country is United States, the State is Delaware, Zip/Postal Code field 1st two digits to have 19 as value.
 - If Country is any other value other than United States, Zip/Postal Code field should allow alphanumeric values with maximum length of '9' digits.

Missing field value

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **Zip/Postal code is a required field.**

*Zip/Postal code

 Zip/Postal code is a required field.

Invalid field value

If an invalid value is entered in this field and user clicks **Create** button on “Create New Account” pop-up window an inline error message is displayed in red font below the field: **Enter a valid Zip/Postal code.**

⇒ When Country is United States, Zip/Postal Code accepts only 5-digit numerical code

*City <input type="text" value="123"/>	*Country <input type="text" value="United States"/>
*Zip/Postal code <input type="text" value="aaaa"/> Enter a valid Zip/Postal code..	*State <input type="text" value="California"/>

- **State:** Editable/Selectable drop-down pick-list box required field

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **State is a required field.**

*State

 State is a required field.

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

- ⇒ After entering valid data in all the required fields and drop-down selections, user clicks on the **Create** button in “Create New Account” pop-up window
- “Create New Account” pop-up window is closed and user lands on “Account Information” page
 - Following toaster message is displayed on the Account Information page

The screenshot shows the 'Account Information' page of the 'COMMERCIAL PLUMBING PLAN REVIEW APPLICATION'. A green success message at the top states: 'Success: A new Business Account with entered details has been created.' The page features a navigation bar with 'Home', 'Accounts', 'Permits', 'Plan Review', and 'Invoices'. Below the navigation bar, the 'Account Information' tab is selected, showing fields for 'Account Holder Name' (Plumbing Plan Review @ Michigan) and 'Primary Contact Name' (Girish Krishnamurthy). A 'Form Info' icon is visible on the right.


- The newly created account details are displayed on the “Account Information” page
- **Select an Existing Account** button, is still enabled now
- **Create New Account** button, is disabled now
- **Next** button, is enabled now

This screenshot displays the full 'Account Information' form. It includes fields for 'Account Holder Name', 'Primary Contact Name', 'Phone No.', 'Ext', 'Email', 'Account Type', 'Business Address', and 'Mailing Address'. The 'Create New Account' button is disabled, while the 'Select an Existing Account' and 'Next' buttons are enabled. The 'Next' button is highlighted in blue.

- ⇒ User clicks on the **Next** button on Account Information page to navigate to “Plan Review Application” page
- ⇒ User clicks on the **Previous** button on Plan Review Application page to navigate back to Account Information page

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

5.1c) Plan Review Application page


DELAWARE HEALTH AND SOCIAL SERVICES
 Division of Public Health

COMMERCIAL PLUMBING PLAN REVIEW APPLICATION
 (To be completed by an Architect/Engineer/Contractor to obtain an ATC (Approval to Construct))

✓ **Plan Review Application** Attachments Review & Sign Payment Confirmation

Plumber/Professional Contact:
 * Contact Name

 * Email

Contact Address:
 * Address Line 1

 * City

 * Zip/Postal code

Project Address:
 * Address Line 1

 * City

 * Zip/Postal code

Project Information:
 * County

 * Owner Name

 * No. of Stories

 * Capacity

 * Use/Classification

Water Supply:
 * Water System

 * Waste Water

* Phone No.

 Company Name

 Address Line 2

 * State

 * Country

 Address Line 2

 * State

 * Country

 * Project Name

 Company Name

 * Project Type

Form Info ⓘ

Plan Review Application page is displayed with the following fields, on initial load of the page:

- Plumber/Professional Contact: Non-editable label**

- **Contact Name:** Editable, required text field, accepts alpha numeric characters as input data.

Missing field value

If this field is left blank and user clicks on **Next** button on “Plan Review Application” page, then an inline error message is displayed in red font below the field: **Please enter Contact Name.**

* Contact Name

 Please enter Contact Name.

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Invalid field value

If an invalid value is entered in this field and user clicks **Next** button on “Plan Review Application” page, then an inline error message is displayed in red font below the field: **Please enter a valid Contact Name.**

* Contact Name

#%\$^

Please enter a valid Contact Name.

- **Phone No.:** Editable required text field, accepts/allows 10-digit numeric values

Missing field value

If this field is left blank and user clicks on **Next** button on “Plan Review Application” page, then an inline error message is displayed in red font below the field: **Please enter Phone No.**

* Phone No.

Please enter Phone No.

Invalid field value

If an invalid value is entered in this field and user clicks **Next** button on “Plan Review Application” page, then an inline error message is displayed in red font below the field:

Please enter a 10-digit phone number.

* Phone No.

123456789

Please enter a 10-digit phone number.

- **Email:** Editable required text field, accepts/allows valid email format (E.g. Mike@email.com)

Missing field value

If this field is left blank and user clicks on **Next** button on “Plan Review Application” page, then an inline error message is displayed in red font below the field: **Please enter Email.**

* Email

Please enter Email.

Invalid field value

If an invalid value is entered in this field and user clicks **Next** button on “Plan Review Application” page, then an inline error message is displayed in red font below the field: **Please enter a valid email address.**

* Email

Mike

Please enter a valid email address.

- **Company Name:** Editable, optional text field accepts alpha characters as input data.

Invalid field value

If an invalid value is entered in this field and user clicks **Next** button on “Plan Review Application” page, then an inline error message is displayed in red font below the field:

Please enter a valid Company Name.

Company Name

76234

Please enter a valid Company Name.

• **Contact Address: Non-editable label**

- **Address Line 1:** Editable required text field, accepts alphanumeric characters

Missing field value

If this field is left blank and user clicks on **Next** button on “Plan Review Application” page, an inline error message is displayed in red font below the field: **Please enter Address Line 1.**

* Address Line 1

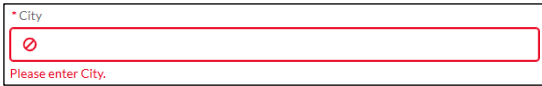
Please enter Address Line 1.

- **Address Line 2:** Editable & optional text field, accepts alphanumeric characters
- **City:** Editable required text field, Accepts alphanumeric characters

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Missing field value

If this field is left blank and user clicks on **Next** button on “Plan Review Application” page, an inline error message is displayed in red font below the field: **Please enter City.**



- **State:** Editable/required text field, accepts alphanumeric characters

If this field is left blank and user clicks on **Next** button on “Plan Review Application” page, an inline error message is displayed in red font below the field: **Please enter State.**

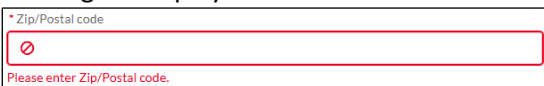


- **Zip/Postal Code:** Editable alphanumeric text field, allows all valid worldwide zip codes, with below conditions

- If Country is United States, the Zip/Postal Code field should allow 5 digits only.

Missing field value

If this field is left blank and user clicks on **Next** button on “Plan Review Application” page, an inline error message is displayed in red font below the field: **Please enter Zip/Postal code.**



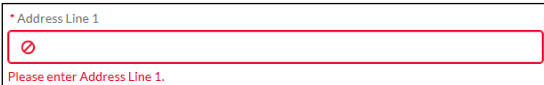
- **Country:** Non-Editable/required text field and pre-populated with ‘United States’ as data

▪ **Project Address: Non-editable label**

- **Address Line 1:** Editable required text field, accepts alphanumeric characters

Missing field value

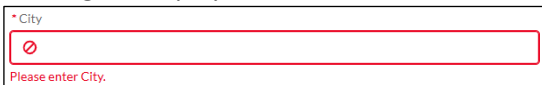
If this field is left blank and user clicks on **Next** button on “Plan Review Application” page, an inline error message is displayed in red font below the field: **Please enter Address Line 1.**



- **Address Line 2:** Editable & optional text field, accepts alphanumeric characters
- **City:** Editable required text field, Accepts alphanumeric characters

Missing field value

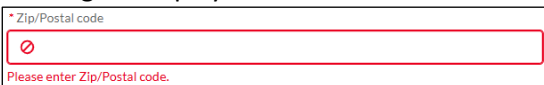
If this field is left blank and user clicks on **Next** button on “Plan Review Application” page, an inline error message is displayed in red font below the field: **Please enter City.**



- **State:** Non-Editable/required text field, prepopulated with ‘DE’ as data
- **Zip/Postal Code:** Editable /required text field, accepts numbers. Since Country is United States and the State is Delaware, Zip/Postal Code field allows 5 digits only with 1st two digits to have 19 as value.

Missing field value

If this field is left blank and user clicks on **Next** button on “Plan Review Application” page, an inline error message is displayed in red font below the field: **Please enter Zip/Postal code.**



Invalid field value

If an invalid value is entered in this field and user clicks **Next** button on “Plan Review Application” page an inline error message is displayed in red font below the field: **Please enter a 5-digit zip code starting with 19**

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

⇒ When Country is United States, Zip/Postal Code accepts only 5-digit numerical code

* Zip/Postal code

abcd

Please enter a 5-digit zip code starting with 19.

– **Country:** Non-Editable/required text field and pre-populated with 'United States' as data

• **Project Information: Non-editable label**

– **County:** Editable/Selectable drop-down pick-list box required field – **Kent, Sussex**

Missing field value

If this field is left blank and user clicks on **Next** button on “Plan Review Application” page, then inline error message is displayed in red font below the field: **Please select a value for County.**

* County

Select County

Please select a value for County.

– **Project Name:** Editable, required text field, accepts alpha characters as input data.

Missing field value

If this field is left blank and user clicks on **Next** button on “Plan Review Application” page, then inline error message is displayed in red font below the field: **Please enter Project Name.**

* Project Name

Please enter Project Name.

Invalid field value

If an invalid value is entered in this field and user clicks **Next** button on “Plan Review Application” page an inline error message is displayed in red font below the field: **Please enter a valid Project Name.**

* Project Name

1234

Please enter a valid Project Name.

– **Owner Name:** Editable, required text field, accepts alpha characters as input data.

Missing field value

If this field is left blank and user clicks on **Next** button on “Plan Review Application” page, then inline error message is displayed in red font below the field: **Please enter Owner Name.**

Please enter Owner Name.

Owner Name

If an invalid value is entered in this field and user clicks **Next** button on “Plan Review Application” page an inline error message is displayed in red font below the field: **Please enter a valid Owner Name.**

* Owner Name

1234

Please enter a valid Owner Name.

– **Company Name:** Editable, required text field, accepts alpha characters as input data.

If an invalid value is entered in this field and user clicks **Next** button on “Plan Review Application” page an inline error message is displayed in red font below the field: **Please enter a valid Company Name.**

– **No. of Stories:** Editable, required text field, accepts numbers as input data.

Missing field value

If this field is left blank and user clicks on **Next** button on “Plan Review Application” page, then inline error message is displayed in red font below the field: **Please enter No. of Stories.**

* No. of Stories

Please enter No. of Stories.

If an invalid value is entered in this field and user clicks **Next** button on “Plan Review Application” page an inline error message is displayed in red font below the field: **Please enter a valid No. of Stories.**

* No. of Stories

abc

Please enter a valid No. of Stories.

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

- **Project Type:** Editable/Selectable drop-down picklist required field

Missing field value

If this field is left blank and user clicks on **Next** button on “Plan Review Application” page, then inline error message is displayed in red font below the field: **Please select a value for Project Type.**

A screenshot of a web form field labeled "* Project Type". It is a dropdown menu with the text "Select Project Type" and a downward arrow. Below the dropdown, a red error message reads "Please select a value for Project Type."

- **Capacity:** Editable, required text field, accepts numbers as input data.

Missing field value

If this field is left blank and user clicks on **Next** button on “Plan Review Application” page, then inline error message is displayed in red font below the field: **Please enter Capacity.**

A screenshot of a web form field labeled "* Capacity". It is a text input field with a red border and a red error message below it that reads "Please enter Capacity."

If an invalid value is entered in this field and user clicks **Next** button on “Plan Review Application” page an inline error message is displayed in red font below the field: **Please enter a valid Capacity number.**

A screenshot of a web form field labeled "* Capacity". The text input field contains the value "abc". Below the field, a red error message reads "Please enter a valid Capacity number."

- **Use/Classification:** Editable/Selectable drop-down picklist required field

Missing field value

If this field is left blank and user clicks on **Next** button on “Plan Review Application” page, then inline error message is displayed in red font below the field: **Please select a value for Use/Classification.**

A screenshot of a web form field labeled "* Use/Classification". It is a dropdown menu with the text "Select Use/Classification" and a downward arrow. Below the dropdown, a red error message reads "Please select a value for Use/Classification."

• **Water Supply: Non-editable label**

- **Water System:** Editable/Selectable drop-down picklist required field – **Onsite Well, Public Water System.**

Missing field value

If this field is left blank and user clicks on **Next** button on “Plan Review Application” page, then an inline error message is displayed in red font below the field: **Please select a value for Water System.**

A screenshot of a web form field labeled "* Water System". It is a dropdown menu with the text "Select Water System" and a downward arrow. Below the dropdown, a red error message reads "Please select a value for Water System."

- If **Onsite Well** option is selected, ‘DNREC Well ID’ text box field is displayed

DNREC Well ID: Editable, optional text field, accepts numbers as input data.

Invalid field value

If an invalid value is entered in this field and user clicks **Next** button on “Plan Review Application” page, then an inline error message is displayed in red font below the field:

Please enter a valid DNREC Well ID number.

A screenshot of a web form field labeled "DNREC Well ID". The text input field contains the value "\$%&". Below the field, a red error message reads "Please enter a valid DNREC Well ID number."

- If **Public Water System** option is selected, ‘Public Water System Name’ text box field is displayed

Public Water System Name: Editable, required text field, accepts numbers as input data.

Missing field value

If this field is left blank and user clicks on **Next** button on “Plan Review Application” page, then an inline error message is displayed in red font below the field: **Please enter Public Water System Name.**

A screenshot of a web form field labeled "* Public Water System Name". It is a text input field with a red border and a red error message below it that reads "Please enter Public Water System Name."

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Invalid field value

If an invalid value is entered in this field and user clicks **Next** button on “Plan Review Application” page, then an inline error message is displayed in red font below the field:

Please enter a valid Public Water System Name.

A screenshot of a web form field labeled "Public Water System Name". The field contains the text "#\$%". Below the field, a red error message reads: "Please enter a valid Public Water System Name."

– **Waste Water:** Editable/Selectable drop-down pick-list box, required field – **Onsite Septic, Public Sewer** Missing field value

If this field is left blank and user clicks on **Next** button on “Plan Review Application” page, then inline error message is displayed in red font below the field: **Please select a value for Waste Water.**

A screenshot of a web form field labeled "Waste Water". It is a drop-down menu with the text "Select Waste Water" and a downward arrow. Below the field, a red error message reads: "Please select a value for Waste Water."

- If **Onsite Septic** option is selected, ‘DNREC approved?’ field is displayed

DNREC approved?: Editable/Selectable drop-down pick-list box, required field – **Yes, No**

Missing field value

If this field is left blank and user clicks on **Next** button on “Plan Review Application” page, then an inline error message is displayed in red font below the field: **Please select a value for DNREC approved?**

A screenshot of a web form field labeled "DNREC approved?". It is a drop-down menu with the text "Select" and a downward arrow. Below the field, a red error message reads: "Please select a value for DNREC approved?"

- If **Public Sewer** option is selected, ‘Public Sewer Name’ text box field is displayed

Public Water System Name: Editable, required text field, Accepts alpha characters as input data.

Missing field value

If this field is left blank and user clicks on **Next** button on “Plan Review Application” page, then an inline error message is displayed in red font below the field: **Please enter Public Sewer Name.**

A screenshot of a web form field labeled "Public Sewer Name". The field is empty. Below the field, a red error message reads: "Please enter Public Sewer Name."

Invalid field value

If an invalid value is entered in this field and user clicks **Next** button on “Plan Review Application” page, then an inline error message is displayed in red font below the field:

Please enter a valid Public Sewer Name.

A screenshot of a web form field labeled "Public Sewer Name". The field contains the text "@#\$%". Below the field, a red error message reads: "Please enter a valid Public Sewer Name."

