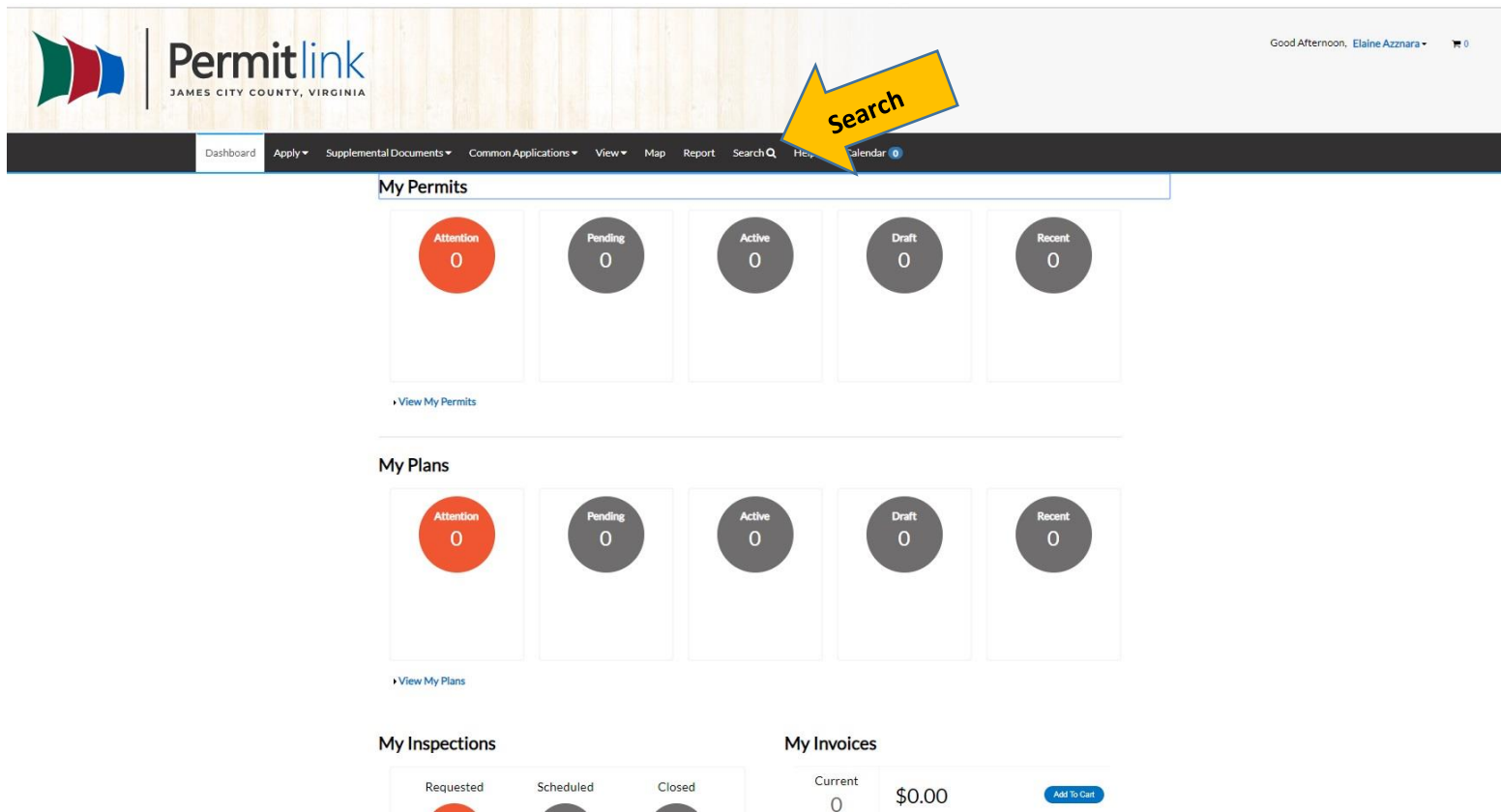


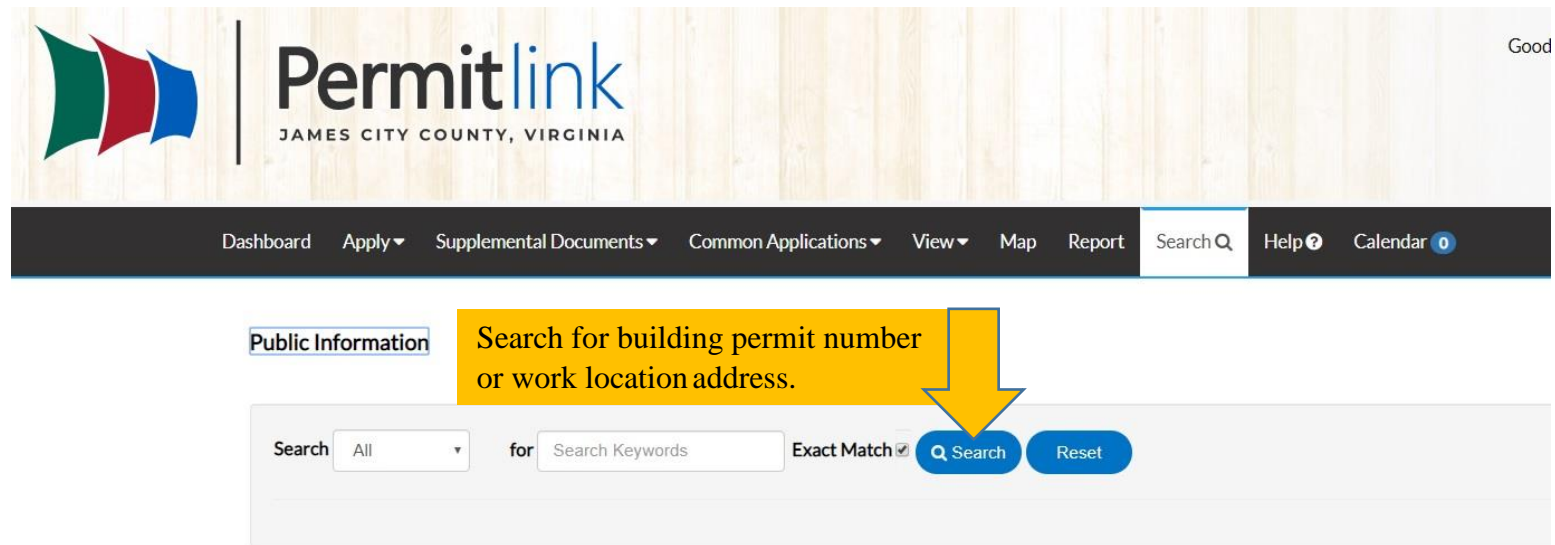
## How to Apply for a *Trade* Permit under an Existing Building Permit

**STEP 1:** Log into Permit Link.

**STEP 2:** Click “Search” from the top toolbar.



**STEP 3:** Search for building permit number or work location address. Remember to enter the address number and only the first four letters of the street name.



The screenshot displays the Permitlink website for James City County, Virginia. The header features the Permitlink logo and a navigation menu with options: Dashboard, Apply, Supplemental Documents, Common Applications, View, Map, Report, Search, Help, and Calendar. A yellow callout box with a downward-pointing arrow highlights the search section. The search interface includes a dropdown menu set to 'All', a text input field labeled 'Search Keywords', a checked 'Exact Match' checkbox, and 'Search' and 'Reset' buttons.

Public Information Search for building permit number or work location address.

Search All for Search Keywords Exact Match  Search Reset

**STEP 4:** Click on the building permit number.

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

Public Information

Search All for 101 Exact Match Search Reset Export

Found 1,245 results

Filter Results

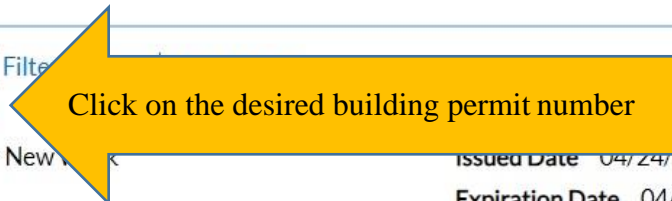
- All 1245
- Permit 302
- Plan 103
- Inspection 840

Next | Top | Paging Options | Filter Options

Permit Number	E-181011	Applied Date	04/24/2018
