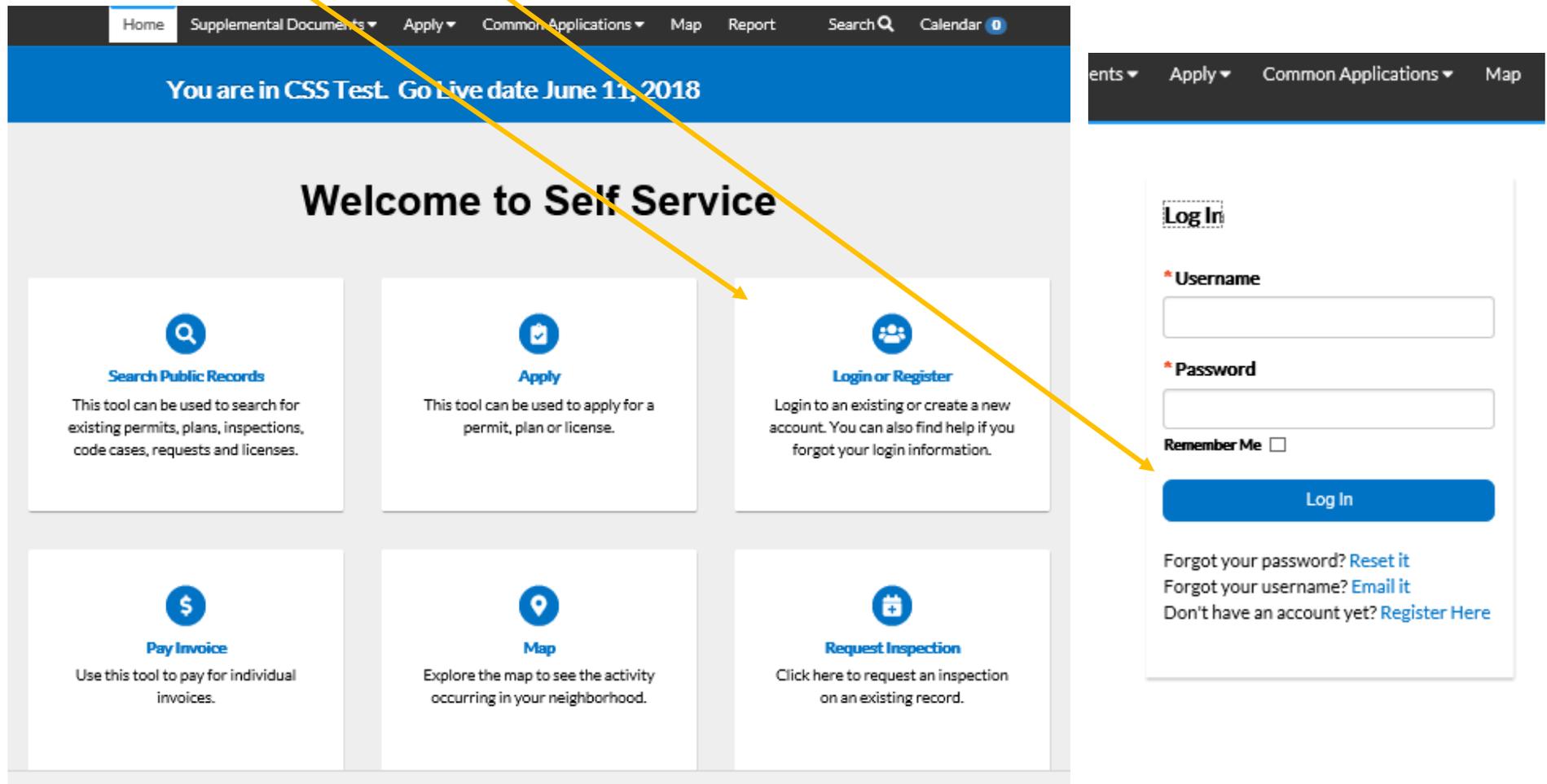


## How to Apply for a Permit or Plan

Access JCC PermitLink by selecting [www.jamescitycountyva.gov/permitlink](http://www.jamescitycountyva.gov/permitlink)

