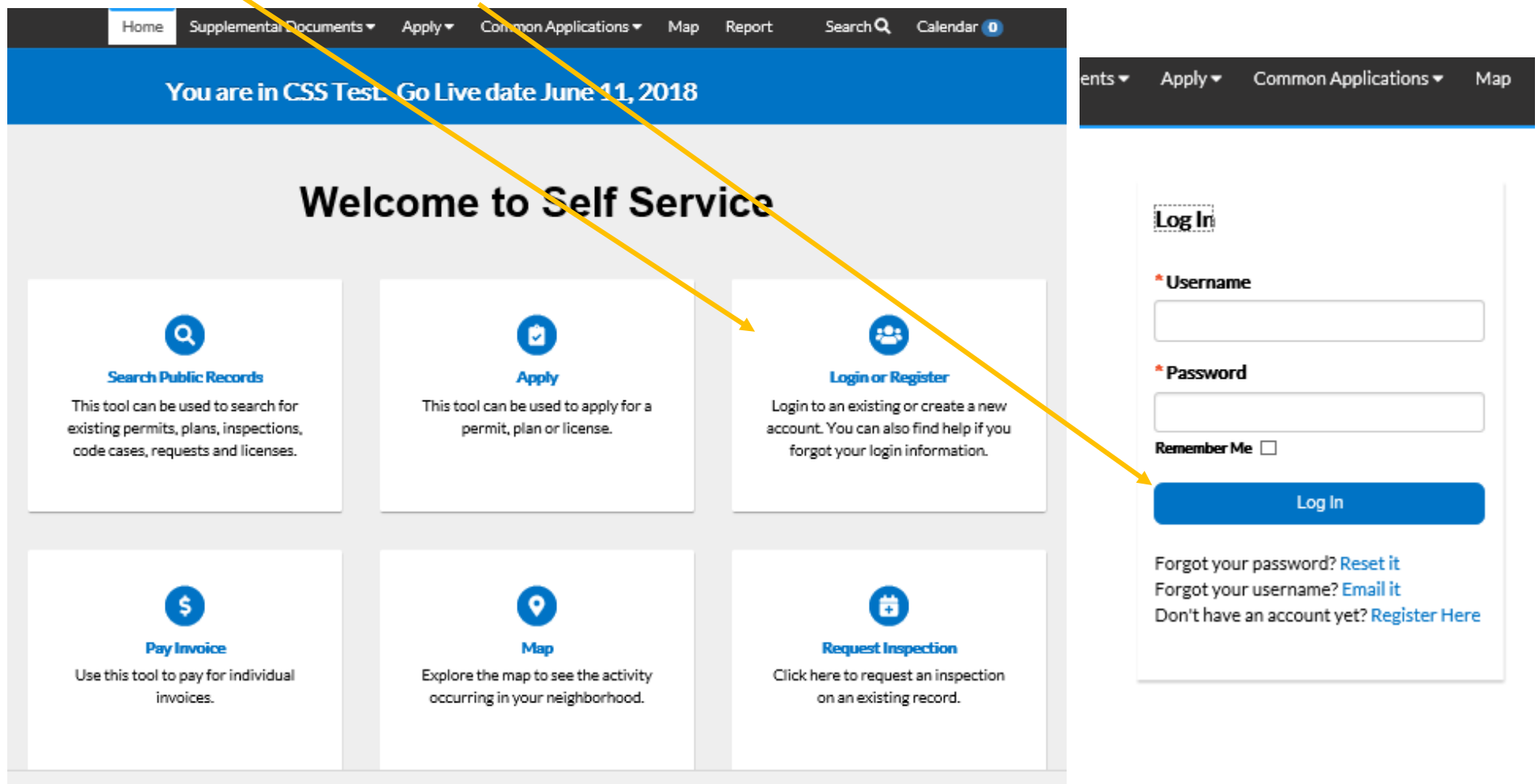


How to Attach Documents to an Existing Permit or Plan

Access JCC PermitLink by selecting 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 self-service portal. 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:** 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.