- **Previous** button, which is enabled by default
- **Next** button, which is enabled and highlighted by default

⇒ User enters valid data in all the required and non-required fields with an existing Jobsite address which has an existing Plumbing Permit application. Clicks **Next** button on Plan Review Application page

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

DELAWARE HEALTH AND SOCIAL SERVICES
 Division of Public Health

COMMERCIAL PLUMBING PLAN REVIEW APPLICATION
 (To be completed by an Architect/Engineer/Contractor to obtain an ATC (Approval to Construct))

✓ Plan Review Application Attachments Review & Sign Payment Confirmation

Form Info

Plumber/Professional Contact:

* Contact Name
 Mark Hughes

* Phone No.
 2489344113

* Email
 MarkHughes@PlanReviews.com

Company Name
 Top Commercial Plan Reviewers

Contact Address:

* Address Line 1
 8421 South High End Street

Address Line 2
 2nd floor, Mason towers

* City
 Detroit

* State
 Michigan

* Zip/Postal code
 48096

* Country
 United States

Project Address:

* Address Line 1
 919, Grandfield street

Address Line 2
 6th Floor

* City
 Willingston

* State
 DE

* Zip/Postal code
 19223

* Country
 United States

Project Information:

* County
 Sussex

* Project Name
 Upgrade Sanitary & Water pipes

* Owner Name
 Smith Robinson

Company Name
 Creekside IT Systems

* No. of Stories
 6

* Project Type
 New Construction

* Capacity
 200

* Use/Classification
 Assembly - Auditoriums without permanent seating, art galleries, exhibition h...

Water Supply:

* Water System
 Public Water System

* Public Water System Name
 Safe Water

* Waste Water
 Onsite Septic

* DNREC approved?
 Yes

Previous

Next

- ⇒ Displays the **Warning** pop-up message below with **Cancel Submission** and **Continue** buttons (Displays “Warning” pop-up message only if a Permit exists for the user entered Project Address on this page)

Warning

A permit record PL-C-2025-0199 already exists for this Job Site.

Cancel Submission
 Continue

- **Cancel Submission** button: Upon clicking, user navigates back to Plan Review application page
- **Continue** button: Upon clicking, user navigates to “Attachments” page

⇒ User clicks on the **Next** button on Plan Review Application page to navigate to “Attachments” page

⇒ User clicks on the **Previous** button on Attachments page to navigate back to “Plan Review Application” page

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

5.1d) Attachments page

DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

COMMERCIAL PLUMBING PLAN REVIEW APPLICATION
(To be completed by an Architect/Engineer/Contractor to obtain an ATC (Approval to Construct))

Attachments

Please upload plans showing all plumbing fixtures; including but not limited to water heater, drinking fountains, mop sink, etc. Applications without plans will not be considered submitted until plans and an application are received.

Allowed **File type**: PDF, JPEG, JPG. and **File size**: Each attachment must be less than 10 MB in size.

Upload File

[Upload Files](#) Or drop files

☐ I would like to mail/email document to the DHSS_OE@delaware.gov.

Previous Next

Attachments page is displayed with the following fields, on initial load of the page:

Please upload plans showing all plumbing fixtures; including but not limited to water heater, drinking fountains, mop sink, etc. Applications without plans will not be considered submitted until plans and an application are received.

Allowed **File type**: PDF, JPEG, JPG. and **File size**: Each attachment must be less than 10 MB in size.

- I would like to mail/email document to the DHSS_OE@delaware.gov checkbox along with the tool tip icon.

When user clicks on tool tip icon, message is displayed

Upload File

[Upload Files](#) Or drop files

☐ I would like to mail/email document to the DHSS_OE@delaware.gov.

Check this box if you would like to mail/email documents instead.

⇒ If user does not upload the documents using **Upload File** button or does not select the **I would like to mail/email document to the DHSS_OE@delaware.gov** checkbox and clicks **Next** button, a toaster error message below is displayed on the **Attachments** page

Home Accounts Permits Plan Review

Error
Please upload a document or check the box if you would like to mail/email the document.

DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

COMMERCIAL PLUMBING PLAN REVIEW APPLICATION
(To be completed by an Architect/Engineer/Contractor to obtain an ATC (Approval to Construct))

Attachments

Please upload plans showing all plumbing fixtures; including but not limited to water heater, drinking fountains, mop sink, etc. Applications without plans will not be considered submitted until plans and an application are received.

[Upload File](#)

☐ I would like to mail/email document to the DHSS_OE@delaware.gov.

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

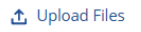
Uploading documents as attachments

⇒ User uploads the documents using the **Upload Files** button


Please upload plans showing all plumbing fixtures; including but not limited to water heater, drinking fountains, mop sink, etc. Applications without plans will not be considered submitted until plans and an application are received.

Allowed **File type**: PDF, JPEG, JPG, and **File size**: Each attachment must be less than 10 MB in size.

Upload File

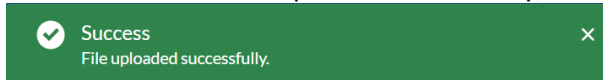
 Or drop files

Uploaded Files:

 1. Sample Doc2 - (6.38 MB)

☐ I would like to mail/email document to the DHSS_OE@delaware.gov. ⓘ

⇒ Once the document is uploaded successfully, receives the below floating message on Attachments page:



- [I would like to mail/email document to the DHSS_OE@delaware.gov](mailto:DHSS_OE@delaware.gov) checkbox is disabled

⇒ User can delete the uploaded file by clicking on the ‘Delete’ icon displayed next to the uploaded file. Once deleted, below floating message is displayed on Attachments page.



- [I would like to mail/email document to the DHSS_OE@delaware.gov](mailto:DHSS_OE@delaware.gov) checkbox will be enabled now

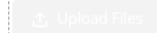
Mailing or Emailing documents

⇒ User does not upload documents and selects the [I would like to mail/email document to the DHSS_OE@delaware.gov](mailto:DHSS_OE@delaware.gov) checkbox. **Upload File** button will be disabled now.

Please upload plans showing all plumbing fixtures; including but not limited to water heater, drinking fountains, mop sink, etc. Applications without plans will not be considered submitted until plans and an application are received.

Allowed **File type**: PDF, JPEG, JPG, and **File size**: Each attachment must be less than 10 MB in size.

Upload File

 Or drop files

☒ I would like to mail/email document to the DHSS_OE@delaware.gov. ⓘ

⇒ User clicks on the **Next** button on Attachments page to navigate to “Review & Sign” page

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

5.1e) Review & Sign page

⇒ User reviews the data which was entered in previous pages of Plumbing - Commercial Plan Review ATC Application

Review Your Information

Account Information

Account Holder Name

Plumbing Plan Review @ Michigan

Primary Contact Name

Girish Krishnamurthy

Phone No.

Ext

2488823490

4435

Email

girish.krishnamurthy@htcinc.com

Business Address

2884,
Marvel Towers,
Detroit, Michigan 48934,
United States

Mailing Address

3684,
Gemini Towers,
Detroit, Michigan 48023,
United States

Account Type

Individual

Plan Review Application

County

Sussex

Project Name

Upgrade Sanitary & Water pipes

Owner Name

Smith Robinson

Company Name

Creekside IT Systems

No. of Stories

6

Project Type

New Construction

Project Address

919, Grandfield street, 6th Floor, Willingston, DE, 19223, United States

Contact Name

Mark Hughes

Phone No.

2489344113

Email

MarkHughes@PlanReviews.com

Company Name

Top Commercial Plan Reviewers

Contact Address

8421 South High End Street, 2nd floor, Mason towers, Detroit, Michigan, 48096,
United States

Capacity

200

Use/Classification

Assembly-Auditoriums without permanent seating, art galleries, exhibition halls,
museums, lecture halls, libraries, arcades and gymnasiums

Water System

Public Water System

Public Water System Name

Safe Water

DNREC approved?

Yes

Waste Water

Onsite Septic

Attachments

☒ I would like to mail/email document to the DPH_HSP_Plumbing Program

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

⇒ “Signature of Applicant” section is displayed with required fields for the user to enter data manually

Signature of Applicant

Please enter your name

Draw your Signature

Clear

Please note: Once you click on 'Submit' you can no longer make updates to this application.

Previous Submit

Review & Sign page is displayed with the following fields, on initial load of the page:

- **Please enter your name:** Editable, required text field, accepts alpha characters as input data.

Missing field value

If this field is left blank and user clicks on **Submit** button on “Review & Sign” page, then an inline error message is displayed in red font below the field: **Please enter your name is a required field.**

Please enter your name

Please enter your name is a required field.

- **Draw your Signature:** Editable, required text area field, accepts user’s digital signature

Missing field value

If this field is left blank and user clicks on **Submit** button on “Review & Sign” page, then an inline error message is displayed in red font below the field: **Draw your Signature is a required field.**

Draw your Signature

Draw your Signature is a required field.

Clear


- **Clear** button, which is disabled by default
After signature is entered by user and if this **Clear** button is clicked, the entered signature is deleted.
- **Please note:** Once you click on '**Submit**' you can no longer make updates to this application message displayed below **Clear** button
- **Submit** button, is enabled by default
- **Previous** button, is enabled by default

⇒ User enters Name and provides signature in the required fields and clicks **Submit** button

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

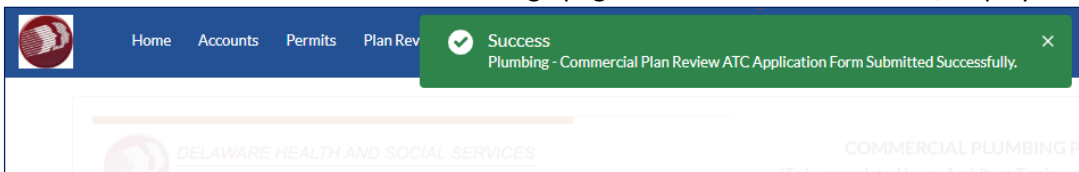
Signature of Applicant

Please enter your name

Draw your Signature


Please note: Once you click on 'Submit' you can no longer make updates to this application.

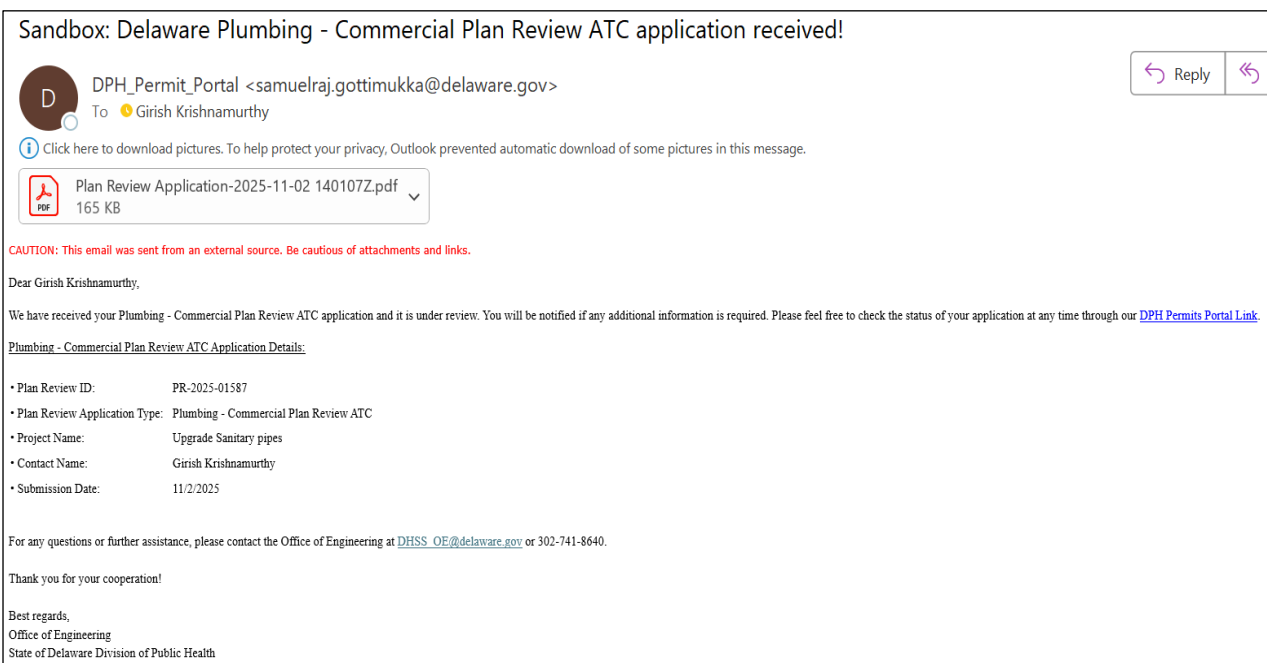
⇒ User clicks on **Submit** button on Review & Sign page. On successful submission, displays below message



⇒ User navigates to the Payment page.

Note: Once submitted and user moves to Payment page, user will not be able to navigate back to previous page or make any changes to the submitted Plumbing - Commercial Plan Review ATC Application

⇒ An **Email notification** is sent to the Primary Contact Email address with all Permit Application details, when user submits the Permit Application
[Sample Email Notification below]



DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

5.1f) Payment page

The screenshot shows the 'Payment' page of the 'COMMERCIAL PLUMBING PLAN REVIEW APPLICATION'. The header includes the Delaware Health and Social Services logo and the text 'Division of Public Health'. The application title is 'COMMERCIAL PLUMBING PLAN REVIEW APPLICATION (To be completed by an Architect/Engineer/Contractor to obtain an ATC (Approval to Construct))'. A progress bar at the top shows four green steps with checkmarks, followed by the 'Payment' step which is highlighted in blue, and a 'Confirmation' step. A 'Form Info' link is visible on the right. The main content area states: 'No payment is required for this Plan Review application. Please click 'Next' to proceed to next page.' A 'Next' button is located at the bottom right.

Payment page is displayed with the following fields, on initial load of the page:
 No payment is required for this Plan Review application. Please click **Next** to proceed to next page.

⇒ **Next** button, enabled by default

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

5.1g) Confirmation page

Confirmation' page displays for Plumbing - Commercial Plan Review ATC Application (Sample screen)

The screenshot shows the 'Confirmation' page of the 'COMMERCIAL PLUMBING PLAN REVIEW APPLICATION'. The page header includes the Delaware Health and Social Services logo and the title 'COMMERCIAL PLUMBING PLAN REVIEW APPLICATION (To be completed by an Architect/Engineer/Contractor to obtain an ATC (Approval to Construct))'. A progress bar at the top shows five steps, with the fifth step, 'Confirmation', highlighted in blue. Below the progress bar, the text 'Thank You!' is displayed, followed by a message stating that the application has been submitted successfully and is under review. The user is instructed to check their email at girish.krishnamurthy@htcinc.com for application submission details. The 'Application Details' section lists the following information: Plan Review ID: PR-2025-01587, Plan Review Application Type: Plumbing - Commercial Plan Review ATC, Contact Name: Girish Krishnamurthy, and Submission Date: 11/2/2025. Below this, there are instructions on how to mail a document, contact the office, and appreciate the service. At the bottom, there are two buttons: 'View/Download Application' and 'Finish Application'.

Plan Review ID: E.g. PR-2025-01587 → This Plan Review ID will be reviewed and approved by DPH Staff. Once approved, an ATC (Approval to Construct) number will be issued for this Plan Review ID, which will be used for submitting **Plumbing – Commercial Permits Application**

Confirmation page is displayed with the following fields, on initial load of the page:

- **View/Download Application** button for the user to view or save a copy of the Plumbing - Commercial Plan Review ATC Application submitted for processing.

