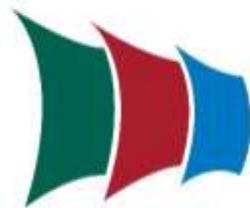




**James City County
Community Development
JCC PermitLink User Guide**



Permitlink
JAMES CITY COUNTY, VIRGINIA



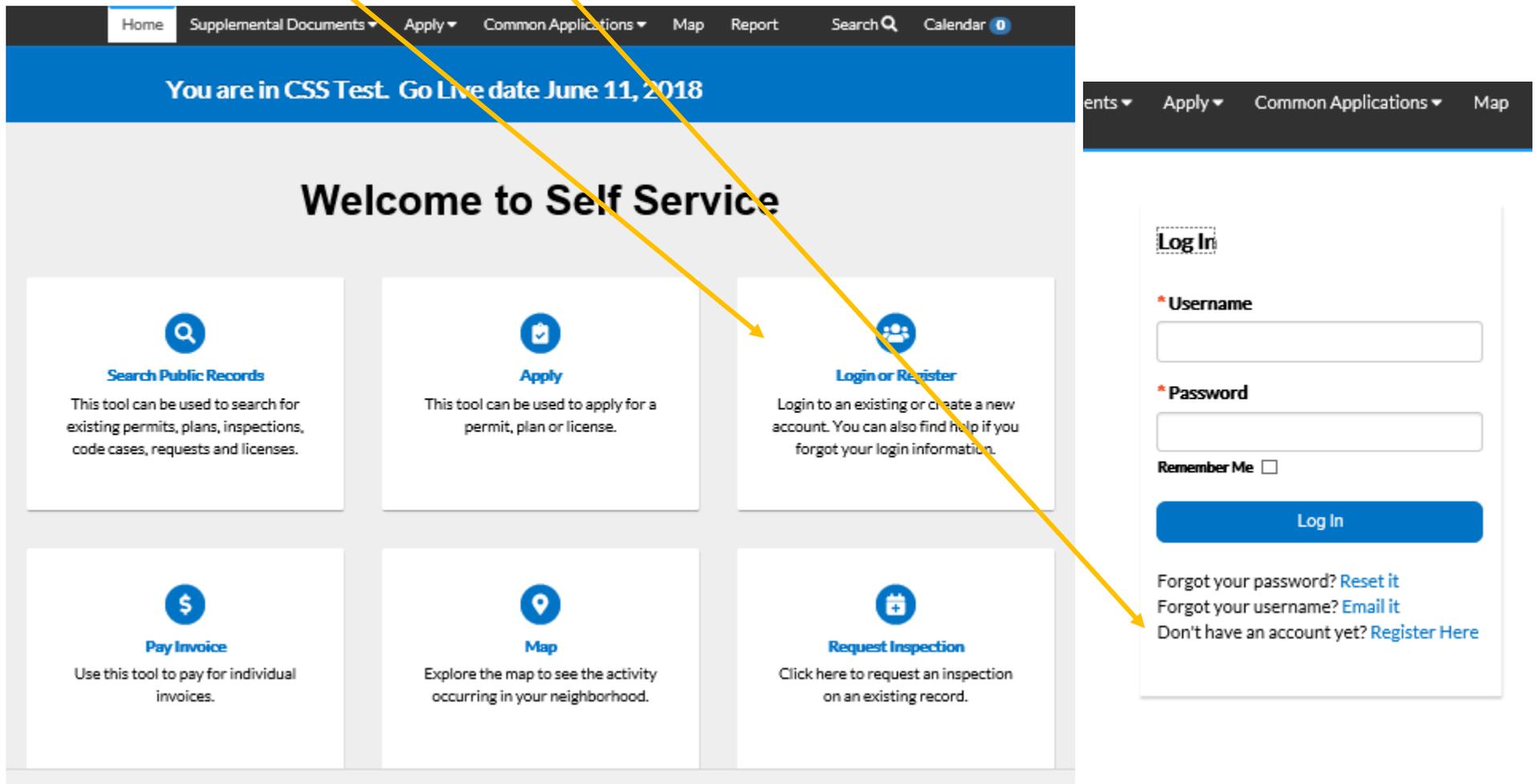
**James City County
Community Development
JCC PermitLink User Guide**

How to Register on JCC PermitLink	3
How to Apply for a Permit or Plan	8
How to View Invoices and Receipts	21
How to Pay Invoices	25
How to Attach a Document to an Existing Permit or Plan	32
How to Schedule an Inspection	37
How to View Inspection Results	42
Contact us	47