Type	Residential Electrical - New Work	Issued Date	04/24/2018
Project Name		Expiration Date	04/23/2019
Status	Complete	Finalized Date	10/25/2018
Main Parcel	0410500001		
Address			
Description	ELECTRICAL, OTHER		

Previous | Next | Top | Paging Options | Filter Options | Main Menu

Permit Number	B-181011	Applied Date	04/24/2018
Type	Residential Building - Alteration	Issued Date	04/24/2018
Project Name		Expiration Date	04/23/2019



**STEP 5:** Click on the “**Sub Records**” button to bring up sub permits that are available to issue.

Permit Number: E-181011

- Permit cannot be printed at this time. You do not have access to it.

Permit Details | Tab Elements | Main Menu

Type:	Residential Electrical - New Work	IVR Number:		Applied Date:	04/24/2018
Status:	Complete	Project Number:		Issue Date:	04/24/2018
District:		Value:		Expire Date:	04/23/2019
Description:	ELECTRICAL, OTHER			Finalized Date:	10/25/2018

Locations | Fees | Reviews | Inspections | Attachments | Contacts | **Sub-Records** | Holds | Meetings | More Info

Locations | Parcels | Next Tab | Permit Details | Main Menu

Locations

Main	Address
<input checked="" type="checkbox"/>	STAGE RD TOANO, VA 23168

**STEP 6:** Click “**Apply**” on the desired type of permit. (This will automatically link the trade permit to the building permit.)

Please note: Emails received related with trades will be sent through [noreplay@jamescitycountyva.gov](mailto:noreplay@jamescitycountyva.gov)