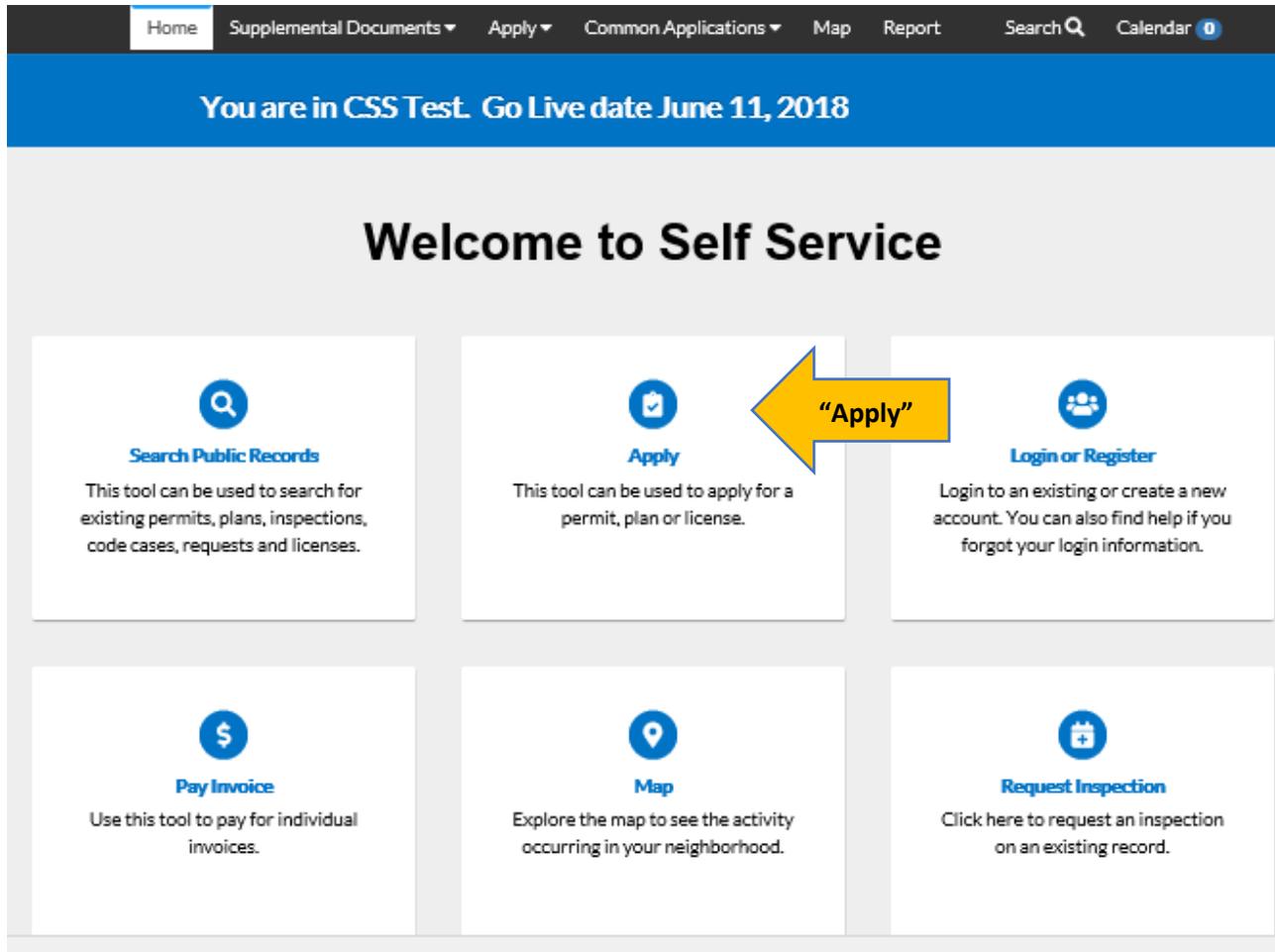
Note: If you are not yet registered on JCC PermitLink, please refer to the *How to Register in Permit Link* section of this guide.

**STEP 1:** Click “Login or Register”, then “Log In” to your account.



The screenshot displays the JCC PermitLink website interface. At the top, a navigation bar includes links for Home, Supplemental Documents, Apply, Common Applications, Map, Report, Search, and Calendar. A blue banner below the navigation bar reads "You are in CSS Test. Go Live date June 11, 2018". The main content area is titled "Welcome to Self Service" and features six service tiles: Search Public Records, Apply, Login or Register, Pay Invoice, Map, and Request Inspection. A yellow arrow points from the "Login or Register" tile to a detailed login form on the right side of the page. The login form includes a "Log In" header, a required "Username" field, a required "Password" field, a "Remember Me" checkbox, and a blue "Log In" button. Below the button, there are links for "Forgot your password? Reset it", "Forgot your username? Email it", and "Don't have an account yet? Register Here".