How to Register on JCC PermitLink

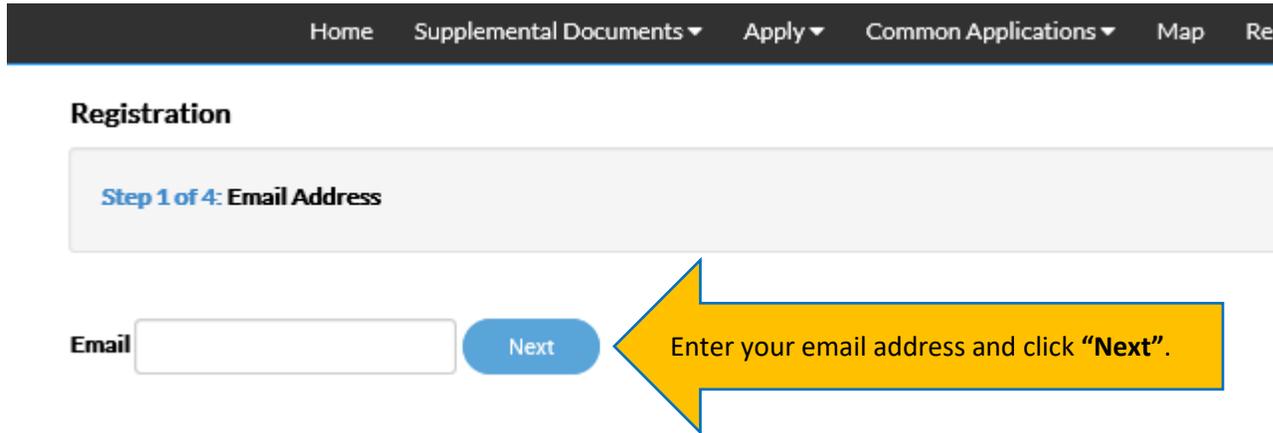
Access JCC PermitLink by selecting www.jamescitycountyva.gov/permitlink

STEP 1: Click “Login or Register”, then “Register Here”.



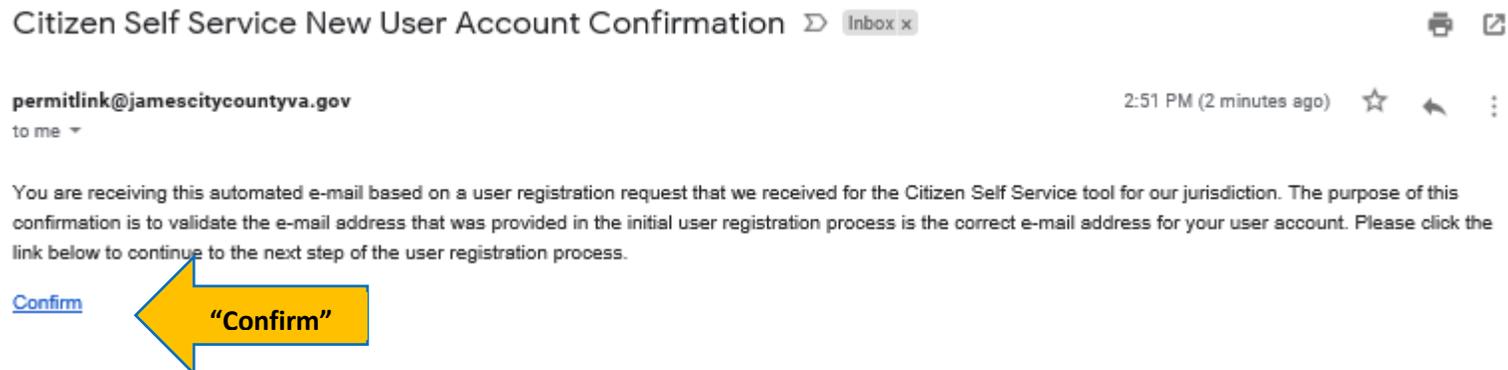
The screenshot shows the JCC PermitLink self-service portal. The main navigation bar includes links for Home, Supplemental Documents, Apply, Common Applications, Map, Report, Search, and Calendar. A blue banner at the top of the main content area reads "You are in CSS Test. Go Live date June 11, 2018". Below this is the heading "Welcome to Self Service". The main content area features six service tiles: Search Public Records, Apply, Login or Register, Pay Invoice, Map, and Request Inspection. The "Login or Register" tile is highlighted with a yellow arrow pointing to a zoomed-in view of the login/register form on the right. The form includes a "Log In" header, fields for "Username" and "Password", a "Remember Me" checkbox, a "Log In" button, and links for "Forgot your password? Reset it", "Forgot your username? Email it", and "Don't have an account yet? Register Here".

STEP 2: Add your email address and click **“Next”**. Please remember that this address will receive all JCC PermitLink notifications.



STEP 3: Please check your email for a message from permitlink@jamescitycountyva.gov. (Tip: If you do not receive this email, check your junk/spam folders. If you still do not receive the email, you may need to add this email address as a “safe sender” in your email settings).

STEP 4: Once in your email, click the **“Confirm”** link.



STEP 5: By confirming your email, you will be automatically prompted back into JCC PermitLink. **“Confirm Password”**, then **“Next”**.

Registration

Step 2 of 4: Login information

***REQUIRED**

I'm not a robot



*** Username**

*** Password**

*** Confirm Password**

Email youremail@youremail.com

Next

Click **“Next”**

“Confirm password”

STEP 6: Fill out the fields as indicated, then “Next”.

Note: If you are associated with a company, please add the name of your company. You may also provide your phone number by clicking “Additional Contact Information”.