Downloaded Sample document

The screenshot shows a PDF document titled 'Permit PDF Viewer'. The document contains the following information:
DELAWARE HEALTH AND SOCIAL SERVICES
 Division of Public Health
COMMERCIAL PLUMBING PLAN REVIEW APPLICATION ATC
 To be completed by an Architect/Engineer/Contractor to obtain an ATC (Approval to Construct)
Document Mailing Address:
 Office of Engineering,
 43 South DuPont Hwy., Dover, DE, 19901
 Contact Information:
 Phone: (302) 741-8640
 Email: DHSS_OE@delaware.gov
Account Information Details

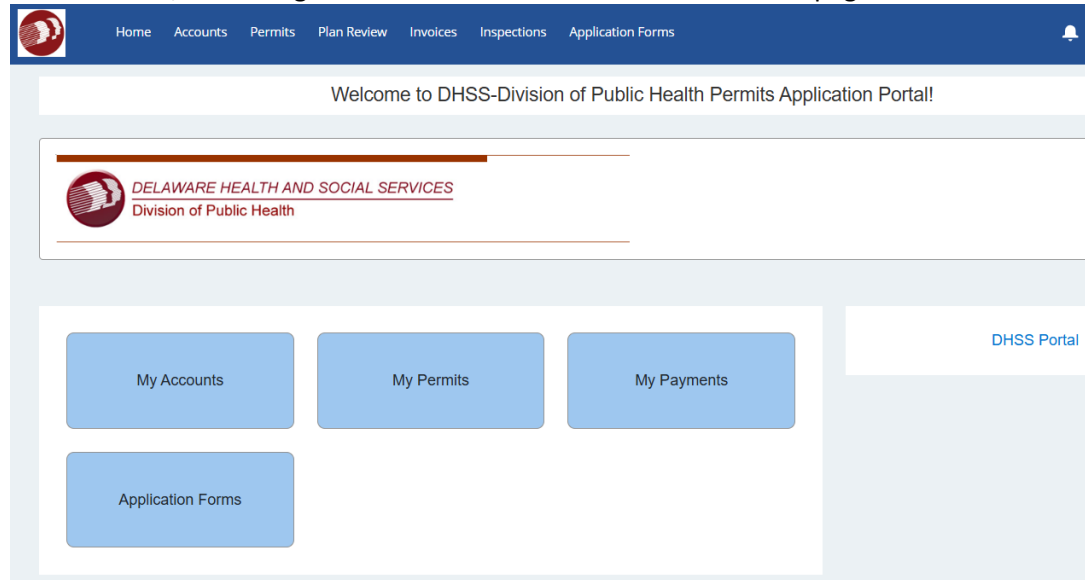
Account Holder Name: Plumbing Plan Review @ Michigan	Primary Contact Name: Girish Krishnamurthy
Phone No: 2488623490 Ext: 4435	Email: girish.krishnamurthy@htcinc.com
Business Address: 2884, Marvel Towers, 4th Floor, Jira street Detroit Michigan 48934 United States	Mailing Address: 3684, Gemini Towers, 4th Floor, Jira street Detroit Michigan 48923 United States

⇒ User clicks **Close** button to close this PDF document

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

– **Finish Application** button.

When clicked, user navigates back to the DPH Permits Portal home page



5.1h) Tasks performed by DPH Staff on DPH Permit CRM portal to approve and issue ATC ID

- DPH Staff user reviews and approves the submitted **COMMERCIAL PLUMBING PLAN REVIEW APPLICATION** for the Plan Review ID: [E.g. PR- PR-2025-01587]
- DPH Staff user reviews & approves the Plan Review
- After approval, an Approval to Construct (ATC) ID is generated
- Applicant can use this issued ATC ID and submit **Plumbing – Commercial Permit application**

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

6. DPH Permits Portal screens for Plumbing-Commercial Permit application

6.1 Plumbing – Commercial Permit Application

6.1a) Initiate “Plumbing – Commercial” permit application & navigate to “Account Information” page

Navigation

DPH Permit Portal -> **Application Forms** menu -> Plumbing -> [Plumbing - Commercial Permits](#) **OR**

DPH Permit Portal -> **Application Forms** button -> Plumbing -> [Plumbing - Commercial Permits](#)

Action/Navigation

Step Description	Action/Navigation
User selects Plumbing - Commercial Permits radio button and clicks Next button	Account Information page

Bedding

- ☐ Bedding - New
- ☐ Bedding - Used

Change of Ownership

- ☐ Change of Ownership Permit

Food Establishment

- ☐ Bake Sale Permit
- ☐ Caterer w/o Premises Permit & Plan Review
- ☐ Cottage Food Est. Permit & Plan Review
- ☐ Ice Manufacturer Permit & Plan Review
- ☐ Limited Frozen Dessert Stand Permit
- ☐ Machine Vended Food Permit & Plan Review
- ☐ Mobile Food Est. Permit & Plan Review
- ☐ Permanent Food Est. Permit & Plan Review
- ☐ Temporary Food Establishment Permit

Other

- ☐ Migratory Labor Camps & Field Sanitation

Plumbing

- ☒ Plumbing - Commercial Permits
Application for a licensed plumber having an approved ATC to do commercial plumbing installations in Delaware.
- ☐ Plumbing - Commercial Plan Review ATC
- ☐ Plumbing - Homeowner
- ☐ Plumbing - Release Permit Authorization
- ☐ Plumbing - Residential
- ☐ Plumbing - Test Certification Form

Next

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

6.1b) Account Information page

DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

PLUMBING PERMIT APPLICATION - COMMERCIAL
(To be completed by a licensed plumber having an approved ATC (Approval to Construct) number)

Account Information | Permit Application | Attachments | Review & Sign | Payment | Confirmation

To apply for a new permit/plan review application, please select an existing account from the list of account, or create a new account if one does not exist already. Refresh the page if you would want to clear selected/entered data before clicking 'Next'.

Select an Existing Account | Create New Account | Next

Form Info

Kent County:
Address:
Thomas Collins Building,
540 South DuPont Hwy.,
Suite 5, 3rd Floor, Dover, DE 19901
Contact information:
Phone: (302) 744-1220
Kent County Resource email:
DHSS_DPH_KentCoPlumbing@delaware.gov

Sussex County:
Address:
Stockley Center,
23421 Lloyd Lane,
Georgetown, DE 19947
Contact information:
Phone: (302) 933-3430
Sussex County Resource email:
DHSS_DPH_SussexCoPlumbing@delaware.gov

Below details are displayed in all Page navigation tabs in Plumbing - Commercial Permits application flow

- Delaware 'logo' and 'title'
DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health
- Below Plumbing - Commercial Application tile
PLUMBING PERMIT APPLICATION - COMMERCIAL
(To be completed by a licensed plumber having an approved ATC (Approval to Construct) number)
- Page navigation tabs
Account Information, Permit Application, Attachments, Review & Sign, Payment, Confirmation.
With 'Account Information' tab highlighted/selected.
- Body of the page
 - Displays 'Form Info' icon with Form information displayed by default
Kent County:
Address:
Thomas Collins Building,
540 South DuPont Highway,
Suite 5, 3rd Floor, Dover, DE 19901
Contact information:
Phone (302) 744-1220
Kent County Resource email:
DHSS_DPH_KentCoPlumbing@delaware.gov
 - Sussex County:**
Address:
Stockley Center,
23421 Lloyd Lane,
Georgetown, DE 19947
Contact information:
Phone: (302) 933-3430

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Sussex County Resource email:
DHSS_DPH_SussexCoPlumbing@delaware.gov

Account Information page is displayed with the following fields, on initial load of the page:

Below statement in the center of Account Information page

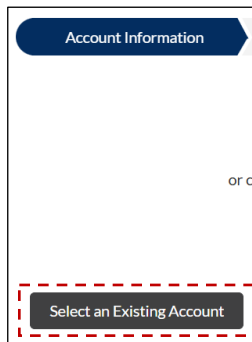
To apply for a new permit/plan review application, please select an existing account from the list of account, or create a new account if one does not exist already. Refresh the page if you would want to clear selected/entered data before clicking **Next**.

Buttons/Footer information

- **Select an Existing Account** button, is enabled by default
- **Create New Account** button, is enabled by default
- **Next** button, is disabled by default
- **Footer** Information (bottom-right corner):
 Displays the **Date** in MM/DD/YYYY format (Date the form will be made available online)

User Actions: Selecting existing account, from DPH Permits portal for Plumbing – Commercial Permits

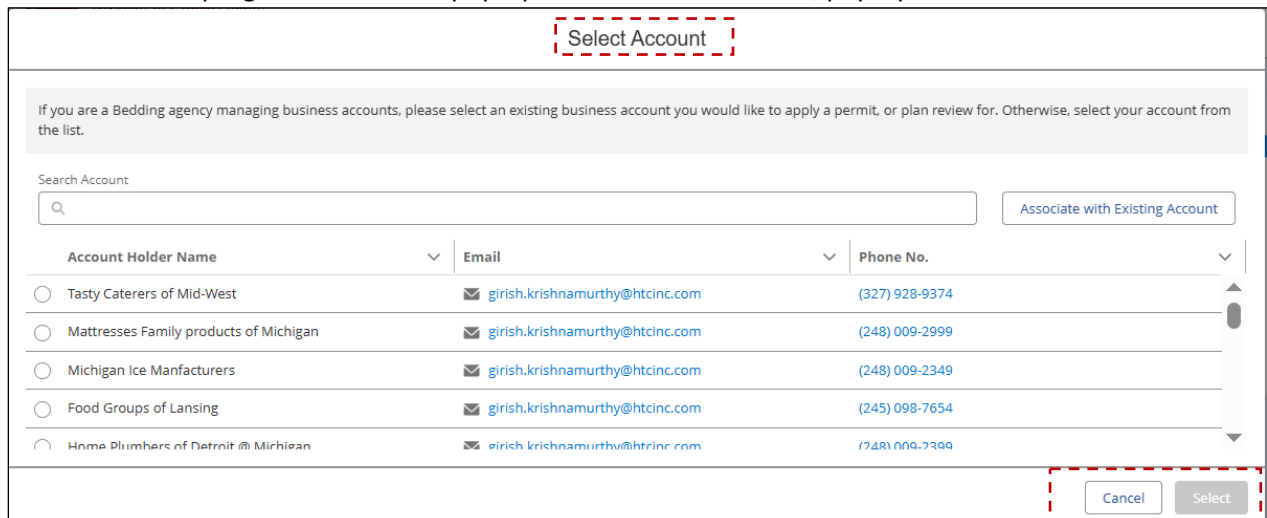
a) User clicks on **Select an Existing Account** button, which is enabled by default



The screenshot shows the 'Account Information' page. At the bottom, there is a button labeled 'Select an Existing Account' which is highlighted with a red dashed rectangular box.

b) Displays the “Select Account” pop-up window on the “Account Information” page

- “Search Account” text box for the user to search & select an existing account
- List/Grid with the list of existing business account(s), displayed with Email & Phone number details
- **Associate with Existing Account** button is enabled
- **Cancel** button is enabled, by default
- **Select** button is disabled, by default
- ‘X’ button on top-right corner of the pop-up window. When clicked, pop-up window is closed



The screenshot shows the 'Select Account' pop-up window. At the top, there is a title bar with the text 'Select Account'. Below the title bar, there is a message: 'If you are a Bedding agency managing business accounts, please select an existing business account you would like to apply a permit, or plan review for. Otherwise, select your account from the list.' Below the message, there is a 'Search Account' text box with a magnifying glass icon. To the right of the search box is a button labeled 'Associate with Existing Account'. Below the search box is a table with three columns: 'Account Holder Name', 'Email', and 'Phone No.'. The table contains five rows of data. At the bottom right of the pop-up window, there are two buttons: 'Cancel' and 'Select'. The 'Select' button is highlighted with a red dashed rectangular box.

Account Holder Name	Email	Phone No.
<input type="radio"/> Tasty Caterers of Mid-West	✉ girish.krishnamurthy@htcinc.com	(327) 928-9374
<input type="radio"/> Mattresses Family products of Michigan	✉ girish.krishnamurthy@htcinc.com	(248) 009-2999
<input type="radio"/> Michigan Ice Manufacturers	✉ girish.krishnamurthy@htcinc.com	(248) 009-2349
<input type="radio"/> Food Groups of Lansing	✉ girish.krishnamurthy@htcinc.com	(245) 098-7654
<input type="radio"/> Home Plumbers of Detroit @ Michigan	✉ girish.krishnamurthy@htcinc.com	(734) 009-7399

c) User selects one of the existing accounts by clicking on the radio button displayed next to it.

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

d) The **Select** button will be enabled

e) User clicks on the **Select** button on the “Select Account” pop-up window

- **Select Account** pop-up window is closed and user lands on “Account Information” page
- The existing selected account details are displayed on the “Account Information” page.
- **Select an Existing Account** button, is still enabled now
- **Create New Account** button, is disabled now
- **Next** button, is enabled now

⇒ User clicks on the **Next** button on Account Information page to navigate to Permit Application page

User Actions: Creating New Account for Plumbing - Commercial Permits application

Application Forms menu -> Plumbing -> Plumbing - Commercial -> [Account Information page](#) OR **Application Forms** button -> Plumbing -> Plumbing – Commercial -> [Account Information page](#)

a) User clicks on **Create New Account** button, which is enabled by default

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

- b) Displays the “Create New Account” pop-up window on the “Account Information” page
- Empty text box(s) are displayed with required (fields with red Asterix) and optional fields, to enter data
 - Primary Contact Name text box field is pre-populated with data
 - Empty drop-down pick-list boxes are displayed for the user to select drop-down options
 - **Cancel** button is enabled, by default
 - **Create** button is enabled, by default
 - **‘X’** button on top-right corner of the pop-up window. When clicked, pop-up window is closed.

User enters data in the below fields on the “Create New Account” pop-up window

- **Account Holder Name:** Editable, required text field, accepts alpha numeric characters as input data. (Name of the Permit Holder)

Missing field value

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **Account Holder Name is a required field.**

Invalid field value

If an invalid value is entered in this field and user clicks **Create** button on “Create New Account” pop-up window an inline error message is displayed in red font below the field: **Enter a valid Account Holder Name.**

- **Primary Contact Name:** Non- editable required text field with data prepopulated from the system
- **Phone No.:** Editable required text field, accepts/allows 10-digit numeric values

Missing field value

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window an inline error message is displayed in red font below the field: **Phone No. is a required field.**

* Phone No.

Phone No. is a required field.

Invalid field value

If an invalid value is entered in this field and user clicks **Create** button on “Create New Account” pop-up window an inline error message is displayed in red font below the field: **Enter a valid 10-digit Phone No.**

* Phone No.

983789573a

Enter a valid 10-digit Phone No.

- **Ext:** Editable optional text field, accepts/allows numeric values
- **Email:** Editable required text field, accepts/allows valid email format (E.g. Mike@email.com)

Missing field value

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **Email is a required field.**

* Email

Email is a required field.

Invalid field value

If an invalid value is entered in this field and user clicks **Create** button on “Create New Account” pop-up window an inline error message is displayed in red font below the field:

Enter a valid email address, such as name@email.com.

* Email

efsefsaefsf

Enter a valid email address, such as name@email.com.

Account Type: Editable/Selectable drop-down pick-list box, required field (**Individual**, **Business** options)

Missing field value

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **Account Type is a required field.**

* Account Type

--Select Account Type--

Account Type is a required field.

Business Address & Mailing Address

- **Address Line 1:** Editable required text field, accepts alphanumeric characters

Missing field value

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **Address Line 1 is a required field.**

<p>Business Address :</p> <p>* Address Line 1</p> <div> </div> <p>Address Line 1 is a required field.</p>	<p>Mailing Address :</p> <p>* Address Line 1</p> <div> </div> <p>Address Line 1 is a required field.</p>
---	--

- **Address Line 2:** Editable & optional text field, accepts alphanumeric characters
- **City:** Editable required text field, accepts alphanumeric characters

Missing field value

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **City is a required field.**

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

* City

City is a required field.

- **Country:** Editable/Selectable drop-down pick-list box, required field

Missing field value

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **Country is a required field.**

* Country

Country is a required field.

- **Zip/Postal Code:** Editable alphanumeric text field, allows all valid worldwide zip codes, with below conditions
 - If Country is United States, the Zip/Postal Code field should allow 5 digits only.
 - If Country is United States, the State is Delaware, Zip/Postal Code field 1st two digits to have 19 as value.
 - If Country is any other value other than United States, Zip/Postal Code field should allow alphanumeric values with maximum length of '9' digits.

Missing field value

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **Zip/Postal code is a required field.**

* Zip/Postal code

Zip/Postal code is a required field.

Invalid field value

If an invalid value is entered in this field and user clicks **Create** button on “Create New Account” pop-up window an inline error message is displayed in red font below the field: **Enter a valid Zip/Postal code.**

⇒ When Country is United States, Zip/Postal Code accepts only 5-digit numerical code

* City: Detroit

* Country: United States

* Zip/Postal code: 123456

* State: Michigan

Enter a valid Zip/Postal code..

- **State:** Editable/Selectable drop-down pick-list box required field

If this field is left blank and user clicks on **Create** button on “Create New Account” pop-up window, an inline error message is displayed in red font below the field: **State is a required field.**

* State

State is a required field.

⇒ After entering valid data in all the required fields and drop-down selections, user clicks on the **Create** button in “Create New Account” pop-up window

- “Create New Account” pop-up window is closed and user lands on “Account Information” page
- Following toaster message is displayed on the Account Information page

Home Accounts Permits Plan Review

Success
A new Business Account with entered details has been created.


DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

PLUMBING PERMIT APPLICATION - COMMERCIAL
(To be completed by a licensed plumber having an approved
ATC (Approval to Construct) number)

- The newly created account details are displayed on the “Account Information” page
- **Select an Existing Account** button, is still enabled now

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

- **Create New Account** button, is disabled now
- **Next** button, is enabled now


DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

PLUMBING PERMIT APPLICATION - COMMERCIAL
(To be completed by a licensed plumber having an approved
ATC (Approval to Construct) number)

Account Information
Permit Application
Attachments
Review & Sign
Payment
Confirmation

Form Info

Account : ⓘ

* Account Holder Name ⓘ
Commercial Plumbers of Michigan

* Primary Contact Name
Girish Krishnamurthy

* Phone No. Ext
2480092111

* Email
girish.krishnamurthy@htcinc.com

* Account Type
Individual

Business Address :

* Address Line 1
1199

* Address Line 1
1333

Address Line 2
South Grand Avenue

Address Line 2
High End street

* City
Lansing

* State
Michigan

* City
Dover

* State
Delaware

* Zip/Postal code
48291

* Country
United States

* Zip/Postal code
19223

* Country
United States


Select an Existing Account

Create New Account

Next

- ⇒ User clicks on the **Next** button on Account Information page to navigate to Permit Application page
- ⇒ User clicks on the **Previous** button on Permit Application page to navigate back to Account Information page

6.1c) Permit Application page



DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

PLUMBING PERMIT APPLICATION - COMMERCIAL
(To be completed by a licensed plumber having an approved
ATC (Approval to Construct) number)

✓ Permit Application
Attachments
Review & Sign
Payment
Confirmation

Form Info
i

* County

☐ Same as Account Holder Name

* Permit Holder Name

* Property Owner

Job Site Information:

* Address Line 1

* City

* Zip/Postal code

Development

Additional Instructions

Description of Plan:
The following abstract of specification of plumbing should be submitted for approval.

* Occupant Type

* Plumber License No.

* Builder/Contractor

* ATC (Approval to Construct) No.

Address Line 2

* State

* Country

Lot No.

* Building Occupancy Load

CATEGORY	FIXTURE	NUMBER OF FIXTURES	SOIL OR WASTE PIPE		VENT PIPE	
			SIZE	MATERIAL	SIZE	MATERIAL
BATH	Water Closet (Toilet)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Lavatory (Hand Sink)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Tub/Shower	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Urinal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
KITCHEN	3 Comp Sink	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Dishwasher	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Hand Sink	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Food Prep Sink	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
UTILITIES	Ice Maker	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Grease Trap	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Floor Sink	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Utility Sink	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Coffee Machine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Drinking Fountain	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Floor Drain	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Water Heater	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Bar Sink	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Backflow Preventer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
OTHER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Previous
Next

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Permit Application page is displayed with the following fields, on initial load of the page:

- **County** Editable/Selectable drop-down pick-list box required field – [Kent, Sussex, New Castle](#)
Missing field value

If this field is left blank and user clicks on **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field: **County is a required field.**

A screenshot of a web form field labeled '* County'. It is a dropdown menu with 'Select County' as the placeholder text. Below the dropdown, a red error message reads 'County is a required field.'

⇒ If user selects '[New Castle](#)' option from the drop-down picklist, displays the below pop-up message

A screenshot of a pop-up message window. The title is 'Instructional and Direct:'. The text inside says: 'Plumbing Permit is Unavailable for New Castle County job sites. Plumbing permits for New Castle County job sites are not issued by the DPH. Please contact New Castle County Government. For more information, [Click here.](#)' There is a 'Cancel' button at the bottom right.

⇒ User clicks **Cancel** button to close this pop-up message window.

- **Plumber License No.:** Editable, required text field, accepts numbers as input data.

Missing field value

If this field is left blank and user clicks on **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field: **Plumber License No. is a required field.**

A screenshot of a web form field labeled '* Plumber License No.'. It contains the text 'PL-'. Below the field, a red error message reads 'Plumber License No. is a required field.'

Invalid field value

If an invalid value is entered in this field and user clicks **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field:

Please enter valid Plumber License No. not exceeding 10 digits.

A screenshot of a web form field labeled '* Plumber License No.'. It contains the text 'asd'. Below the field, a red error message reads 'Please enter valid Plumber License No. not exceeding 10 digits.'

- **Same as Account Holder Name** check box
 - If this check box is selected, [Permit Holder Name](#) text field will be populated with Account Holder Name
 - If this check box is not selected, user can enter data manually in [Permit Holder Name](#) text field
- **Permit Holder Name:** Editable, required text field, accepts alpha numeric characters as input data.

Missing field value

If this field is left blank and user clicks on **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field: **Permit Holder Name is a required field.**

A screenshot of a web form field labeled '* Permit Holder Name'. It is empty. Below the field, a red error message reads 'Permit Holder Name is a required field.'

Invalid field value

If an invalid value is entered in this field and user clicks **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field: **Enter a valid Permit Holder Name.**

A screenshot of a web form field labeled '* Permit Holder Name'. It contains the text '%&*%&^'. Below the field, a red error message reads 'Enter a valid Permit Holder Name.'

- **Builder/Contractor:** Editable, required text field, accepts alpha characters as input data.

Missing field value

If this field is left blank and user clicks on **Next** button on “Permit Application” page, then an inline error

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

message is displayed in red font below the field: **Builder/Contractor is a required field.**

Invalid field value

If an invalid value is entered in this field and user clicks **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field:

Builder/Contractor contains invalid data. Alphabets are only allowed.

- **Property Owner:** Editable required text field, accepts alpha characters

Missing field value

If this field is left blank and user clicks on **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field: **Property Owner is a required field.**

Invalid field value

If an invalid value is entered in this field and user clicks **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field:

- **ATC (Approval to Construct) No.:** Editable required text field, accepts alphanumeric characters

⇒ User to enter ATC ID issued for submitted Plumbing - Commercial Plan Review ID

Missing field value

If this field is left blank and user clicks on **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field: **ATC (Approval to Construct) No is a required field.**

Invalid field value

If an invalid value is entered in this field and user clicks **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field:

ATC No. contains invalid data. Allowed format is YYYYCPSeq# (e.g., 2025CP001).

- **Job Site Information:** Non-editable label

- **Address Line 1:** Editable required text field, accepts alphanumeric characters

Missing field value

If this field is left blank and user clicks on **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field: **Address Line 1 is a required field.**

- **Address Line 2:** Editable & optional text field, accepts alphanumeric characters
- **City:** Editable required text field, accepts alphanumeric characters

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Missing field value

If this field is left blank and user clicks on **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field: **City is a required field.**

* City

City is a required field.

- **State:** Non-editable required text field, with prepopulated data and is defaulted to **DE**.
- **Zip/Postal Code:** Editable numeric required text field, 5- digit zip code, restriction on 1st two digits to have '19' as value, since state is pre-populated as **DE** representing Delaware

Missing field value

If this field is left blank and user clicks on **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field: **Zip/Postal code is a required field.**

* Zip/Postal code

Zip/Postal code is a required field.

Invalid field value

If an invalid value is entered in this field and user clicks **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field:

Please enter a 5-digit zip code starting with "19" (e.g., 19xxx).

* Zip/Postal code

Please enter a 5-digit zip code starting with "19" (e.g., 19xxx).

- **Country:** Non-editable required text field, with prepopulated data and is defaulted to **United States**.
- **Development:** Editable optional text field, accepts alpha-numerical data
- **Lot No.:** Editable optional text field, accepts alpha-numerical data
- **Additional Instructions:** Editable optional text field, accepts alpha-numerical data

• **Description of Plan:**

- **Occupant Type:** Editable required text field, accepts alpha characters data.

Missing field value

If this field is left blank and user clicks on **Next** button on “Permit Application” page an inline error message is displayed in red font below the field: **Occupant Type is a required field.**

* Occupant Type

Occupant Type is a required field.

Invalid field value

If an invalid value is entered in this field and user clicks **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field:

Occupant Type contains invalid data. Alphabets are only allowed.

* Occupant Type

Occupant Type contains invalid data. Alphabets are only allowed.

- **Building Occupancy Load:** Editable required text field, accepts only number.

Missing field value

If this field is left blank and user clicks on **Next** button on “Permit Application” page an inline error message is displayed in red font below the field: **Building Occupancy Load is a required field.**

* Building Occupancy Load

Building Occupancy Load is a required field.

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Invalid field value

If an invalid value is entered in this field and user clicks **Next** button on “Permit Application” page, then an inline error message is displayed in red font below the field:

Building Occupancy Load contains invalid data. Numbers are only allowed.

* Building Occupancy Load

✗

asdfsdfs

Building Occupancy Load contains invalid data. Numbers are only allowed.

- **Previous** button, which is enabled by default
- **Next** button, which is enabled and highlighted by default

⇒ User enters valid data in all the required and non-required fields with an existing Jobsite address which has an existing Plumbing Permit application.

✓

Permit Application

Attachments

Review & Sign

Payment

Confirmation

Form Info ⓘ

* County

Kent

* Plumber License No.

PL-2334511

☒ Same as Account Holder Name

* Permit Holder Name

Commercial Plumbers of Michigan

* Builder/Contractor

John Berkley

* Property Owner

Arthur Anderson

* ATC (Approval to Construct) No.

2025CP046

Job Site Information:

* Address Line 1

1921 South East High End street

Address Line 2

* City

Willingston

* State

DE

* Zip/Postal code

19022

* Country

United States

Development

Sanitary Pipesvall around the house

Lot No.

822

Additional Instructions

Replace with Brass pipes

Description of Plan:

The following abstract of specification of plumbing should be submitted for approval.

* Occupant Type

Rental

* Building Occupancy Load

200

CATEGORY	FIXTURE	NUMBER OF FIXTURES	SOIL OR WASTE PIPE		VENT PIPE	
			SIZE	MATERIAL	SIZE	MATERIAL
BATH	Water Closet (Toilet)	1	2	Steel	1	Brass
	Lavatory (Hand Sink)					
	Tub/Shower					
	Urinal					
KITCHEN	3 Comp Sink	2	2	Granite	2	Steel
	Dishwasher					

⇒ Displays the **Warning** pop-up message below with **Cancel Submission** and **Continue** buttons (Displays “Warning” pop-up message only if a Permit exists for the user entered ‘Job Site Information’ on this page) (Below pop-up message is just an example)

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Warning
A permit record PL-C-2025-0199 already exists for this Job Site.
<div> <div>Cancel Submission</div> <div>Continue</div> </div>

Warning
A permit record P-C-2025-3720 already exists for this Job Site.
<div> <div>Cancel Submission</div> <div>Continue</div> </div>

- **Cancel Submission** button: Upon clicking, user navigates back to Permit application page
- **Continue** button: Upon clicking, user navigates to “Attachments” page

- If not warning alert messages are displayed,
⇒ User clicks on the Next button on Permit Application page to navigate to “Attachments” page

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

6.1d) Attachments page

DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

PLUMBING PERMIT APPLICATION - COMMERCIAL
(To be completed by a licensed plumber having an approved ATC (Approval to Construct) number)

Progress: Attachments (Active), Review & Sign, Payment, Confirmation

Form Info ⓘ

No supporting documents are required for this type of permit application. Please click 'Next' to proceed to next page.

Previous Next

Attachments page is displayed with the following fields, on initial load of the page:

- No supporting documents are required for this type of permit application. Please click **Next** to proceed to next page. message is displayed on the page
- **Previous** button, is enabled by default
- **Next** button is enabled and highlighted by default

⇒ User clicks on the **Next** button on Attachments page to navigate to “Review & Sign” page

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

6.1e) Review & Sign page

⇒ User reviews the data which was entered in previous pages of Plumbing - Commercial Permits application

✓

✓

✓

Review & Sign

Payment

Confirmation

Form Info

Review Your Information

Account Information

Account Holder Name
Commercial Plumbers of Michigan

Primary Contact Name
Girish Krishnamurthy

Phone No. **Ext**
2480092111

Email
girish.krishnamurthy@htcinc.com

Business Address
1199,
South Grand Avenue,
Lansing, Michigan 48291,
United States

Mailing Address
1333,
High End street,
Dover, Delaware 19223,
United States

Account Type
Individual

Permit Application

County
Kent

Plumber License No.
PL-2334511

Permit Holder Name
Commercial Plumbers of Michigan

Builder/Contractor
John Berkley

Property Owner
Arthur Anderson

ATC (Approval to Construct) No.
2025CP046

Job Site Information
1. 1921 South East High End street, Willingston, DE 19022, United States

Development
Sanitary Pipesvall around the house

Lot No.
822

Additional Instructions
Replace with Brass pipes

Occupant Type
Rental

Building Occupancy Load
200

Description of Plan
1. WaterCloset(Toilet) - 1 [Soil Pipe Size - 2 & Material - Steel] [Vent Pipe Size - 1 & Material - Brass]
2. 3CompSink - 2 [Soil Pipe Size - 2 & Material - Granite] [Vent Pipe Size - 2 & Material - Steel]

Attachments

No supporting documents are required for this type of permit application.

⇒ “Signature of Applicant” section is displayed with required fields for the user to enter data manually

Signature of Applicant

Please enter your name

Draw your Signature

Clear

Please note: Once you click on 'Submit' you can no longer make updates to this application.

Previous

Submit

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Review & Sign page is displayed with the following fields, on initial load of the page:

- **Please enter your name:** Editable, required text field, accepts alpha characters as input data.

Missing field value

If this field is left blank and user clicks on **Submit** button on “Review & Sign” page, then an inline error message is displayed in red font below the field: **Please enter your name is a required field.**

A screenshot of a text input field with the placeholder text "Please enter your name". The field is empty, and a red error message "Please enter your name is a required field." is displayed below it.

- **Draw your Signature:** Editable, required text area field, accepts user’s digital signature (free form)

Missing field value

If this field is left blank and user clicks on **Submit** button on “Review & Sign” page, then an inline error message is displayed in red font below the field: **Draw your Signature is a required field.**

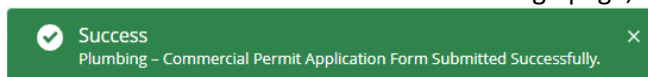
A screenshot of a signature drawing area with the placeholder text "Draw your Signature". The area is empty, and a red error message "Draw your Signature is a required field." is displayed below it. A "Clear" button is visible at the bottom right of the area.

- **Clear** button, which is disabled by default
After signature is entered by user and this **Clear** button is clicked, the entered signature is deleted.
- **Please note:** Once you click on '**Submit**' you can no longer make updates to this application message displayed below **Clear** button
- **Submit** button, is enabled by default
- **Previous** button, is enabled by default

⇒ User enters Name, provides signature in the required fields and clicks **Submit** button

A screenshot of the "Signature of Applicant" form. It shows the "Please enter your name" field filled with "George Thompson" and the "Draw your Signature" area containing a handwritten signature. Below the signature area is a "Clear" button. At the bottom of the form are "Previous" and "Submit" buttons. A note is displayed: "Please note: Once you click on 'Submit' you can no longer make updates to this application."

⇒ User clicks on **Submit** button on Review & Sign page, on successful submission, displays below message



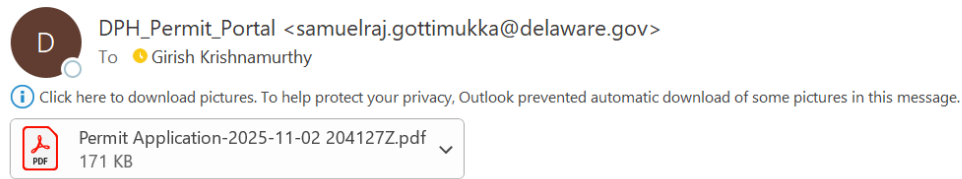
⇒ User navigates to the Payment page.

Note: Once submitted and user moves to Payment page, user will not be able to navigate back to previous page or make any changes to the submitted Plumbing – Commercial Permits Application

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

- ⇒ An **Email notification** is sent to the Primary Contact Email address with all Permit Application details, when user submits the Permit Application
[Sample Email Notification below]

Sandbox: Delaware Plumbing - Commercial Permits permit application received!



Dear Girish Krishnamurthy,

We've received your Plumbing - Commercial Permits permit application form and it is under review. You will be notified if any additional information is required. Please feel free to check the status of your application at any time through our DPH Permits portal.

Below are the application details, and we've attached your application to this email for reference.

Plumbing - Commercial Permits permit application form details:

- Permit Application ID: 039055
- Permit Application Type: Plumbing - Commercial Permits
- Permit Holder Name: Commercial Plumbers of Michigan
- Primary Contact Name: Girish Krishnamurthy
- Submission Date: 11/2/2025

If you did not submit an online payment while applying for this permit, please mail the check/money order along with the printed application to the respective County Office address listed below.