A yellow arrow points from the "Login or Register" tile to a detailed login form on the right. The form includes the following elements:

- Log In** header
- * Username** input field
- * Password** input field
- Remember Me** checkbox
- Log In** button
- Links for **Forgot your password? Reset it**, **Forgot your username? Email it**, and **Don't have an account yet? Register Here**.

STEP 2: Click on “Dashboard”, then “View My Permits”.

“Dashboard”

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

You are in CSS Test. Go Live date June 11, 2018

My Permits

Attention	Pending	Active	Draft	Recent
6	14	6	0	8
Commercial Buildin... 2	Special Event 2	Land Disturbance 2		Special Event 1
Land Disturbance 1	Residential Buildi... 2	Well - New Work 1		Land Disturbance 1
Other 3	Other 10	Other 3		Other 6

View My Permits **“View My Permits”**

My Plans

Attention	Pending	Active	Draft	Recent
5	15	1	0	5
Wetlands - Wetlands 2	Conceptual Plan 6	Erosion and Sedime... 1		Land Use 1
Development in the... 1	Wetlands - Wetlands 2			Development in the... 1
Other 2	Other 7			Other 3

View My Plans **“View My Plans”**



STEP 3: From the list of cases, select the one you wish to add an attachment to.

My Permits

101 mounts bay road

Exact Match

Display All

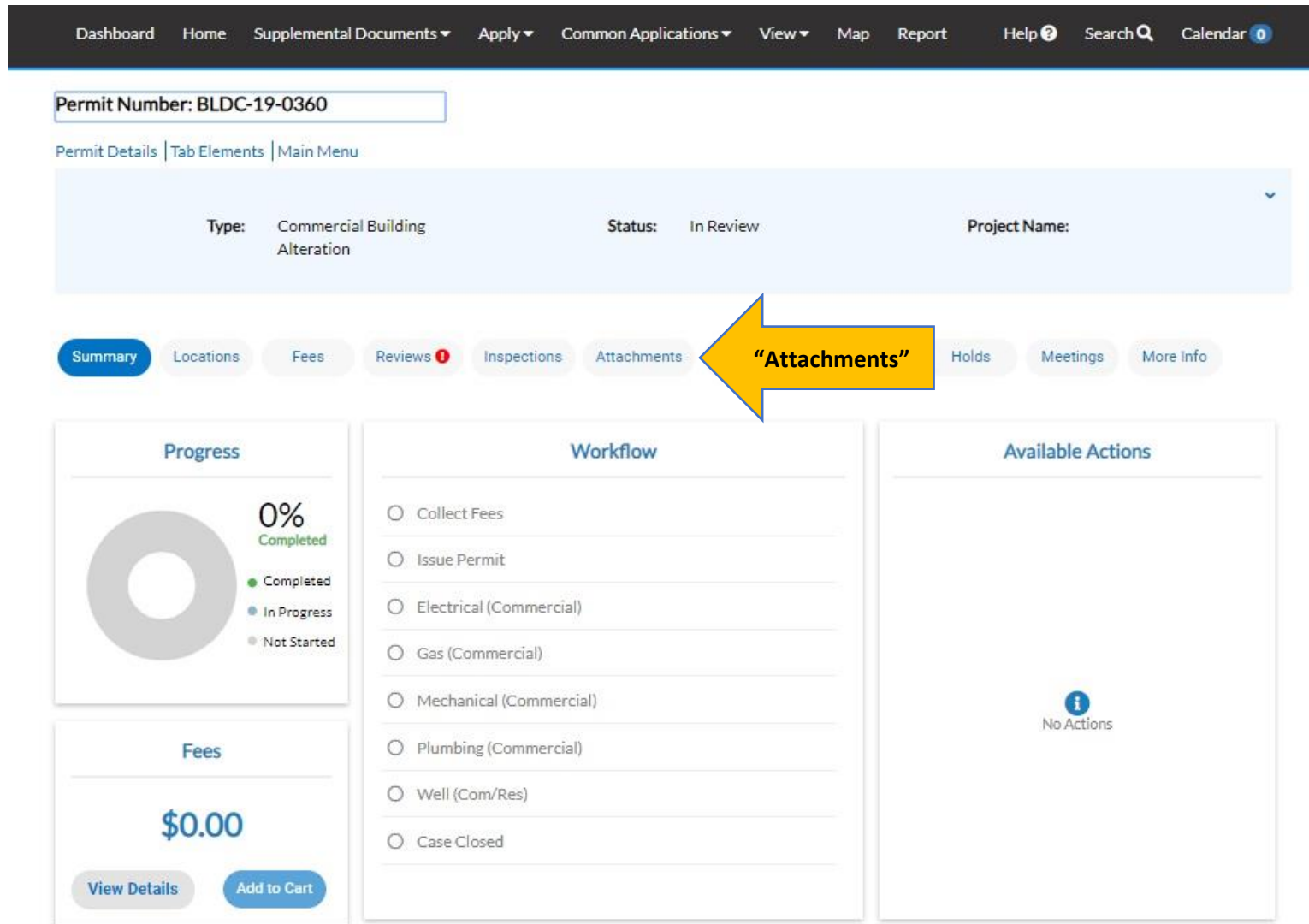
Select Case Type

Sort Relevance

Select case.

Permit Number	Project	Address	Permit Type	Status	Attention Reason
BLDC-20-0367		101 mounts bay road williamsburg	Commercial Building Change of Occupancy	Recent, Pending	
LDSW-20-0063		101 mounts bay	Land Disturbance	Active	
SE-20-0090		101 MOUNTS BAY RD Williamsburg, VA 23185	Special Event	Recent, Pending	
BLDR-18-2000		101 MOUNTS BAY RD Williamsburg, VA 23185	Building Permits - Residential: Alteration		Failed Inspections
BLDR-20-1004		101 MOUNTS BAY RD Williamsburg, VA 23185	Building Permits - Residential: Addition	Recent, Pending	

STEP 4: Select the “Attachments” button.