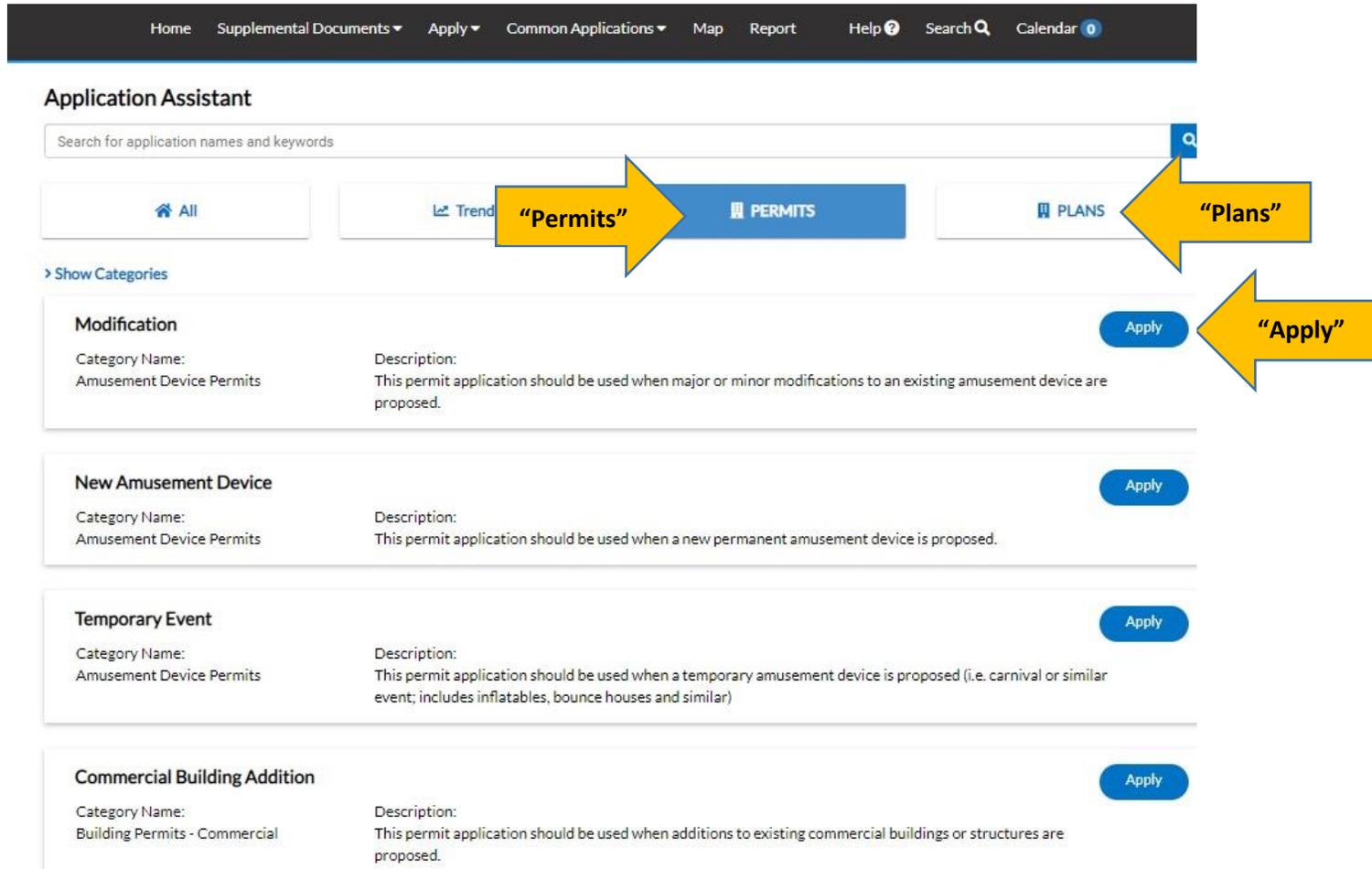
**STEP 2:** Click **“Apply”** as indicated by arrow below.



The screenshot shows the top navigation bar with links for Home, Supplemental Documents, Apply, Common Applications, Map, Report, Search, and Calendar. Below the navigation bar is a blue banner that reads "You are in CSS Test. Go Live date June 11, 2018". The main content area is titled "Welcome to Self Service" and contains six service tiles arranged in a 2x3 grid. A yellow arrow points to the "Apply" tile in the top row, middle column.

Service	Description
Search Public Records	This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.
Apply	This tool can be used to apply for a permit, plan or license.
Login or Register	Login to an existing or create a new account. You can also find help if you forgot your login information.
Pay Invoice	Use this tool to pay for individual invoices.
Map	Explore the map to see the activity occurring in your neighborhood.
Request Inspection	Click here to request an inspection on an existing record.