Requests for inspection are now sent by e-mail.

Sussex County Office email is DHSS_DPH_SussexCoPlumbing@delaware.gov.

Kent County Office email is DHSS_DPH_KentCoPlumbing@delaware.gov.

For inspection requests or further assistance, please see contact details below for the respective County Office. Please include the permit number, permit holder name, type of inspection requested and information on how to access the property for an inspection request.

Kent County:
Thomas Collins Building, 540 South DuPont Hwy., Suite 5, 3rd Floor, Dover, DE 19901
Phone: (302) 744-1220
Email: DHSS_DPH_KentCoPlumbing@delaware.gov

Sussex County:
Stockley Center, 23421 Lloyd Lane, Georgetown, DE 19947
Phone: (302) 933-3430
Email: DHSS_DPH_SussexCoPlumbing@delaware.gov

Thank you for your cooperation!

Best regards,
Plumbing Program
State of Delaware Division of Public Health

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

6.1f) Payment page

Payment page is displayed with the following fields, on initial load of the page:

- The fee for each plumbing permit application is USD \$100. message is displayed
- The Reference ID for your transaction is [Permit Application ID]. Be sure to include this number with your payment transaction. message is displayed
- Please select your desired payment method message is displayed
 - Online Payment checkbox, unselected by default
 - Manual Payment checkbox, unselected by default
- **Next** button, enabled by default

Field Validations

⇒ Below error message is displayed if user clicks **Next** button without selecting any of the Payment methods

⇒ Below error message is displayed if user clicks **Next** button without selecting any of the Manual Payment methods

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Online Payment (Integration with Go.DE system)

⇒ User clicks on Online Payment check box and clicks NEXT button, to make payments via **State of Delaware's Go.DE** payment system

The fee for each plumbing permit application is USD \$100.

The Reference ID for your transaction is **047091**. Be sure to include this number with your payment transaction.


Please select your desired payment method

☒ Online Payment

Click 'Next' to leave the DPH Permits Portal and proceed to the State of Delaware's secure Digital Government Services site. After your payment is successfully completed, a receipt will be emailed to you.


☐ Manual Payment

Credit Card Payment

State of 
Delaware

An official State of Delaware site. [Here's how you know](#)

[Exit payment](#)


Pay with Go DE

[Get help](#)

Payment Method
Review & Pay
Payment Complete

Choose a payment method

You will not be charged until you review this order on the next page.

How would you like to pay?

Credit/Debit Card

Bank Account

Please enter your payment details

* Card number

The following cards are accepted:




* Expiration Date

MM/YY

* Security Code

CVV

[What's this?](#)

* Name on card

Review & Pay →

YOU ARE MAKING A PAYMENT TO:

DHSS DIVISION OF PUBLIC HEALTH (UAT)

DESCRIPTION:
Plumbing – Commercial Permit

REF. CODE:
R-1755524636432f17e0

INVOICE #:
INV-004307

DOCUMENT #:
047091

PAYMENT AMOUNT:

\$100.00

[Hide Details](#)

Total

\$100.00


Secure checkout
Payment is always safe and secure.

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Billing Address

* Country/Region

* Address line 1

Address line 2

* Postal code

* City

* State/Province

Review & Pay →

Bank Account Payment method

How would you like to pay?

Credit/Debit Card **Bank Account**

Please enter your payment details

Is this a personal or business account?

Personal Business

Account type

Checking Savings

* Name on the account

* Routing Transit Number [What's this?](#)

* Account Number [What's this?](#)

* Confirm Account Number

DHSS DIVISION OF PUBLIC HEALTH (UAT)

DESCRIPTION:
Plumbing - Commercial Permit

REF. CODE:
R-1755524636432f17e0

INVOICE #:
INV-004307

DOCUMENT #:
047091

PAYMENT AMOUNT: **\$100.00**

[Hide Details ^](#)

Total \$100.00

Secure checkout
Payment is always safe and secure.

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Accountholder Address

* Country/Region

United States

* Address line 1

Address line 2

* Postal code

* City

* State/Province

Please Select

Review & Pay →

- ⇒ User clicks on Online Payment check box and clicks NEXT button on Payment page (DPH Permits Portal)
- ⇒ User navigates to **Pay with Go DE** page.
- ⇒ Lists out two payment options under the label - **How would you like to pay?**
 - Credit/Debit Card button
 - Bank Account button

Manual Payments (Alternate payment option)

- ⇒ User clicks on Manual Payment check box, to make payments via Checks or Money Order
- ⇒ Displays the below two checkboxes – **Check, Money Order**

Please select your desired payment method

☐ Online Payment

☒ Manual Payment

Select a Manual Payment Type

☐ Check

☐ Money Order

- ⇒ User clicks 'Checkbox' checkbox and enters details in "Please enter your Check Number" field.
- ⇒ Field accepts only Numbers.

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Please select your desired payment method

☐ Online Payment
☒ Manual Payment

Select a Manual Payment Type

☒ Check

Please enter your Check number

7623478

Instructions: Mail or bring in your check along with the printed application to the respective DHSS_DPH county address provided on the confirmation page. Please make check payable to STATE OF DELAWARE and be sure to write your Reference ID **039055** on the check.

☐ Money Order

⇒ User clicks on **Next** button to navigate to Confirmation page (For Manual Payment)

OR

⇒ User clicks Money Order checkbox and enters details in “Please enter your Money Order number”.

⇒ Field accepts alpha-numeric data, without spaces.

Please select your desired payment method

☐ Online Payment
☒ Manual Payment

Select a Manual Payment Type

☐ Check
☒ Money Order

Please enter your Money Order number

CHASE88364

Instructions: Mail or bring in your money order along with the printed application to the DHSS_DPH county address provided on the confirmation page. Please make money order payable to STATE OF DELAWARE and be sure to write your Reference ID **039055** on the money order.

⇒ User clicks on **Next** button to navigate to Confirmation page (For Manual Payment)

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

6.1g) Confirmation page

“Confirmation” page display for completed Manual Payment method

DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

PLUMBING PERMIT APPLICATION - COMMERCIAL
(To be completed by a licensed plumber having an approved ATC (Approval to Construct) number)

✓

✓

✓

✓

✓

Confirmation

Form Info

Thank You!

Your **Plumbing – Commercial** permit application has been submitted successfully and is currently under review. Please check your email girish.krishnamurthy@htcinc.com for your application submission details.

Application Details:

Permit Application ID:	039055
Permit Application Type:	Plumbing - Commercial Permits
Permit Status:	Payment Pending
Permit Holder Name:	Commercial Plumbers of Michigan
Submission Date:	11/2/2025

To mail a document/Check/Money Order, please send it to respective DHSS county address. For check/money order, please write your Reference ID: **039055**. in the memo field, and mail or bring it along with the printed application.

If you have any questions or need to make any changes, please feel free to contact our team using the contact information below.

Kent County <u>Address:</u> Thomas Collins Building 540 South DuPont Hwy., Suite 5, 3rd Floor Dover, DE 19901 <u>Contact information:</u> Phone: (302) 744-1220 Kent County Resource email: DHSS_DPH_KentCoPlumbing@delaware.gov	Sussex County <u>Address:</u> Stockley Center 23421 Lloyd Lane, Georgetown, DE 19947 <u>Contact information:</u> Phone: (302) 933-3430 Sussex County Resource email: DHSS_DPH_SussexCoPlumbing@delaware.gov
--	---

We appreciate doing business with you and hope to serve you again soon!

Please click 'View/Download Application' to save a copy of the application for your records.

Please click 'Finish Application' to return to the Home page.

View/Download Application

Finish Application

Confirmation page is displayed with the following fields, on initial load of the page:

- **View/Download Application** button for the user to view or save a copy of the Plumbing - Commercial Permit Application submitted for processing. User clicks on **Close** button to close the PDF document.

Downloaded Sample document

Permit PDF Viewer

DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

PLUMBING PERMIT APPLICATION - COMMERCIAL
(To be completed by a licensed plumber having an approved ATC (Approval to Construct) number)

Kent County:
Thomas Collins Building,
540 South DuPont Hwy.,
Suite 5, 3rd Floor, Dover, DE 19901
Contact Information:
Phone: (302) 744-1220
Kent County Resource email:
DHSS_DPH_KentCoPlumbing@delaware.gov

Sussex County:
Stockley Center,
23421 Lloyd Lane,
Georgetown, DE 19947
Contact Information:
Phone: (302) 933-3430
Sussex County Resource email:
DHSS_DPH_SussexCoPlumbing@delaware.gov

Account Holder Name:
Commercial Plumbers of Michigan
Phone No: Ext:
248002111

Primary Contact Name:
Girish Krishnamurthy
Email:
girish.krishnamurthy@htcinc.com

Business Address:
1199 South Grand Avenue
Lansing
Michigan 48201
United States

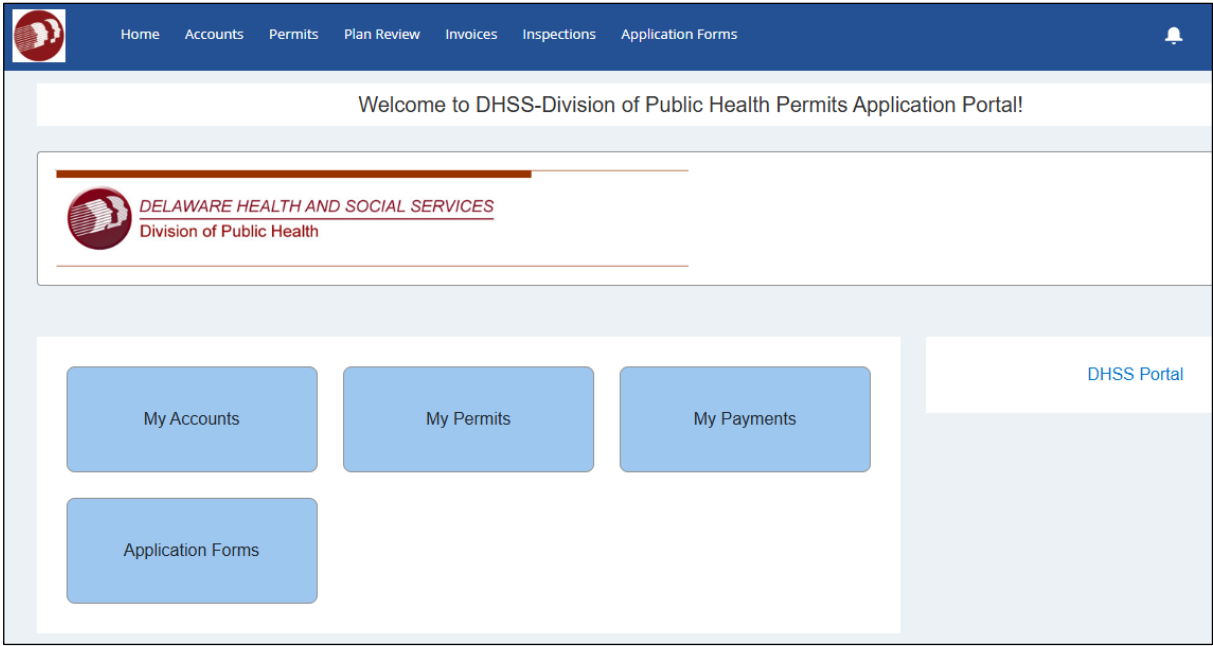
Mailing Address:
1233 High End street
Dover
Delaware 19223
United States

Close

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

– **Finish Application** button.

When clicked, user navigates back to the DPH Permits Portal home page



DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

7. DPH Permits Portal screens for Plumbing - Test Certification Form

7.1 Plumbing - Test Certification Form

7.1a) Initiate “Plumbing - Test Certification Form” & submission

Navigation

DPH Permit Portal -> **Application Forms** menu -> Plumbing -> [Plumbing - Test Certification Form](#)
OR

DPH Permit Portal -> **Application Forms** button -> Plumbing -> [Plumbing - Test Certification Form](#)

Bedding

- ☐ Bedding - New
- ☐ Bedding - Used

Change of Ownership

- ☐ Change of Ownership Permit

Food Establishment

- ☐ Bake Sale Permit
- ☐ Caterer wo Premises Permit & Plan Review
- ☐ Cottage Food Est. Permit & Plan Review
- ☐ Ice Manufacturer Permit & Plan Review
- ☐ Limited Frozen Dessert Stand Permit
- ☐ Machine Vended Food Permit & Plan Review
- ☐ Mobile Food Est. Permit & Plan Review
- ☐ Permanent Food Est. Permit & Plan Review
- ☐ Temporary Food Establishment Permit

Other

- ☐ Migratory Labor Camps & Field Sanitation

Plumbing

- ☐ Plumbing - Commercial Permits
- ☐ Plumbing - Commercial Plan Review ATC
- ☐ Plumbing - Homeowner
- ☐ Plumbing - Release Permit Authorization
- ☐ Plumbing - Residential
- ☒ **Plumbing - Test Certification Form**
Application for a licensed plumber to certify water and vent lines testing for a Job Site in Delaware and request an inspection.

[Next](#)

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

7.1b) Plumbing - Test Certification Form

Plumbing must be visible to pass the inspection, and the property will not be able to obtain a certificate of occupancy without passing the plumbing inspection. All plumbing must have their tests on at the time of inspection or plumber must certify that the plumbing was tested and documented on [Test Certification Form](#)

DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

TEST CERTIFICATION FORM
Plumbing Permit and Inspection Program

Application:

* Permit Number:

Plumber Name:

Plumber License No.:

Job Site Information:

Address Line 1:

Address Line 2:

City:

State:

Zip code/Postal code:

Country:

Lot No.:

Development:

I hereby certify that the drainage, waste, and vent lines at the above-referenced property were tested on in accordance with the requirements outlined in Section 312 of the 2024 International Plumbing Code, as amended by the Delaware Division of Public Health, and met, or exceeded, those requirements.

Signature of the Plumber:

Kent County:

Address: Thomas Collins Building, 540 South DuPont Hwy., Suite 5, 3rd Floor, Dover, DE 19901

Contact Information:

Phone: (302) 744-1220
Kent County Resource email: DHSS_DPH_KentCoPlumbing@delaware.gov

Sussex County:

Address: Stockley Center, 23421 Lloyd Lane, Georgetown, DE 19947

Contact Information:

Phone: (302) 933-3430
Sussex County Resource email: DHSS_DPH_SussexCoPlumbing@delaware.gov

Buttons: Clear, Submit

Field Validations:

Application: Non-editable label

- **Permit Number:** Editable required look-up text field.

Missing field value

If this field is left blank and user clicks **Submit** button on “Test Certification Form” page, an inline error message is displayed in red font below the field: **Permit Number is a required field.**

Application:

* Permit Number

Permit Number is a required field.

Invalid field value

If an invalid value is entered in this field and user clicks **Submit** button on “Test Certification Form” page an inline error message is displayed in red font below the field:

Please enter a valid plumbing permit number associated with your account.

* Permit Number

Please enter a valid plumbing permit number associated with your account.

- **Plumber Name:** Non-editable text field, will be prefilled with data based on entered Permit Number
- **Plumber License No.:** Non-editable text field, will be prefilled with data based on entered Permit Number

Job Site Information: Non-editable text field

- **Address Line 1:** Non-editable text field, will be prefilled with data based on entered Permit Number
- **Address Line 2:** Non-editable text field, will be prefilled with data based on entered Permit Number

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

- **City:** Non-editable text field, will be prefilled with data based on entered Permit Number
- **State:** Non-editable text field, will be prefilled with data based on entered Permit Number
- **Zip code/Postal code:** Non-editable text field, will be prefilled with data based on entered Permit Number
- **Country:** Non-editable text field, will be prefilled with data based on entered Permit Number
- **Development:** Non-editable text field will be prefilled with data based on entered Permit Number
- **Lot No.:** Non-editable text field, will be prefilled with data based on entered Permit Number
- **Date field:** Editable Date field with Date picker, for the user to enter or select date

Missing field value

If this field is left blank and user clicks **Submit** button on “Test Certification Form” page, an inline error message is displayed in red font below the field: **Date is a required field.**

I hereby certify that the drainage, waste, and vent lines at the above-referenced property were tested on

Date is a required field.

in accordance with the requirements outlined in Section 312 of the [2024 International Plumbing Code](#), as amended by the Delaware Division of Public Health, and met, or exceeded, those requirements.