Registration

Step 3 of 4: Personal Info

Fill out required fields.



***REQUIRED**

* First Name

Middle Name

* Last Name

Company

* Contact Preference

--Select Contact Preference--



* Email Address

youremail@youremail.com

Additional Contact Information

Next

“Next”

STEP 7: Fill out your address information, then "Submit".

Registration

Step 4 of 4: Address

Fill out your address information.



*REQUIRED

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

[Back](#) [Submit](#)

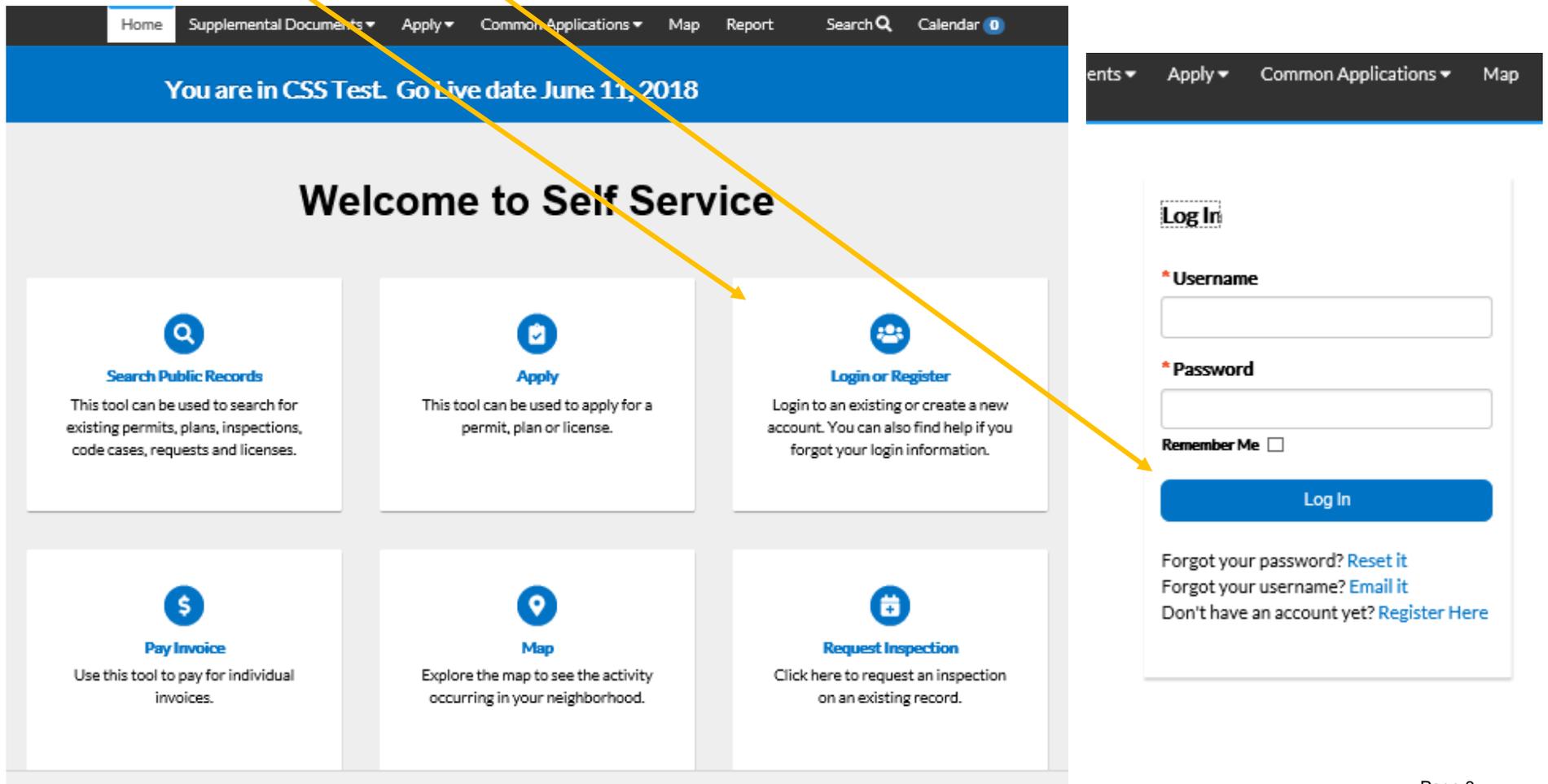


How to Apply for a Permit or Plan

Access JCC PermitLink by selecting www.jamescitycountyva.gov/permitlink

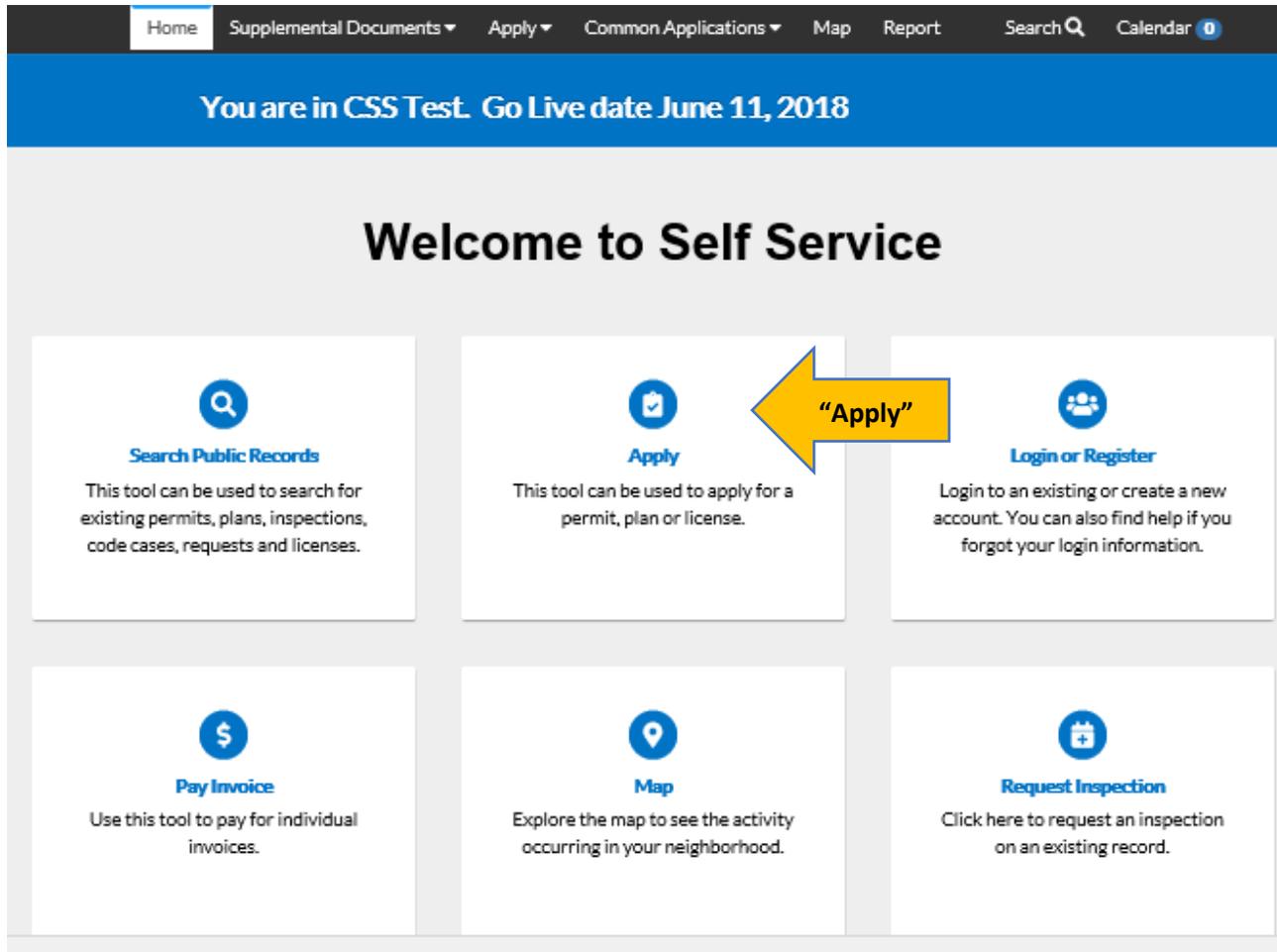
Note: If you are not yet registered on JCC PermitLink, please refer to the *How to Register in Permit Link* section of this guide.

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



The screenshot displays the JCC PermitLink 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 view of the login form on the right. 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 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 labeled 'Search for application names and keywords'. Underneath 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 four category cards, 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 card, 'Modification'. The categories listed are: Modification, New Amusement Device, Temporary Event, and Commercial Building Addition.

Category Name	Description	Action
Amusement Device Permits	This permit application should be used when major or minor modifications to an existing amusement device are proposed.	Apply
Amusement Device Permits	This permit application should be used when a new permanent amusement device is proposed.	Apply
Amusement Device Permits	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)	Apply
Building Permits - Commercial	This permit application should be used when additions to existing commercial buildings or structures are proposed.	Apply

STEP 4: Click on “Add Location”.

The screenshot shows the PermitLink application interface. At the top, there 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 - Building Permits - Residential: Alteration" with a "REQUIRED" status indicator. A progress bar below the title shows six steps: 1. Locations (highlighted in blue), 2. Type, 3. Contacts, 4. More info, 5. Attachments, and 6. Review and Submit. Under the "LOCATIONS" heading, a blue modal box is displayed. The modal contains a "Location" dropdown menu, the text "Add Location", a white plus sign icon, and the word "REQUIRED" at the bottom. A large yellow arrow points from the right towards the "Add Location" text in the modal. At the bottom of the screen, there are three buttons: "Create Template", "Save Draft", and "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