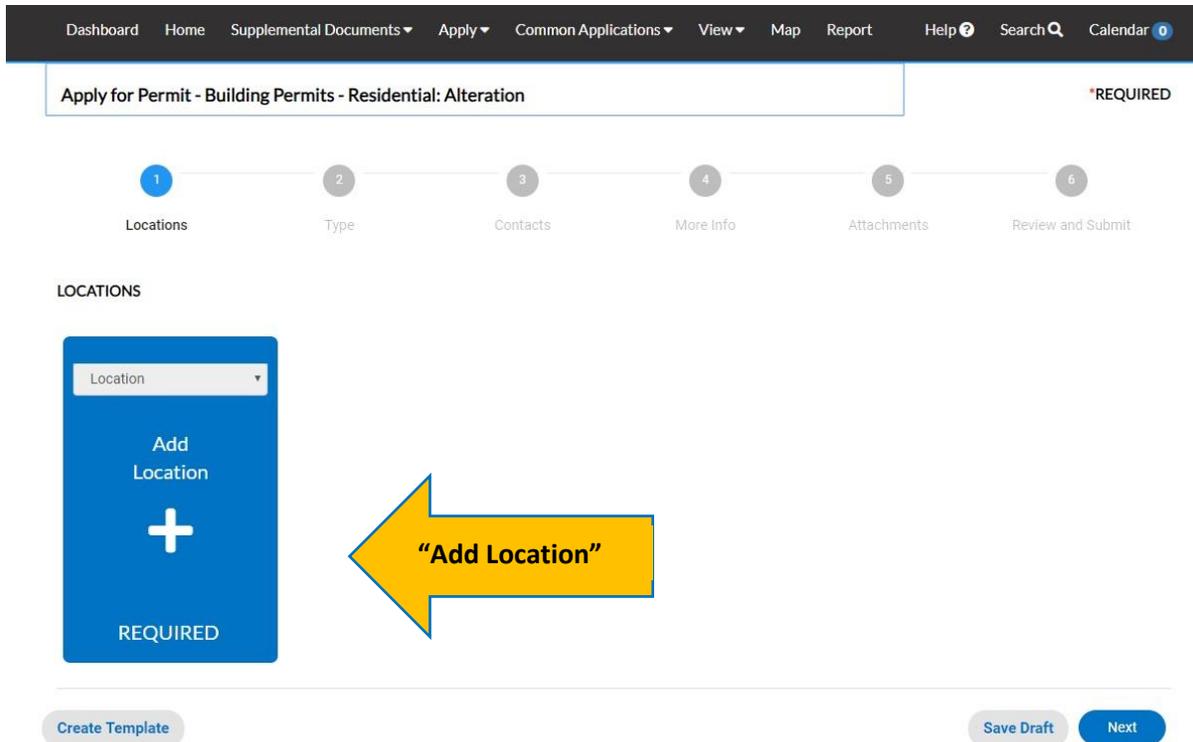
**STEP 3:** Click on **“Permits”**. A list of permit categories will appear; select the desired one then, click **“Apply”**.



The screenshot shows the 'Application Assistant' interface. At the top is a navigation bar with links: Home, Supplemental Documents, Apply, Common Applications, Map, Report, Help, Search, and Calendar. Below the navigation bar is a search input field with the placeholder text 'Search for application names and keywords'. Underneath the search field are three filter buttons: 'All', 'Trends', and 'PERMITS'. A yellow arrow labeled 'Permits' points to the 'PERMITS' button. To the right of the 'PERMITS' button is a 'PLANS' button, with a yellow arrow labeled 'Plans' pointing to it. Below the filter buttons is a 'Show Categories' link. The main content area displays a list of application categories, each with a title, category name, description, and an 'Apply' button. A yellow arrow labeled 'Apply' points to the 'Apply' button of the first category, 'Modification'. The categories listed are:

- Modification**  
Category Name: Amusement Device Permits  
Description: This permit application should be used when major or minor modifications to an existing amusement device are proposed.
- New Amusement Device**  
Category Name: Amusement Device Permits  
Description: This permit application should be used when a new permanent amusement device is proposed.
- Temporary Event**  
Category Name: Amusement Device Permits  
Description: This permit application should be used when a temporary amusement device is proposed (i.e. carnival or similar event; includes inflatables, bounce houses and similar)
- Commercial Building Addition**  
Category Name: Building Permits - Commercial  
Description: This permit application should be used when additions to existing commercial buildings or structures are proposed.