The screenshot displays the JCC PermitLink user interface for a permit with the number BLDC-19-0360. The permit details show it is a Commercial Building Alteration, currently in review. A navigation bar at the top includes links for Dashboard, Home, Supplemental Documents, Apply, Common Applications, View, Map, Report, Help, Search, and Calendar. Below the permit details, a row of buttons allows navigation between different sections: Summary, Locations, Fees, Reviews (with a red notification icon), Inspections, Attachments, Holds, Meetings, and More Info. A large yellow arrow points to the 'Attachments' button. The main content area is divided into three panels: 'Progress' showing 0% completion, 'Workflow' with a list of tasks (Collect Fees, Issue Permit, Electrical, Gas, Mechanical, Plumbing, Well, Case Closed), and 'Available Actions' which currently shows 'No Actions'.

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

Permit Number: BLDC-19-0360

Permit Details | Tab Elements | Main Menu

Type: Commercial Building Alteration Status: In Review Project Name: ▾

Summary Locations Fees Reviews ⓘ Inspections **Attachments** Holds Meetings More Info

Progress

0% Completed

- Completed
- In Progress
- Not Started

Fees

\$0.00

View Details Add to Cart

Workflow

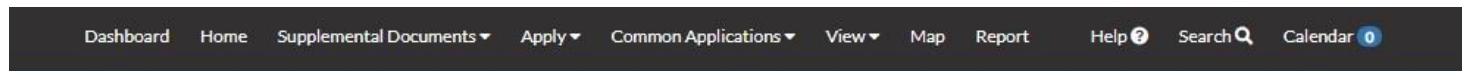
- Collect Fees
- Issue Permit
- Electrical (Commercial)
- Gas (Commercial)
- Mechanical (Commercial)
- Plumbing (Commercial)
- Well (Com/Res)
- Case Closed

Available Actions

No Actions ⓘ

STEP 5: Click **“Add Attachment”**. Once the attachment is completed, click **“Submit”**.

Note: Some case types require documents to be approved by staff before they become visible here.



Permit Number: BLDC-19-0360

Permit Details | Tab Elements | Main Menu

Type: Commercial Building Alteration	Status: In Review	Project Name: ▼
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- Summary
- Locations
- Fees
- Reviews 1
- Inspections
- Attachments**
- Contacts
- Sub-Records
- Holds
- Meetings
- More Info

Attachments | Next Tab | Permit Details | Main Menu

Attachments

Architectural/Structural ▼

Add Attachment

+

Supported: .pdf