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

LOCATIONS

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

Main Address

Remove

Location ▾

Add Location

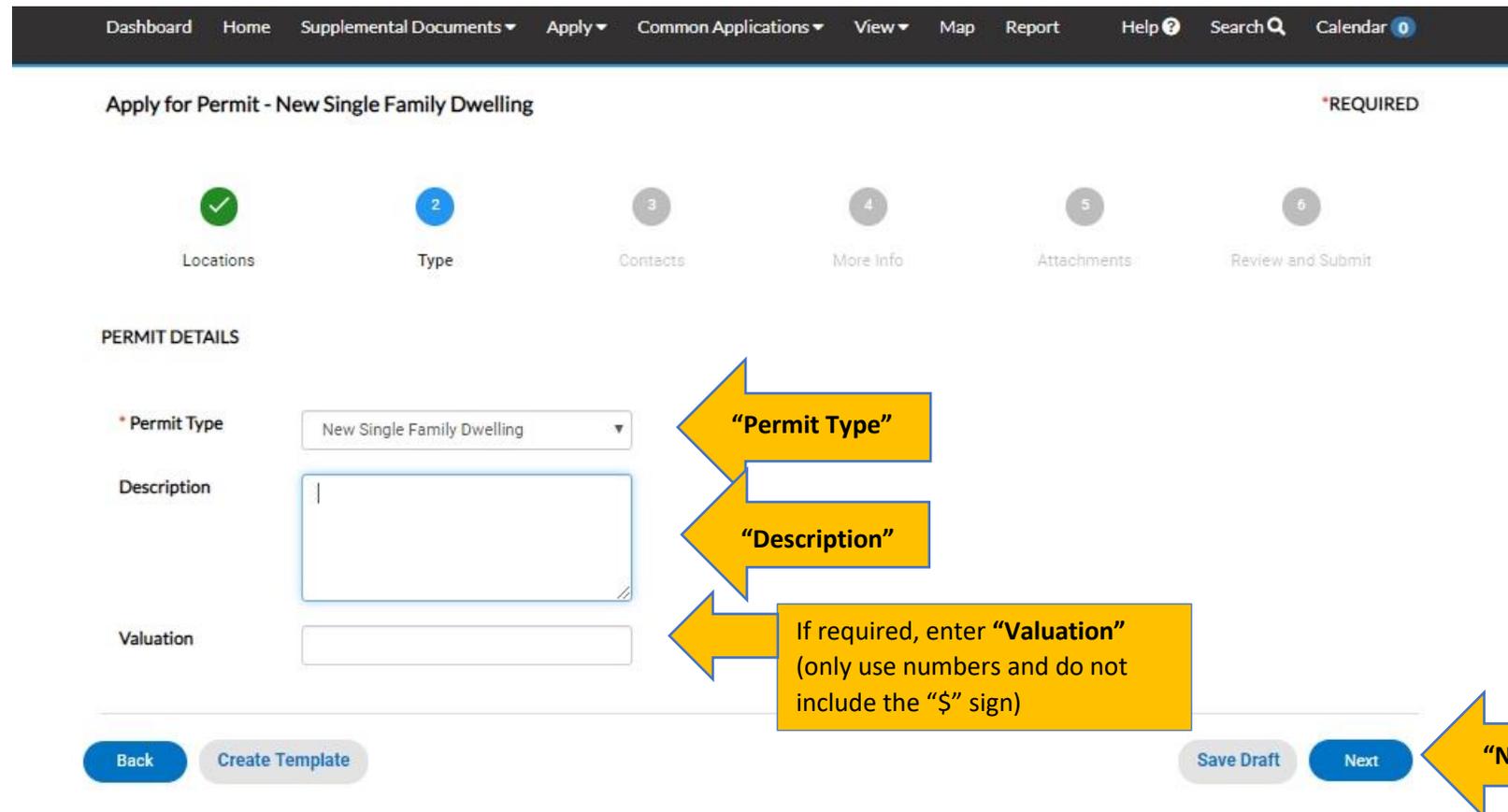
+

Create Template Save Draft Next

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)