- **Signature of the Plumber:** Editable, required text area field, accepts user’s digital signature (free form)

Missing field value

If this field is left blank and user clicks on **Submit** button on “Test Certification Form” page, an inline error message is displayed in red font below the field: **Signature of the Plumber is a required field.**

Signature of the Plumber *

Signature of the Plumber is a required field.

Clear

- **Clear** button is enabled by default
 - After signature is entered by user and if this **Clear** button is clicked, the entered signature is deleted.
- **Submit** button is enabled by default

- ⇒ User looks-up & selects a Permit Number in Permit Number field for which “Test Certification Form” needs to be submitted
- ⇒ All fields below will be auto populated from DPH Permits portal, based on the selected Permit Number
 - Plumber Name
 - Plumber License No.

Job Site Information:

- Address Line 1
- Address Line 2
- City
- State
- Zip code/Postal code
- Country
- Development
- Lot No.

- ⇒ User enters/selects the date in the date picker field, in **Mon DD, YYYY** format

I hereby certify that the drainage, waste, and vent lines at the above-referenced property were tested on

Oct 24, 2025

in accordance with the requirements outlined in Section 312 of the [2024 International Plumbing Code](#), as amended by the Delaware Division of Public Health, and met, or exceeded, those requirements.

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

⇒ User provides Signature in “Signature of the Plumber” field

DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

TEST CERTIFICATION FORM
Plumbing Permit and Inspection Program

Application: Form Info

* Permit Number:

Plumber Name:

Plumber License No.:

Job Site Information:

Address Line 1:

Address Line 2:

City:

State:

Zip code/Postal code:

Country:

Development:

Lot No.:

I hereby certify that the drainage, waste, and vent lines at the above-referenced property were tested on in accordance with the requirements outlined in Section 312 of the [2024 International Plumbing Code](#), as amended by the Delaware Division of Public Health, and met, or exceeded, those requirements.

Signature of the Plumber *

⇒ User clicks the **Submit** button to submit the “Test Certification Form” for the entered Permit Number.

⇒ Upon successful submission, displays the toaster/floating message

☒ **Success**

Your TEST CERTIFICATION FORM - Plumbing Permit and Inspection Program has been submitted successfully. Please allow up to 72 hours for the DPH Plumbing team to respond back. You can view, or download the submitted form on your permit record PL-C-2025-0199 in the DPH Permits portal.

⇒ User navigates to DPH Permits home page

DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

Welcome to DHSS-Division of Public Health Permits Application Portal!

[Home](#) [Accounts](#) [Permits](#) [Plan Review](#) [Invoices](#) [Inspections](#) [Application Forms](#)

[My Accounts](#) [My Permits](#) [My Payments](#) [Application Forms](#)

[DHSS Portal](#)

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

8. DPH Permits Portal screens for Plumbing - Release Permit Authorization form

8.1 Plumbing - Release Permit Authorization form

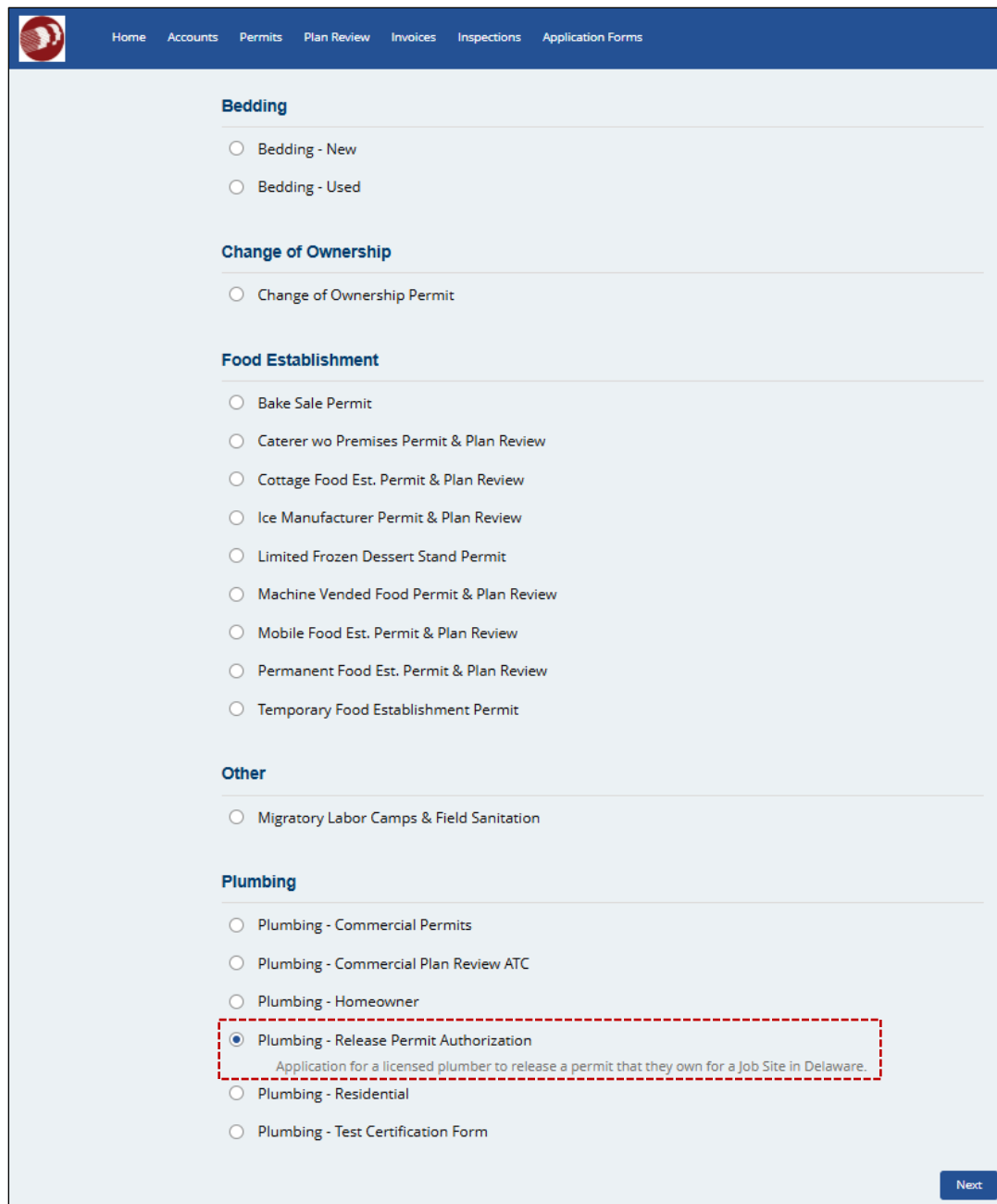
8.1a) Initiate “Plumbing - Test Certification Form” application & submission

Navigation

DPH Permit Portal -> **Application Forms** menu -> Plumbing -> [Plumbing - Test Certification Form](#)

OR


DPH Permit Portal -> **Application Forms** button -> Plumbing -> [Plumbing - Test Certification Form](#)



The screenshot displays the DPH Permits Portal interface. At the top, a navigation bar includes links for Home, Accounts, Permits, Plan Review, Invoices, Inspections, and Application Forms. The main content area is divided into sections: Bedding, Change of Ownership, Food Establishment, Other, and Plumbing. Under the 'Plumbing' section, the option 'Plumbing - Release Permit Authorization' is selected and highlighted with a red dashed box. Below this option, a description reads: 'Application for a licensed plumber to release a permit that they own for a Job Site in Delaware.' Other options listed include 'Plumbing - Commercial Permits', 'Plumbing - Commercial Plan Review ATC', 'Plumbing - Homeowner', 'Plumbing - Residential', and 'Plumbing - Test Certification Form'. A 'Next' button is visible in the bottom right corner.

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

8.1b) Release of Plumbing Permit Authorization Form


DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

Release of Plumbing Permit Authorization Form

Plumber Information:
* Permit Number
Plumber's Name

Permit Issued Date

Address of the Property for which permit was issued:
Address Line 1 Address Line 2
City State
Zip/Postal code Country

The following signed agrees to release Plumbing Permit # _____. This will cause the permit to be null and void. A new permit may be obtained for the same plumbing installation after the new application is submitted and permit fee is paid.

* Signature of the Plumber

Field Validations:

Application:

- **Permit Number:** Editable required searchable text field, Accepts/allows alpha-numeric values

Missing field value

If this field is left blank and user clicks **Submit** button on “Test Certification Form” page, an inline error message is displayed in red font below the field: **Permit Number is a required field.**

Application:
* Permit Number

Permit Number is a required field.

Invalid field value

If an invalid value is entered in this field and user clicks **Submit** button on “Test Certification Form” page an inline error message is displayed in red font below the field:

Please enter a valid plumbing permit number associated with your account.

* Permit Number

Please enter a valid plumbing permit number associated with your account.

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

- **Plumber Name:** Non-editable text field, will be prefilled with data based on the entered Permit Number
- **Permit Issued Date.:** Non-editable text field, will be prefilled with data based on the entered Permit Number
-

Address of the Property for which permit was issued:

- **Address Line 1:** Non-editable text field, will be prefilled with data based on entered Permit Number
- **Address Line 2:** Non-editable text field, will be prefilled with data based on entered Permit Number
- **City:** Non-editable text field, will be prefilled with data based on entered Permit Number
- **State:** Non-editable text field, will be prefilled with data based on entered Permit Number
- **Zip code/Postal code:** Non-editable text field, will be prefilled with data based on entered Permit Number
- **Country:** Non-editable text field, will be prefilled with data based on entered Permit Number

- **Plumbing Permit #:** Non-editable field, will be prefilled with data based on entered Permit Number

- **Signature of the Plumber:** Editable, required text area field, Accepts user’s digital signature

Missing field value

If this field is left blank and user clicks on **Submit** button on “Test Certification Form” page, an inline error message is displayed in red font below the field: **Signature of the Plumber is a required field.**

The screenshot shows a web form with a text area labeled "Signature of the Plumber *". The text area has a red border. Below the text area, the error message "Signature of the Plumber is a required field." is displayed in red text. To the right of the text area is a blue button labeled "Clear".

- **Clear** button, which is enabled by default
After signature is entered by user and if this **Clear** button is clicked, the entered signature is deleted.
- **Submit** button, is enabled by default

- ⇒ User looks-up the Permit Number in Permit Number field for which “Release of Plumbing Permit Authorization Form” needs to be submitted
- ⇒ All the fields below will be prefilled based on the selected/entered Permit Number
 - Plumber Name
 - Permit Issued Date

Address of the Property for which permit was issued:


- Address Line 1
- Address Line 2
- City
- State
- Zip code/Postal code
- Country

- ⇒ Plumbing Permit is prefilled based on the Permit Number

The following signed agrees to release Plumbing Permit **PL-H-2025-0203**. This will cause the permit to be null and void. A new permit may be obtained for the same plumbing installation after the new application is submitted and permit fee is paid.

- ⇒ User provides Signature in “Signature of the Plumber” field

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025


DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

Release of Plumbing Permit Authorization Form

Plumber Information:

* Permit Number

Plumber's Name

Permit Issued Date

Address of the Property for which permit was issued:

Address Line 1

Address Line 2

City


State

Zip/Postal code

Country

The following signed agrees to release Plumbing Permit **PL-H-2025-0203**. This will cause the permit to be null and void. A new permit may be obtained for the same plumbing installation after the new application is submitted and permit fee is paid.

* Signature of the Plumber




Clear


Submit

⇒ User clicks the **Submit** button to submit the “Release of Plumbing Permit Authorization Form” for the entered Permit Number.

⇒ User navigates to DPH Permits home page


Home Accounts Permits Plan Review Invoices Inspections Application Forms

Welcome to DHSS-Division of Public Health Permits Application Portal!


DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

My Accounts
My Permits
My Payments

Application Forms

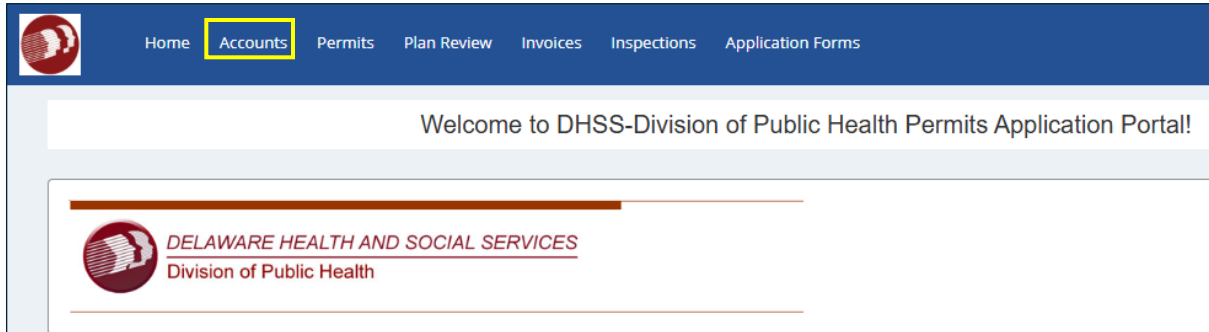
DHSS Portal

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

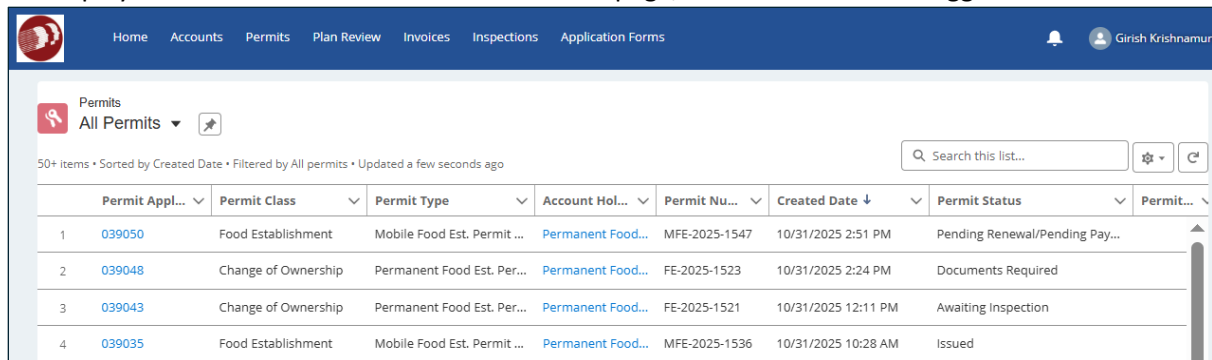
9. DPH Permits Portal functionality - Additional screens for FE Permits

9.1 Viewing *Permits* on DPH Permits Portal home Page

⇒ On the Home page, user clicks on the 'Permits' menu, displayed on top of the page




⇒ Displays the list of Permits on Permits List View page, associated with the logged-in user



⇒ User clicks on [Permit Application Id](#) displayed as hyperlink on Permits List View page.