**STEP 4: Click on "Add Location".**



Dashboard Home Supplemental Documents ▾ Apply ▾ Common Applications ▾ View ▾ Map Report Help ⓘ Search 🔍 Calendar 📅

Apply for Permit - Building Permits - Residential: Alteration \*REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

LOCATIONS

Location ▾

Add Location

+

REQUIRED

← "Add Location"

Create Template Save Draft Next

**STEP 5:** Type in the address, then search. From the list, select the correct address and click the **“Add”** button. (Tip: Only enter the number and first few letters of the street name and click search for results to populate.)

Dashboard Home Supplemental Documents ▾ Apply ▾ Common Applications ▾ View ▾ Map Report Help ⓘ Search 🔍 Calendar ⓘ

[◀ Back to Application](#)

### Add Location

Address Parcel

---

Add Address As Location ▾

Search Enter Manually

#### Address Information

Search 101 Mounts 🔍

Address	Action
101 MOUNTS BAY RD, Williamsburg, VA 23185	Add
101-A MOUNTS BAY RD, Williamsburg, VA 23185	Add
101-B MOUNTS BAY RD, Williamsburg, VA 23185	Add

Enter address into search box.

“Add”

Please note: alternatively, after searching for and adding an address, additional not in the County database, you can **“Enter Manually”** the address.  
Fill out the fields as indicated, then click **“Save”**.

Add Address As

Fill out applicable fields.

Enter Manually

Country Type	<input type="text" value="US"/>	<input type="checkbox"/>
Enter Address	<input type="text" value="Search Addresses"/>	
*Street Number	<input type="text"/>	
Pre Direction	<input type="text"/>	<input type="checkbox"/>
Street Name	<input type="text"/>	
Street Type	<input type="text"/>	<input type="checkbox"/>
Post Direction	<input type="text"/>	<input type="checkbox"/>
Unit Suite or Apt	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text"/>	<input type="checkbox"/>
Postal Code	<input type="text"/>	
County	<input type="text"/>	

“Save”

**STEP 6: Click "Next".**

Dashboard Home Supplemental Documents ▾ Apply ▾ Common Applications ▾ View ▾ Map Report Help ⓘ Search 🔍 Calendar 📅