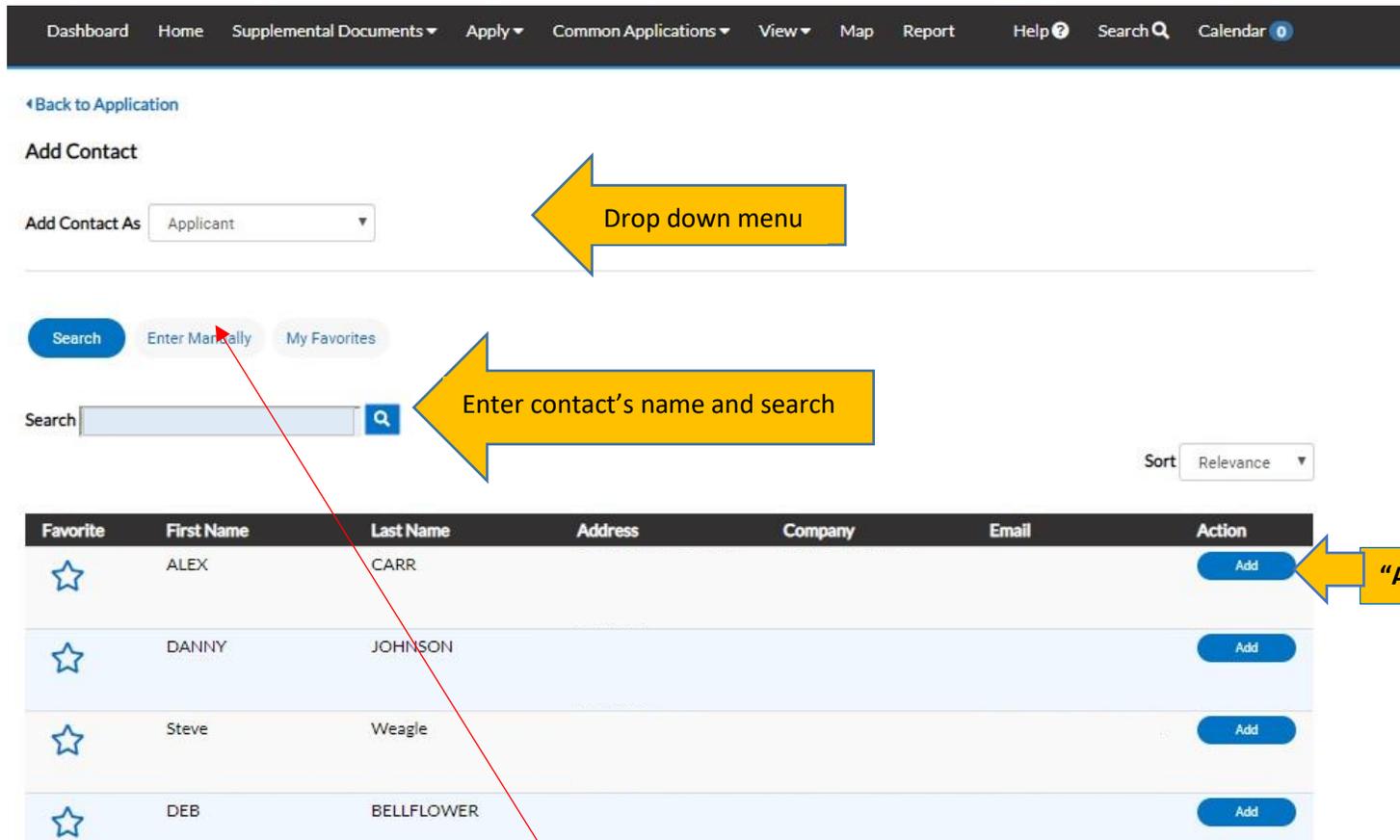
“Next”

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

The screenshot shows the top navigation bar with links: Dashboard, Home, Supplemental Documents, Apply, Common Applications, View, Map, Report, Help, Search, and Calendar. Below the navigation is the title 'Apply for Permit - New Single Family Dwelling' with a '*REQUIRED' indicator. A progress bar shows six steps: 1. Locations (checked), 2. Type (checked), 3. Contacts (active), 4. More Info, 5. Attachments, and 6. Review and Submit. Below the progress bar is a 'CONTACTS' section with a search bar. On the left, there is a card for the 'Applicant' Savannah Pietrowski (You) with fields for 'Your name here' and 'Your address here'. To the right of the applicant card is a blue 'Add Contact' button with a white plus sign. A yellow arrow points to this button with the text '“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.