⇒ Displays 'Permit' Application details page along with 'Notes & Attachments' & 'Invoices' section

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025


Permit
038531


DETAILS


Permit Application ID 038531	Permit Status In Plan Review
Account Holder Name Permanent Foods Business for Delaware	Permit Issued Date
Permit Holder Name Permanent Foods Business for Delaware	Form Intake Id FI-03851
County Sussex	Submitted Date 10/1/2025
Permit Number FE-2025-1218	Expiration Date
Permit Issuer Name	Status Reason
Payment Method ⓘ	Status Date 10/1/2025
Payment Reference ID ⓘ	Permit Class Food Establishment
Operates Seasonally? ⓘ Yes	Permit Type Permanent Food Est. Permit & Plan Review
Months of Operation: From ⓘ January	Previous Permit
Months of Operation: To ⓘ December	Permit Reference Number
Date of Operation: From ⓘ	
Date of Operation: To ⓘ	
Facility used as Servicing area ⓘ	
Retailer of Packaged Food Products ⓘ Yes	

✓ Food Est. Plan Review Details-Perm., Mobile, CWOP, Ice Mfr., Machine VF, Cottage


Food Establishment Name Authentic Burgers & Sandwiches	Plan Review ID PR-2025-01304
FE Phone No. (248) 934-4966	FE Address Line 2 Jimmy Sky Towers, Haggerty Road
FE Address Line 1 390, 8th Floor	FE State DE
FE City Dover	FE Zip/Postal code 19203
FE Country United States	


- > Temporary Food Establishment Details
- > Bake Sale Details
- > Limited Frozen Dessert Stand (LFDS) Details
- > Location of Stand for Bake Sale, Limited Dessert Frozen Stand (LFDS)
- > System Information


Notes & Attachments (1)
Upload Files

Title	Type	Created By	Last Modified
 Permit Application-2025-10-01 17:4...	File	Girish Krishnamurthy	10/1/2025 1:44 PM


[View All](#)


Inspections (0)
New


Invoices (0)

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025




Notes & Attachments section

Notes & Attachments (1)				Download
				View File Details
				Upload New Version
				Edit File Details
				Delete
				View All
Title	Type	Created By	Last Modified	
 Permit Application-2025-10-01 17:4...	File	Girish Krishnamurthy	10/1/2025 1:44 PM	

- ⇒ Users can upload new documents by clicking on **Upload Files** button
- ⇒ The Permit Application document is available in PDF format in this section
- ⇒ By clicking on the drop-down arrow displayed for the Permit Application PDF document, users have the following options with the document:
 - **Download**: By clicking, user can download the selected PDF document
 - **View File Details**: By clicking, user can view the PDF document
 - **Upload New Version**: By clicking, user can upload new version of the PDF document
 - **Edit File Details**: By clicking, user can edit the selected PDF document
 - **Delete**: By clicking, user can delete the selected PDF document
- ⇒ **'View All'** hyperlink: By clicking this hyperlink, users can view all the PDF documents associated with this Permit Application


Inspection section

- ⇒ Displays Inspection results for the selected Permits application
- ⇒ Displays **Inspections** page when user clicks on **Inspections** hyperlink displayed in Inspections section as header

Permits > 038531 Inspections							New
0 items • Updated a few seconds ago							  
Inspection ID	Account Name	Scheduled Inspec...	Inspection Type	Risk Category	Inspection Status	Locked	

Invoices section

- ⇒ Displays Invoice generated for the selected Permits application fee.
- ⇒ Displays **Invoices** page when user clicks on **Invoice** hyperlink displayed in Invoices section as header



Home


Accounts


Permits

Plan Review

Invoices

Application Forms





 Girish Krishnamur


Permits > 038531

Invoices

0 items • Updated a few seconds ago





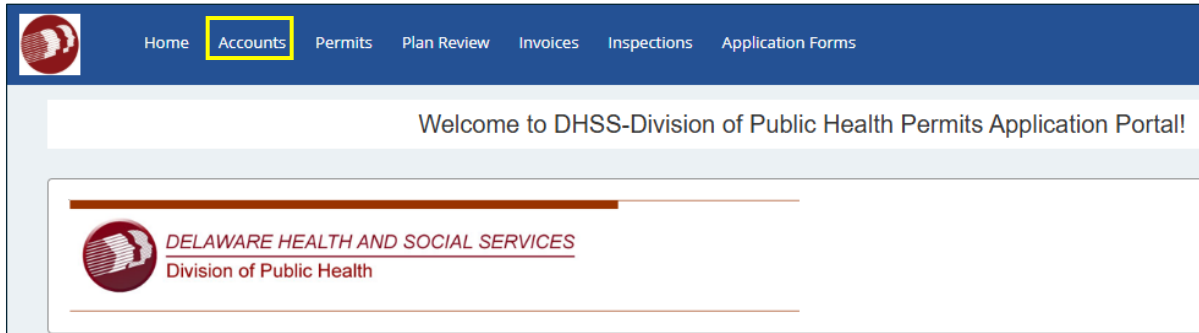


Id	Food Establishment	Invoice Date	Total Amount	Paid	Invoice Type	
<div><div></div><div></div></div>						

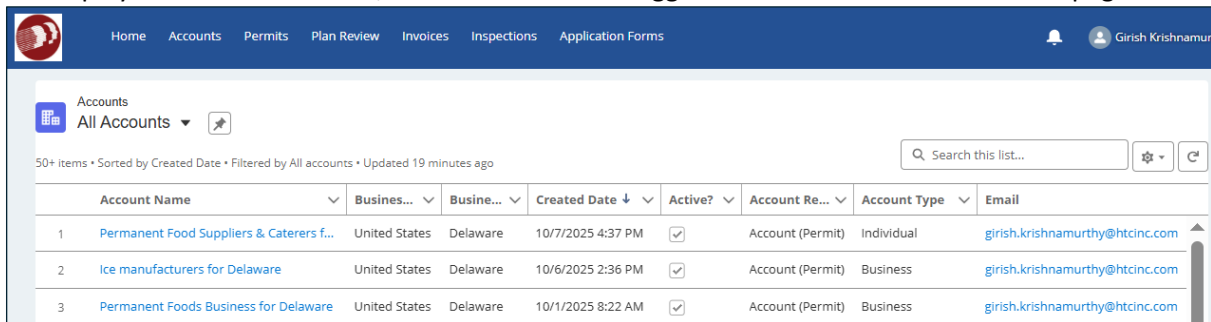
DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

9.2 Viewing Accounts on DPH Permits Portal Home Page

⇒ On the Home page, user clicks on the “Accounts” menu, displayed on top of the page



⇒ Displays the list of Accounts, associated with the logged-in user on Accounts List View page



⇒ User clicks on an Account Name hyperlink to display Account detail page

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Account
Permanent Food Suppliers & Caterers for Delaware
Edit New Note Printable View

Phone
(248) 934-4999
Business Address
392 North High End Blvd, Ivory Towers
Dover, Delaware 19072
United States
Website
Account Owner
Emer Ingeniero - DPH

DETAILS PERMITS

Account Name
Permanent Food Suppliers & Caterers for Delaware
Primary Contact
Girish Krishnamurthy
Phone
(248) 934-4999
Business Category
Non-Profit
DPH Account Number
50093

Account Owner
Emer Ingeniero - DPH
Email
girish.krishnamurthy@htcinc.com
Ext
2964
Account Type
Individual

Address Information

Business Address
392 North High End Blvd, Ivory Towers
Dover, Delaware 19072
United States

Mailing Address
1250, Hughes Tower, Detroit main street
Lansing, Michigan 44901
United States

System Information

Created By
Girish Krishnamurthy, 10/7/2025 4:37 PM

Last Modified By
Girish Krishnamurthy, 10/31/2025 12:11 PM

Sections displayed on Accounts detail page.

•Section: DETAILS tab

By default, “DETAILS” tab is selected

- “DETAILS” tab displays Account details page of the selected Account including Address information, System information

•Section: PERMITS tab

- Displays Permits section

⇒ User clicks on “Permits” tab to display associated Permits

Account
Permanent Food Suppliers & Caterers for Delaware
Edit New Note Printable View

Phone
(248) 934-4999
Business Address
392 North High End Blvd, Ivory Towers
Dover, Delaware 19072
United States
Website
Account Owner
Emer Ingeniero - DPH

DETAILS PERMITS

Permits (3)


Permit Application ID	Permit Type	Permit Number	Establishment Name
038732	Permanent Food Est. Permit & Plan Review	FE-2025-1360	Baby Foods
038864	Caterer wo Premises Permit & Plan Review	CWOP-2025-1420	Baby Foods Caterer without Premis
039043	Permanent Food Est. Permit & Plan Review	FE-2025-1521	Barney's Place

View All


DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Permits section in PERMITS tab:

- ⇒ Displays the Permits associated with the Account, along with [Permit Application ID](#) as hyperlink
- ⇒ **‘View All’** hyperlink: By clicking this hyperlink, users can view all the Permits associated with this Permit Application
- ⇒ User clicks on [Permit Application ID](#) displayed as hyperlink in Permits tab on Account detail page
 - Displays **Permit** detail page with Permit Details, System Information, Notes & Attachments, Inspections and Invoices section
- ⇒ User clicks on the Permit Application ID displayed as hyperlink, to display Permits-detail page


Permit
038732

DETAILS

Permit Application ID 038732	Permit Status Payment Pending
Account Holder Name Permanent Food Suppliers & Caterers for Delaware	Permit Issued Date
Permit Holder Name ⓘ Permanent Food Suppliers & Caterers for Delaware	Form Intake Id FI-04052
County ⓘ Kent	Submitted Date 10/13/2025
Permit Number FE-2025-1360	Expiration Date
Permit Issuer Name  Girish Krishnamurthy	Status Reason
Payment Method ⓘ	Status Date 10/13/2025
Payment Reference ID ⓘ	Permit Class Food Establishment
Operates Seasonally? ⓘ Yes	Permit Category
Months of Operation: From ⓘ January	Permit Type Permanent Food Est. Permit & Plan Review
Months of Operation: To ⓘ December	Previous Permit Number
Date of Operation: From ⓘ	
Date of Operation: To ⓘ	
Facility used as Servicing area ⓘ	
Retailer of Packaged Food Products ⓘ Yes	

✓ **Food Est. Plan Review Details-Perm., Mobile, CWOP, Ice Mfr., Machine VF, Cottage**

Establishment Name Baby Foods	Plan Review ID PR-2025-01429
Est. Phone No. (248) 009-2322	Est. Address Line 2
Est. Address Line 1 392 North High End Blvd, Ivory Towers	Est. State DE
Est. City Dover	Est. Zip/Postal code 19072
Est. Country United States	

> Temporary Food Establishment Details

> Bake Sale Details

> Limited Frozen Dessert Stand (LFDS) Details

> Location of Stand for Bake Sale, Limited Dessert Frozen Stand (LFDS)

> System Information

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Notes & Attachments (1)
Upload Files

Title	Type	Created By	Last Modified
View All			

Inspections (1)
New

1 item • Updated 2 minutes ago

Inspection ID	Account Name	Scheduled Inspe...	Inspection T...	Risk Category	Inspection S...	Locked
1	INS-020404	Permanent Food Suppliers & Caterers for Delaware	10/16/2025 12:45 PM	Pre-Operational	Medium	Scheduled
View All						

Invoices (0)

- ⇒ User navigates back to Account detail view page.
- ⇒ User can add a Note to this Account by clicking on **New Note** button, displayed on top of the page

Edit
New Note
Printable View

- ⇒ Displays “New Note” pop-up screen

Home
Accounts
Permits
Plan Review
Invoices
Application Forms

New Note

Title
Untitled Note
Visibility Set by Record

Compose text
Enter a note...

Related to
Current Record

View Version History
Delete
Share
Add to Records
Done

- ⇒ User enters data and clicks **Done** button and entered data is auto saved.

New Note

Title
Note to Perm Foods permit
Visibility Set by Record

Compose text
Note to Perm Foods permit

- ⇒ Displays the message below on Account detail page

Home
Accounts
Permits
Plan Review
Your note was created.

Account
Permanent Food Suppliers & Caterers for Delaware

Phone
(248) 934-4999
Business Address
392 North High End Blvd, Ivory Towers
Dover, Delaware 19072
United States
Website
Account Owner
Emer Ingeniero - DPH

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

⇒ User clicks on the **Printable View** button on the Account detail page

Edit	New Note	Printable View	▼
------	----------	----------------	---

⇒ Displays below screen in a new browser window

DPH Permits

Close Window
Print this page
Expand All

Permanent Food Suppliers & Caterers for Delaware

Account Name Primary Contact Phone Business Category DPH Account Number	Permanent Food Suppliers & Caterers for Delaware Girish Krishnamurthy 248344550 Non-Profit 8003	Account Owner Email Ext Account Type	Ernie Ingerman - DPH girish.krishnamurthy@state.com 2864 Individual
---	---	---	--

Address Information

Business address
132 North High End Blvd, Varsity Towers
Chest, Delaware 19612
United States

Mailing address
1250, Hughes Tower, Detroit main street
Livonia, Michigan 48151
United States

System Information

Created By
Girish Krishnamurthy 10/1/2025 4:21 PM
Custom Links
[Go to Home](#)

Last Modified By
Girish Krishnamurthy 10/1/2025 12:11 PM
[Go to Home](#)

Permits

208732
Permit Type: Permanent Food Est. Permit & Plan Review
Permit Number: PE-2025-1585
Establishment Name: Baby Foods
Legacy Permit Number:
County: Kent
Status Date: 10/1/2025
Permit Issued Date:
Expiration Date:
Permit Status: Payment Pending

208854

Permit Type: Caterer w/o Previews Permit & Plan Review
Permit Number: CMCP-2025-1420
Establishment Name: Baby Foods Caterer without Previews
Legacy Permit Number:
County: Sussex
Status Date: 10/1/2025
Permit Issued Date:
Expiration Date:
Permit Status: In Plan Review

209463

Permit Type: Permanent Food Est. Permit & Plan Review
Permit Number: PE-2025-1521
Establishment Name: Barney's Place
Legacy Permit Number:
County: Sussex
Status Date: 10/1/2025
Permit Issued Date:
Expiration Date:
Permit Status: Awaiting Inspection

Notes

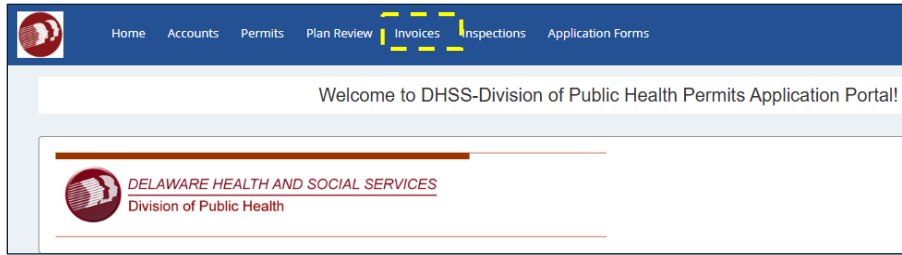
Note to Permit Foods permit
Last Modified: 10/1/2025 5:15 PM
Owner: Girish Krishnamurthy
Last Modified: Note to Permit Foods permit

- [Close Window](#): Upon clicking, Account browser window in Printable View is closed
- [Print this page](#): Upon clicking launches Printer window option to print the page
- [Expand All](#): Expands all the sections displayed on the page.
- [Collapse All](#): Collapses all the sections displayed on the page.

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

9.3 Viewing Permit *Invoices* on DPH Permits Portal Home Page

⇒ User clicks on “Invoices” menu option from home page



⇒ Displays the list of Invoices in the Invoice list view page, displayed below

Id	Permit	Paid	Permit Type	Created Date	Total Amount
1 INV-008190	038920	<input checked="" type="checkbox"/>	Permanent Food Est. Permit & Plan Review	10/31/2025 3:00 PM	\$100.00
2 INV-008189	039050	<input checked="" type="checkbox"/>	Mobile Food Est. Permit & Plan Review	10/31/2025 2:51 PM	\$100.00
3 INV-008188	039044	<input type="checkbox"/>	Permanent Food Est. Permit & Plan Review	10/31/2025 2:18 PM	\$100.00
4 INV-008187	039047	<input checked="" type="checkbox"/>	Permanent Food Est. Permit & Plan Review	10/31/2025 2:08 PM	\$100.00

⇒ User clicks on an Invoice **ID** displayed as hyperlink on Invoices Page (‘Paid’ selected checkbox record) – Invoice for which payment has been completed (Paid) with “DETAILS” & “RELATED” tabs

Invoice INV-008189

Pay Invoice Online

DETAILS RELATED

Id	INV-008189	Amount	\$100
Permit	039050	Paid	<input checked="" type="checkbox"/>
Permit Type	Mobile Food Est. Permit & Plan Review	Date Paid	10/31/2025
Plan Review		Payment Reference Id	R-1761938735648b5986
Plan Review Type		Owner	Seetharaman S
Due Date		Last Modified By	DPHPermits Site Guest User, 10/31/2025 3:27 PM
Created By	Seetharaman S , 10/31/2025 2:51 PM		

RELATED tab

⇒ **Pay Invoice Online** button is disabled since the Payment has been “Paid” and Invoice generated

Invoice INV-008189

Pay Invoice Online

DETAILS **RELATED**

Payments (1)

Payment ID	Amount	Status	Payment Type
PAY-002712	\$100	Paid	CC

[View All](#)

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Invoices – Payments not completed (unpaid)

- ⇒ User navigates back to [Invoices All List-View](#) page and clicks on an [Invoice ID](#) displayed as hyperlink on Invoices Page (“Paid” unselected checkbox record)
 - Invoice for which payment is not completed (Not Paid) with “DETAILS” & “RELATED” tabs
 - **Pay Invoice Online** button is disabled since the Payment has not been “Paid”

Invoice INV-007737

+ Follow

Pay Invoice Online

DETAILS RELATED

Id	Amount
INV-007737	\$100
Permit	Paid
038530	<input type="checkbox"/>
Permit Type	Date Paid
Permanent Food Est. Permit & Plan Review	
Plan Review	Payment Reference Id
Plan Review Type	Owner
	Jennifer McVey Staff
Created By	Last Modified By
Jennifer McVey Staff , 10/1/2025 2:42 PM	Jennifer McVey Staff , 10/1/2025 2:42 PM

RELATED tab

Invoice INV-007737

+ Follow

Pay Invoice Online

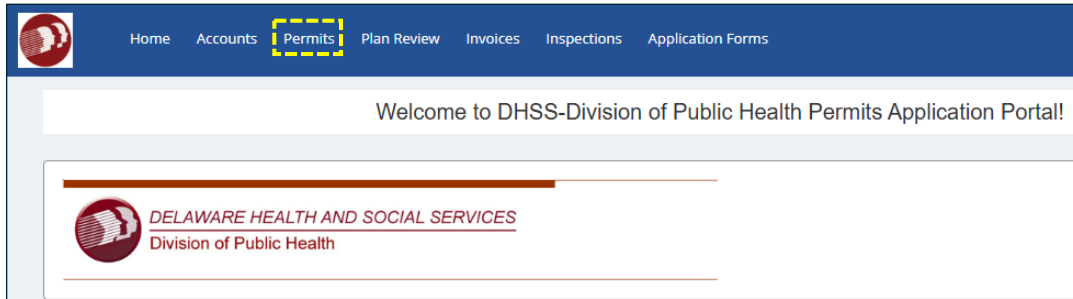
DETAILS **RELATED**

Payments (0)

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

9.4 Viewing Permit *Statuses* on DPH Permits Portal Home Page

⇒ On the Home page, user clicks on the “Permits” menu, displayed on top of the page



⇒ Displays the list of Permits on Permits List View page, associated with the logged-in user

Permit Appl...	Permit Class	Permit Type	Account Hol...	Permit Nu...	Created Date	Permit Status	Permit...
1 039050	Food Establishment	Mobile Food Est. Permit ...	Permanent Food...	MFE-2025-1547	10/31/2025 2:51 PM	Pending Review	
2 039048	Change of Ownership	Permanent Food Est. Per...	Permanent Food...	FE-2025-1523	10/31/2025 2:24 PM	Documents Required	
3 039043	Change of Ownership	Permanent Food Est. Per...	Permanent Food...	FE-2025-1521	10/31/2025 12:11 PM	Awaiting Inspection	
4 039035	Food Establishment	Mobile Food Est. Permit ...	Permanent Food...	MFE-2025-1536	10/31/2025 10:28 AM	Issued	

⇒ User clicks on [Permit Application Id](#) displayed as hyperlink on Permits List View page.