Apply for Permit - Modification

\*REQUIRED



LOCATIONS

**Type: Location**  
International  
100 MOUNTS BAY RD,  
Williamsburg, VA , 23185

Main Address

Remove

Location ▾

Add Location

+

Create Template

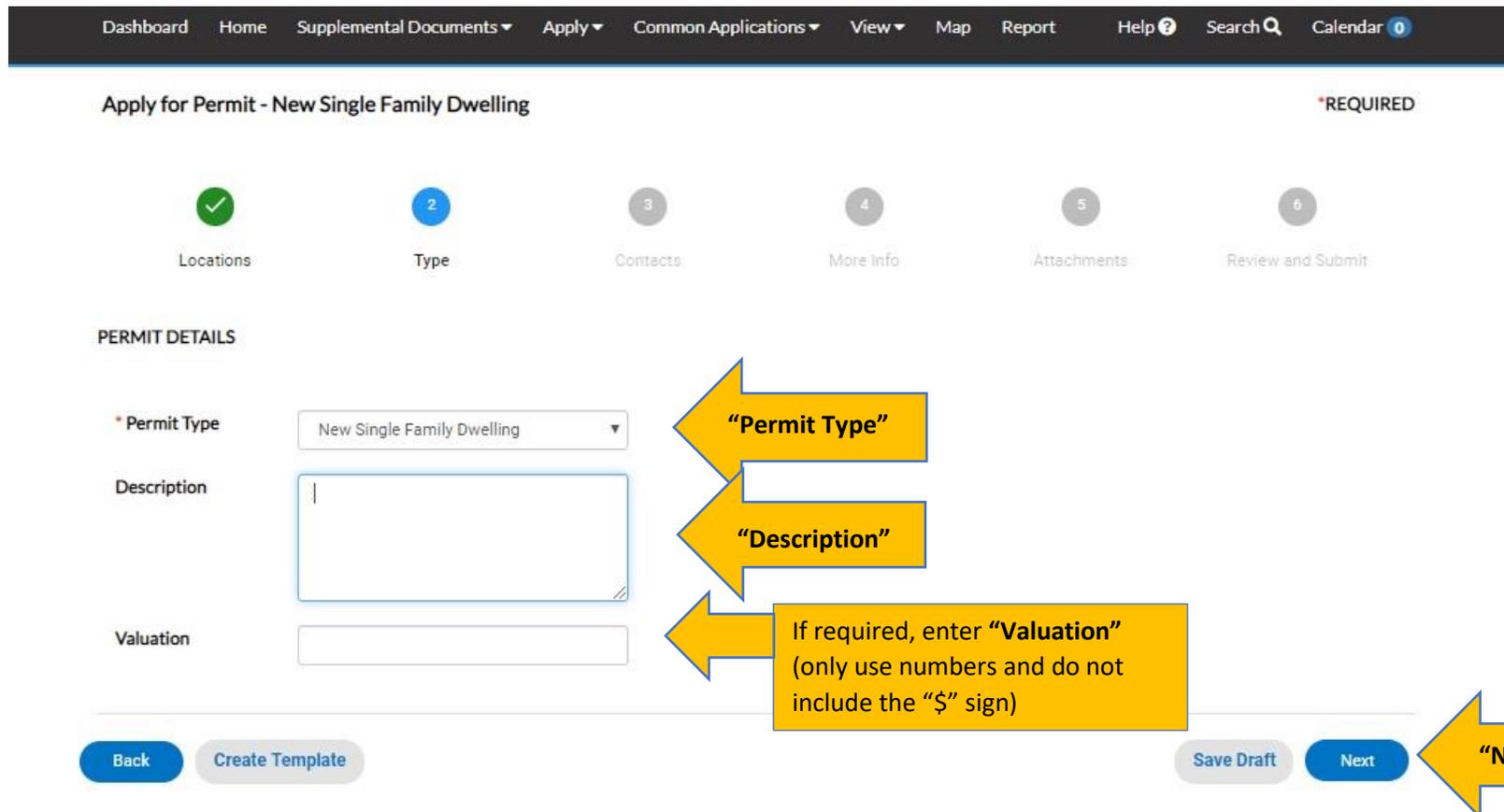
Save Draft

Next



**STEP 7:** Select **“Permit Type”** and enter a brief description of the work. **If required**, please add valuation, then click **“Next”**. Various plans and permits will have different required questions but follow the same principle outlined in the following pages.

*Note: All building and trade permits require a “Valuation”. This number should reflect the value for labor and materials to complete the work.*



Dashboard Home Supplemental Documents Apply Common Applications View Map Report Help Search Calendar

Apply for Permit - New Single Family Dwelling **\*REQUIRED**

Locations Type Contacts More Info Attachments Review and Submit

PERMIT DETAILS

\* Permit Type New Single Family Dwelling

Description

Valuation

Back Create Template Save Draft Next

**“Permit Type”**

**“Description”**

If required, enter **“Valuation”** (only use numbers and do not include the **“\$”** sign)

**“Next”**

**STEP 8:** If you wish to add a contact other than the *Applicant*, click **“Add Contact”**. Otherwise, please skip to step 9.

Dashboard Home Supplemental Documents ▾ Apply ▾ Common Applications ▾ View ▾ Map Report Help ? Search 🔍 Calendar 0

Apply for Permit - New Single Family Dwelling

\*REQUIRED



CONTACTS

**Applicant**



Savannah Pietrowski (You)