Apply for Permit - New Single Family Dwelling

*REQUIRED



MORE INFO

General Info

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

Historic Building

Energy Source

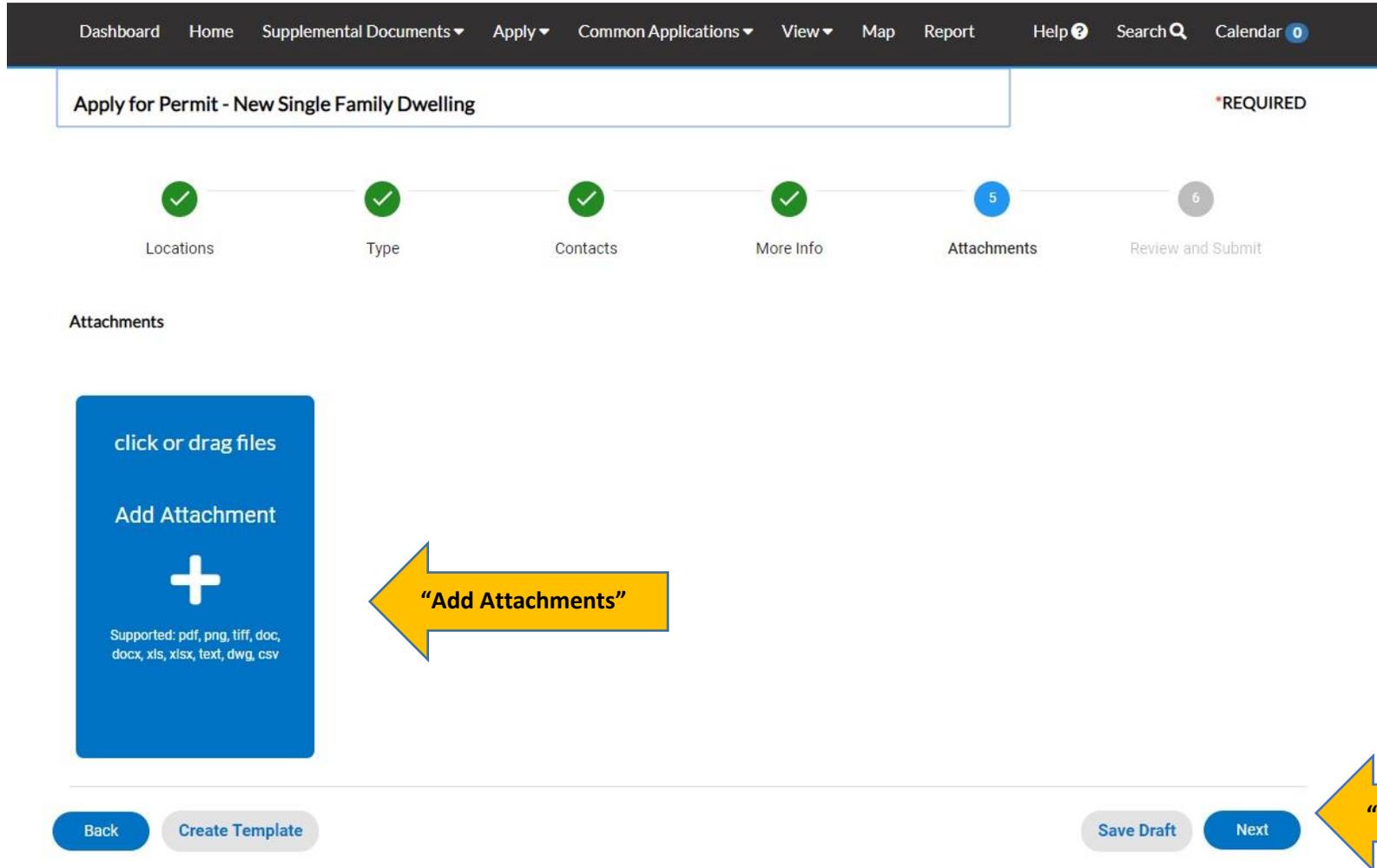
<input type="checkbox"/>	Electric
<input type="checkbox"/>	Natural Gas
<input type="checkbox"/>	Propane
<input type="checkbox"/>	Oil
<input type="checkbox"/>	Solar Photovoltaic

Water Supply

Sewage System

Number of Units

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



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

Apply for Permit - New Single Family Dwelling *REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

Attachments

click or drag files

Add Attachment

Supported: pdf, png, tiff, doc, docx, xls, xlsx, text, dwg, csv

Back Create Template Save Draft Next

"Add Attachments"

"Next"

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

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

Apply for Permit - New Single Family Dwelling

*REQUIRED

- 
 Locations
- 
 Type
- 
 Contacts
- 
 More Info
- 
 Attachments
- 
 Review and Submit

Submit



Locations

Location	100 MOUNTS BAY RD, Williamsburg, VA, , 23185
----------	----------------------------------------------