⇒ Displays “Permit” Application details page

⇒ Permit in **In Plan Review** status.


Permit Application ID 038531	Permit Status In Plan Review
Account Holder Name Permanent Foods Business for Delaware	Permit Issued Date
Permit Holder Name Permanent Foods Business for Delaware	Form Intake Id FI-03851
County Sussex	Submitted Date 10/1/2025
Permit Number FE-2025-1218	Expiration Date
Permit Issuer Name	Status Reason
Payment Method 1	Status Date 10/1/2025
Payment Reference ID 1	Permit Class Food Establishment
Operates Seasonally? 1	Permit Type Permanent Food Est. Permit & Plan Review

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

⇒ Permit in **Pending Review** status.


 Permit 038425	
DETAILS	
Permit Application ID 038425	Permit Status Pending Review
Account Holder Name Baked Goods for sale in Delaware	Permit Issued Date
Permit Holder Name Baked Goods for sale in Delaware	Form Intake Id FI-03751
County Kent	Submitted Date 9/25/2025
Permit Number BS-2025-1156	Expiration Date
Permit Issuer Name	Status Reason
Payment Method ⓘ	Status Date 9/25/2025
Payment Reference ID ⓘ	Permit Class Food Establishment
Operates Seasonally? ⓘ	Permit Type Bake Sale Permit

⇒ Permit in **Pending** status.


 Permit 037021	
DETAILS	
Permit Application ID 037021	Permit Status Pending
Account Holder Name Michigan Baker Sale @ Canton	Permit Issued Date
Permit Holder Name	Form Intake Id FI-02384
County Sussex	Submitted Date 8/8/2025
Permit Number BS-2025-0365	Expiration Date
Permit Issuer Name	Status Reason
Payment Method ⓘ	Status Date 8/8/2025
Payment Reference ID ⓘ	Permit Class Food Establishment
Operates Seasonally? ⓘ	Permit Type Bake Sale Permit

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

⇒ Permit in **Payment Pending** status.


 Permit 038447	
DETAILS	
Permit Application ID 038447	Permit Status Payment Pending
Account Holder Name Test Account Offshore	Permit Issued Date
Permit Holder Name Test Permit Name	Form Intake Id FI-03767
County Sussex	Submitted Date 9/26/2025
Permit Number FE-2025-1166	Expiration Date
Permit Issuer Name DPH QA test user	Status Reason
Payment Method ⓘ	Status Date 9/26/2025
Payment Reference ID ⓘ	Permit Class Food Establishment
Operates Seasonally? ⓘ No	Permit Type Permanent Food Est. Permit & Plan Review

⇒ Permit in **Pending Renewal/Pending Payment** status.


 Permit 038378	
DETAILS	
Permit Number FE-2025-1112	Permit Status Pending Renewal/Pending Payment
Account Holder Name Permanent Foods of Michigan	Status Reason
Permit Holder Name Permanent Foods of Michigan	Status Date 9/24/2025
Permit Issued Date	Permit Class Food Establishment
Expiration Date 11/23/2025	Permit Type Permanent Food Est. Permit & Plan Review
Sanitization Permit Number	
Payment Method ⓘ	

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

⇒ Permit in **Issued** status.


 Permit 038335	
DETAILS	
Permit Application ID 038335	Permit Status Issued
Account Holder Name Permanent Foods of Michigan	Permit Issued Date 9/23/2025
Permit Holder Name Permanent Foods of Michigan	Form Intake Id FI-03677
County Kent	Submitted Date 9/23/2025
Permit Number FE-2025-1086	Expiration Date 11/23/2025
Permit Issuer Name Girish Krishnamurthy	Status Reason
Payment Method ⓘ	Status Date 9/23/2025
Payment Reference ID ⓘ	Permit Class Food Establishment
Operates Seasonally? ⓘ Yes	Permit Type Permanent Food Est. Permit & Plan Review

⇒ Permit in **Denied** status.

 Permit 037807	
DETAILS	
Permit Application ID 037807	Permit Status Denied
Account Holder Name Big Sale Bakers	Permit Issued Date
Permit Holder Name Big Sale Bakers	Form Intake Id FI-03266
County Sussex	Submitted Date 9/5/2025
Permit Number BS-2025-0776	Expiration Date
Permit Issuer Name Girish Krishnamurthy	Status Reason Venue location not available for the Date of Operation
Payment Method ⓘ	Status Date 9/29/2025
Payment Reference ID ⓘ	Permit Class Food Establishment
Operates Seasonally? ⓘ	Permit Type Bake Sale Permit

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025


⇒ Permit in **Cancelled** status.


Permit
037295


DETAILS

Permit Application ID 037295	Permit Status Cancelled
Account Holder Name Test Account Offshore	Permit Issued Date
Permit Holder Name Test Account Offshore	Form Intake Id FI-02667
County Sussex	Submitted Date 8/21/2025
Permit Number FE-2025-0486	Expiration Date
Permit Issuer Name	Status Reason test
Payment Method ⓘ Manual	Status Date 8/21/2025
Payment Reference ID ⓘ	Permit Class Food Establishment
Operates Seasonally? ⓘ	Permit Type Permanent Food Est. Permit & Plan Review

⇒ Permit in **Awaiting Inspection** status.


Permit
039001

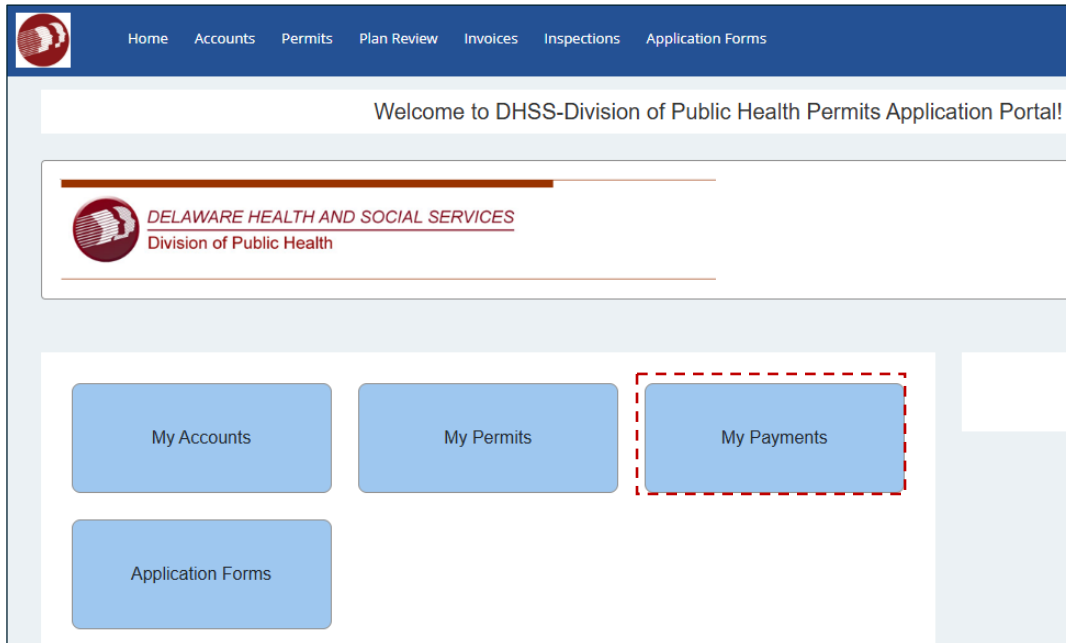
DETAILS

Permit Application ID 039001	Permit Status Awaiting Inspection
Account Holder Name Ice manufacturers for Delaware	Permit Issued Date
Permit Holder Name ⓘ Ice manufacturers for Delaware	Form Intake Id FI-04261
County ⓘ Sussex	Submitted Date 10/29/2025
Permit Number IM-2025-1511	Expiration Date
Permit Issuer Name  Girish Krishnamurthy	Status Reason
Payment Method ⓘ	Status Date 10/29/2025
Payment Reference ID ⓘ	Permit Class Food Establishment
Operates Seasonally? ⓘ Yes	Permit Category New
Months of Operation: From ⓘ January	Permit Type Ice Manufacturer Permit & Plan Review

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

9.5 Viewing Permit *Payments* on DPH Permits Portal home page

⇒ User clicks on “My Payments” button on the home page.



⇒ Displays the list of “Paid” Permits along with Payment Type on Payments page.

Payment ID	Status	Payment Date	Payment Type	Record Type
PAY-002712	Paid	10/31/2025	CC	Payment
PAY-002704	Paid	10/31/2025	CC	Payment
PAY-002687	Paid	10/28/2025	Check	Payment
PAY-002686	Paid	10/28/2025	Check	Payment

Payment Type: This column displays the type of Payment made for the submitted Permit Application

- Online Payment method (E.g., CC → Credit Card, ACH → Bank Account, Velocity)
- Manual Payment method (E.g., Check or Money Order)

⇒ When user clicks on a Payment record in **Payment ID** column which is displayed as hyperlink, the below Payment detail page is displayed, with “DETAILS” tab is displayed, by default.

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

Payment
PAY-002430

[+ Follow](#)
[Printable View](#)

DETAILS
RELATED

Payment ID PAY-002430	Payment Method Online
Payment Date 9/23/2025	Payment Type CC
Amount \$150	Payment Reference Id R-1758657716666723ed
Status Paid	Permit ID 038357
Invoice INV-007630	
Created By DPHPermits Site Guest User , 9/23/2025 4:02 PM	Last Modified By DPHPermits Site Guest User , 9/23/2025 4:02 PM

Post
Poll

DPHPermits Site Guest User (Customer) updated this record.
September 23, 2025 at 4:02 PM

Payment ID
A blank value to PAY-002430

⇒ RELATED tab in Payment detail page

Payment
PAY-002430

[+ Follow](#)
[Printable View](#)

DETAILS
RELATED

Open Activities (0)

Activity History (0)

Post
Poll

DPHPermits Site Guest User (Customer) updated this record.
September 23, 2025 at 4:02 PM

Payment ID
A blank value to PAY-002430

⇒ User clicks on **Printable View** button on Payment page.

Home Accounts Permits Plan Review Invoices Application Forms

Payment
PAY-002430

[+ Follow](#)
[Printable View](#)

⇒ Displays below page for the selected Payment, with two links on top-right corner of the page.

DPHPermits

Close Window
Print This Page

PAY-002430

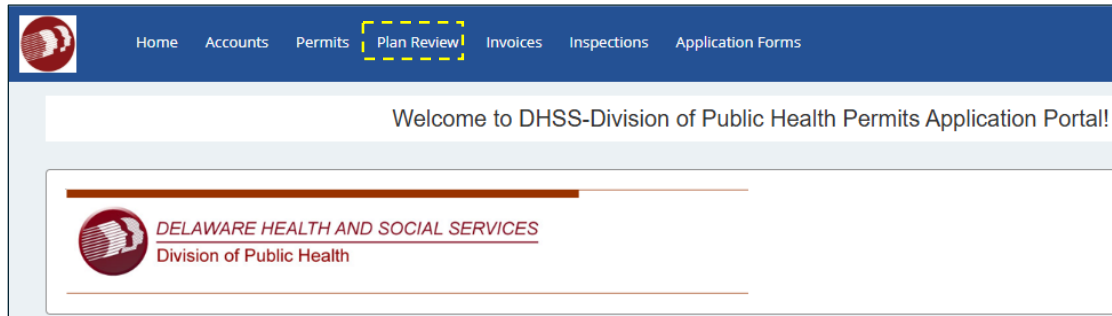
Payment ID PAY-002430	Payment Method Online
Payment Date 9/23/2025	Payment Type CC
Amount \$150	Payment Reference Id R-1758657716666723ed
Status Paid	Permit ID 038357
Invoice INV-007630	
Created By DPHPermits Site Guest User, 9/23/2025 4:02 PM	Last Modified By DPHPermits Site Guest User, 9/23/2025 4:02 PM

- Close Window link: Upon clicking, Payment browser window in “Printable View” is closed.
- Print this page link: Upon clicking, it opens a printer window option to print the selected page.

DPH Permits Portal for Plumbing Permits – User training manual for Applicants	Version: 2.0
Date Created	11/3/2025

9.6 Viewing Permit *Plan Review* on DPH Permits Portal home page

⇒ User clicks on “Plan Review” menu option on the home page.



⇒ Displays the list of “Plan Reviews” on Plan Reviews – list view page.

	Plan Review...	Pe...	Plan Review ...	ATC Number	AT...	ATC Iss...	Plan Review Sta...	Status ...	Sub...	Appro...	Expira...
1	PR-2025-01577	039032	New Construction				Documents Pending	10/31/2025	10/31/2025		
2	PR-2025-01573	039028	New Construction				Documents Pending	10/30/2025	10/30/2025		
3	PR-2025-01546	038991	New Construction	2025FE0080	<input checked="" type="checkbox"/>	10/28/2025	Approved	10/28/2025	10/28/2025	10/28/2025	10/28/2026

⇒ Displays below “Plan Review” detail record page when user clicks on an approved Plan Review ID **Plan Review PR-2025-01302** (Permit Application ID: 038528)

DETAILS	
Plan Review PR-2025-01546	
Permit Holder Name Test Account Offshore	Owner Jennifer McVey Staff
Plan Review ID PR-2025-01546	Status Change Date 10/28/2025
Review Type Permanent Food Est. Permit & Plan Review	Permit 038991
Plan Review is for? New Construction	ATC Number 2025FE0080
Total Sq. Ft. of the facility 10,001 - 15,000 sq ft	ATC Issued <input checked="" type="checkbox"/>
Approved Date 10/28/2025	ATC Issued Date 10/28/2025
Expiration Date 10/28/2026	Payment Method Manual
Submitted Date 10/28/2025	Payment Reference ID 444444
Form Intake FI-04251	Plan Review Approver Jennifer
Plan Review Status Approved	
Status Reason	
Created By Jennifer McVey Staff, 10/28/2025 2:58 AM	Last Modified By Jennifer McVey Staff, 10/28/2025 12:03 PM

⇒ Plan Reviews are reviewed & approved by DPH Staff for the submitted Permit

⇒ An ATC number is generated once the Plan Reviews are Approved