Your name here

Your address here

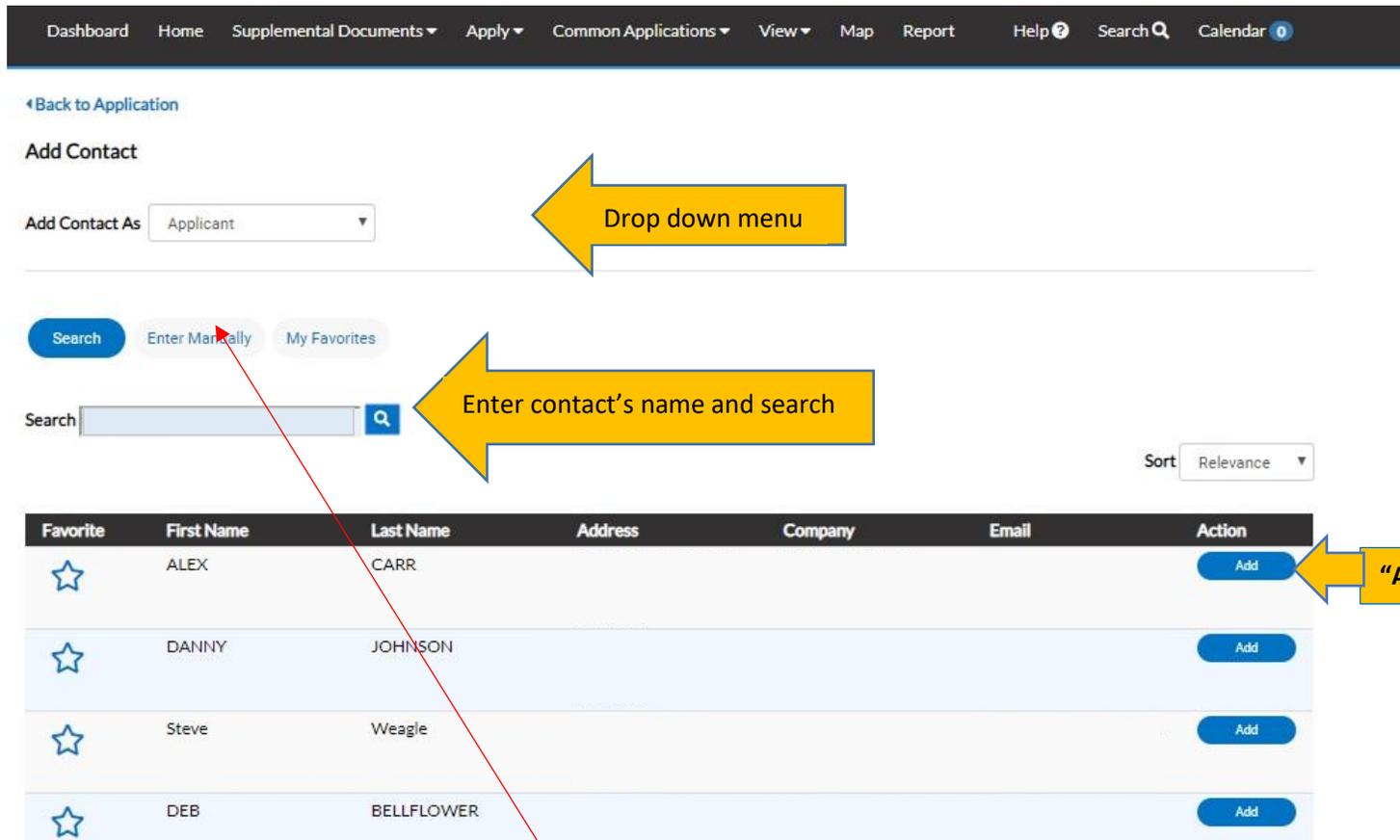
Applicant ▾

Add Contact



**STEP 9:** From the dropdown menu, choose the option that best describes the contact. Then, enter contact's name on the search box. A list will appear below the search area. Select the contact by clicking **"Add"**.

*Note: If you are unable to see the name **"Enter Manually"** the contact. After filling out the information, click **"Next"**.*



Dashboard Home Supplemental Documents Apply Common Applications View Map Report Help Search Calendar

Back to Application

Add Contact

Add Contact As Applicant

Search Enter Manually My Favorites

Search

Sort Relevance

Favorite	First Name	Last Name	Address	Company	Email	Action
☆	ALEX	CARR				Add
☆	DANNY	JOHNSON				Add
☆	Steve	Weagle				Add
☆	DEB	BELLFLOWER				Add



**STEP 10:** Check all appropriate boxes and enter required information, then scroll the page all the way to the end, then click the “Next” button.

Dashboard Home Supplemental Documents Apply Common Applications View Map Report Help Search Calendar

Apply for Permit - New Single Family Dwelling

\*REQUIRED



MORE INFO

General Info

[Top](#) | [Main Menu](#)

Historic Building

Energy Source

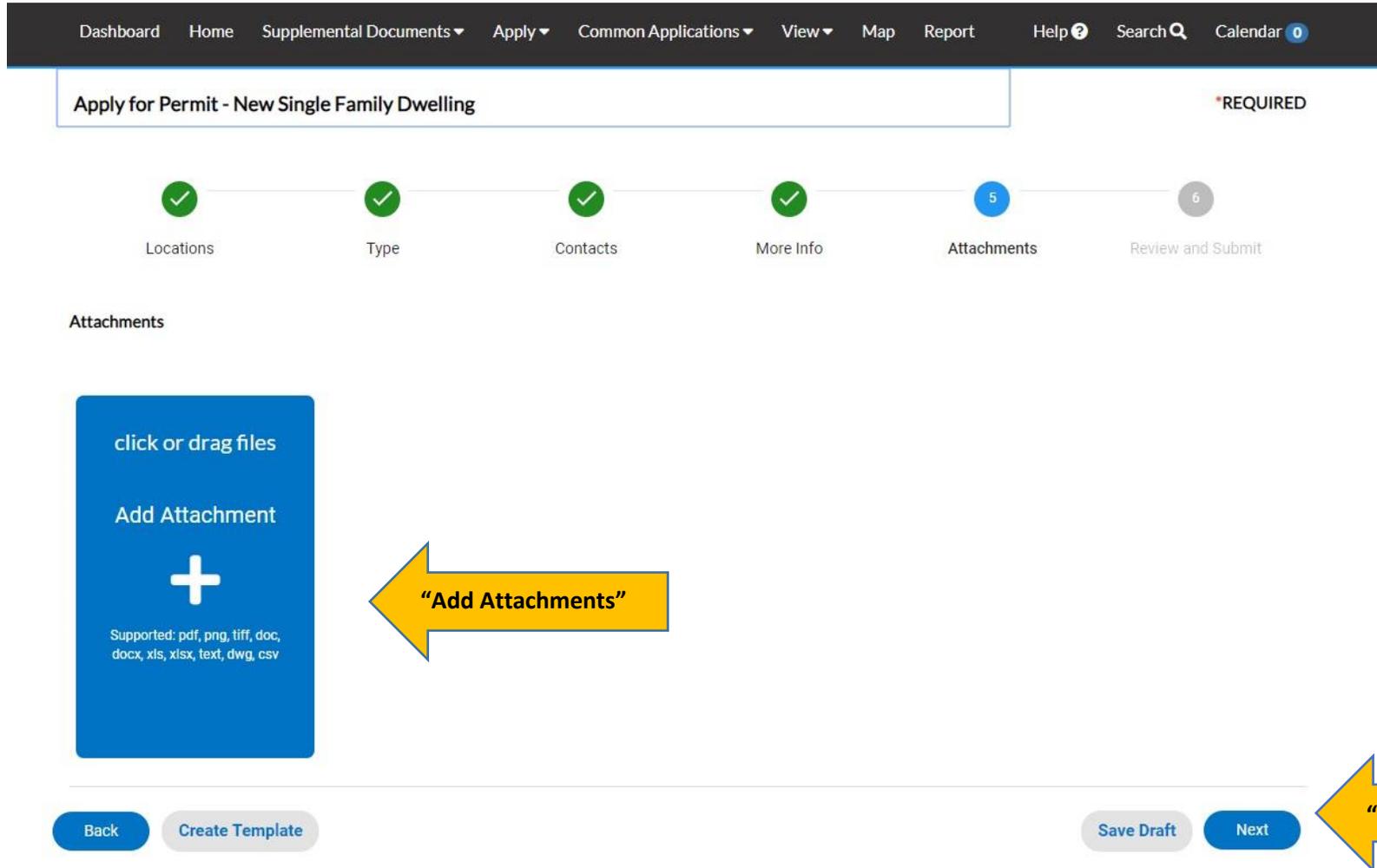
<input type="checkbox"/>	Electric
<input type="checkbox"/>	Natural Gas
<input type="checkbox"/>	Propane
<input type="checkbox"/>	Oil
<input type="checkbox"/>	Solar Photovoltaic

Water Supply

Sewage System

Number of Units

STEP 11: "Add Attachments", then click "Next".



The screenshot shows the PermitLink application interface. At the top is a navigation bar with links: Dashboard, Home, Supplemental Documents, Apply, Common Applications, View, Map, Report, Help, Search, and Calendar. Below the navigation bar, the current application is titled "Apply for Permit - New Single Family Dwelling" with a "REQUIRED" status indicator. A progress bar shows six steps: Locations, Type, Contacts, More Info, Attachments, and Review and Submit. Steps 1-4 are marked with green checkmarks, while step 5 (Attachments) is highlighted with a blue circle and step 6 (Review and Submit) is in a grey circle. The "Attachments" section is active, displaying a blue box with the text "click or drag files", "Add Attachment", a plus sign icon, and a list of supported file formats: pdf, png, tiff, doc, docx, xls, xlsx, text, dwg, csv. A yellow arrow labeled "Add Attachments" points to this box. At the bottom, there are buttons for "Back", "Create Template", "Save Draft", and "Next". A yellow arrow labeled "Next" points to the "Next" button.

**STEP 12:** Please review your information, then **“Submit”**.

Dashboard Home Supplemental Documents Apply Common Applications View Map Report Help Search Calendar

Apply for Permit - New Single Family Dwelling \*REQUIRED

Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments ✓ Review and Submit 6

**Submit** ← **“Submit”**

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**Locations**

Location	100 MOUNTS BAY RD, Williamsburg, VA, , 23185
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**Basic Info**

Type	New Single Family Dwelling
Description	Description here
Valuation	1000
Applied Date	02/21/2020

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**Contacts**

Applicant	Your info here
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