Basic Info

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

Contacts

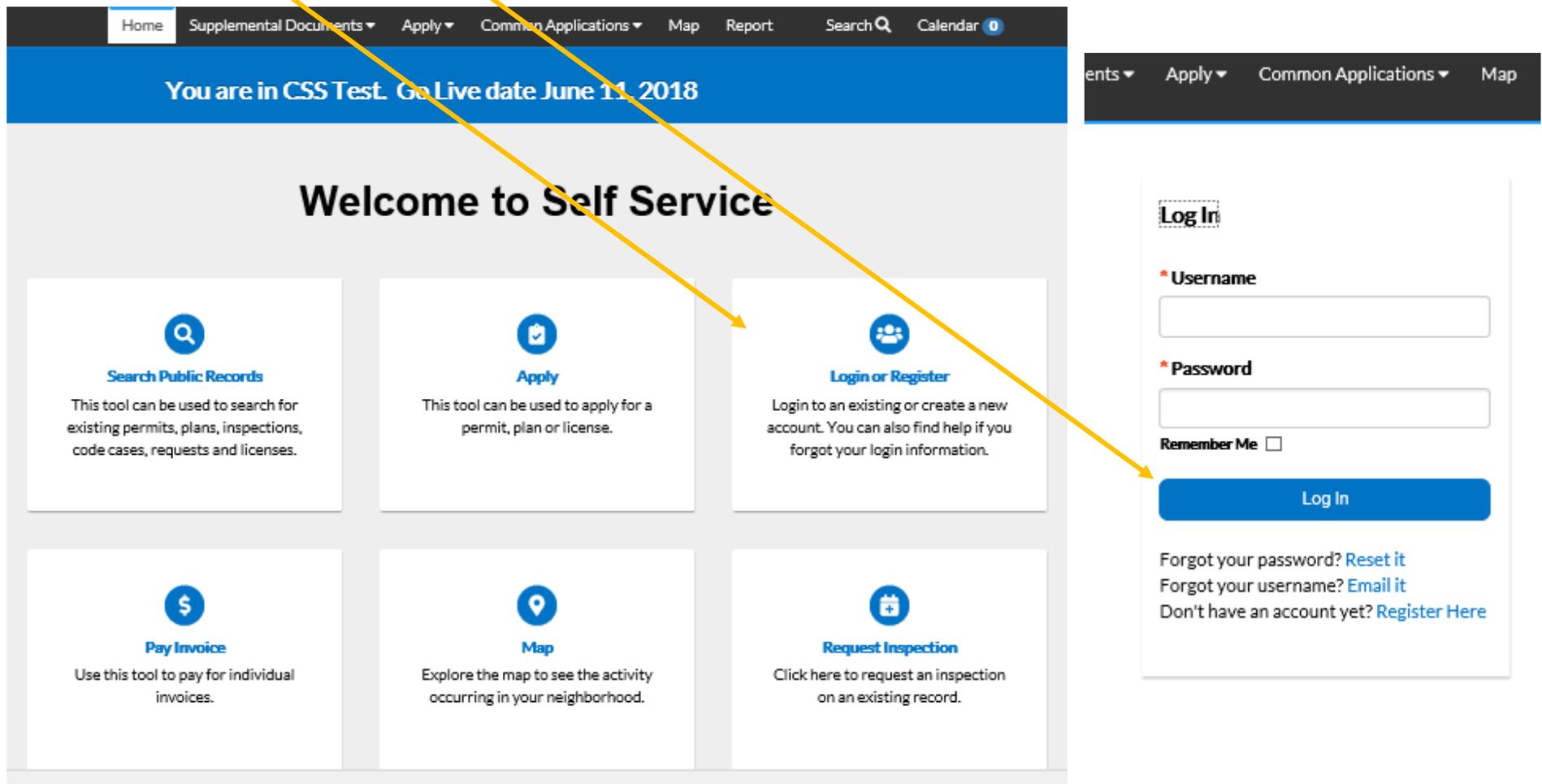
Applicant	Your info here
-----------	----------------

How to View Invoices and Receipts

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 contains links for Home, Supplemental Documents, Apply, Common Applications, Map, Report, Search, and Calendar. A blue banner below the navigation bar states "You are in CSS Test. Go Live date June 11, 2018". The main heading is "Welcome to Self Service". Below this heading are six service tiles arranged in a 2x3 grid:

- 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.

To the right of the main content area is a "Log In" form. It includes a "Log In" link, a required "Username" field, a required "Password" field, a "Remember Me" checkbox, and a blue "Log In" button. Below the button are links for "Forgot your password? Reset it", "Forgot your username? Email it", and "Don't have an account yet? Register Here". Two yellow arrows originate from the "Login or Register" tile and point to the "Log In" form.

STEP 2: Click on **“Dashboard”**. Then, scroll down the page to the option *My Invoices*. Click on **“View My Invoices”**.

The screenshot shows the PermitLink dashboard with a navigation bar at the top containing 'Dashboard', 'Apply', 'Common Applications', 'View', 'Map', 'Report', 'Help', 'Search', and 'Calendar'. A blue banner below the navigation bar reads 'You are in CSS Test. Go Live date June 11, 2018'. A yellow arrow points to the 'Dashboard' menu item.

My Permits

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

[View My Permits](#)

My Plans

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

[View My Plans](#)

My Inspections

Requested	Scheduled	Closed
0	5	29
	Grading Pre-con... 1 Final Building 1 Other 3	Final Building 7 Land Disturban... 5 Other 17

[View My Inspections](#)

My Invoices

Current	0	\$0.00	Add To Cart
Past Due	13	\$4,147.50	Add To Cart
Total	13	\$4,147.50	Add To Cart

[View My Invoices](#)

A yellow arrow points to the 'View My Invoices' link.

STEP 3: From the *My Invoices* list, select the invoice number to see details.

My Invoices

Unpaid Paid Voided

Search for invoice number, case number, or address

Exact Match

Display All Invoices

Sort Amount Due

Invoice Number	Amount Due	Status	Case Number	Address	Select All <input type="checkbox"/>
INV-00013837	\$21.00	Invoiced, Past Due	CK-20-0010		<input type="checkbox"/>
INV-00013836	\$21.00	Invoiced, Past Due	CK-20-0018		<input type="checkbox"/>
INV-00013838	\$21.00	Invoiced, Past Due	CK-20-0014		<input type="checkbox"/>



Select the invoice number.

STEP 4: If you wish to see the receipt number, click on the **“Payments”** button. The receipt number will appear right below the *Payments* subtitle.

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

◀ Back

Invoice Number: INV-00013711 

Invoice Total: \$1.00
 Status: Paid In Full Invoice Date: 01/17/2020 Due Date: 01/17/2020
 Description: NONE

Primary Fees Misc Fees **Payments** Attachments Contacts

Payments Sort Receipt Number ▾

Receipt Number	Status	Transaction Type	Payment Type	Payment Amount	Payment Date
REC-007307-2020	Complete	Fee Payment	Credit Card	\$1.00	01/17/2020

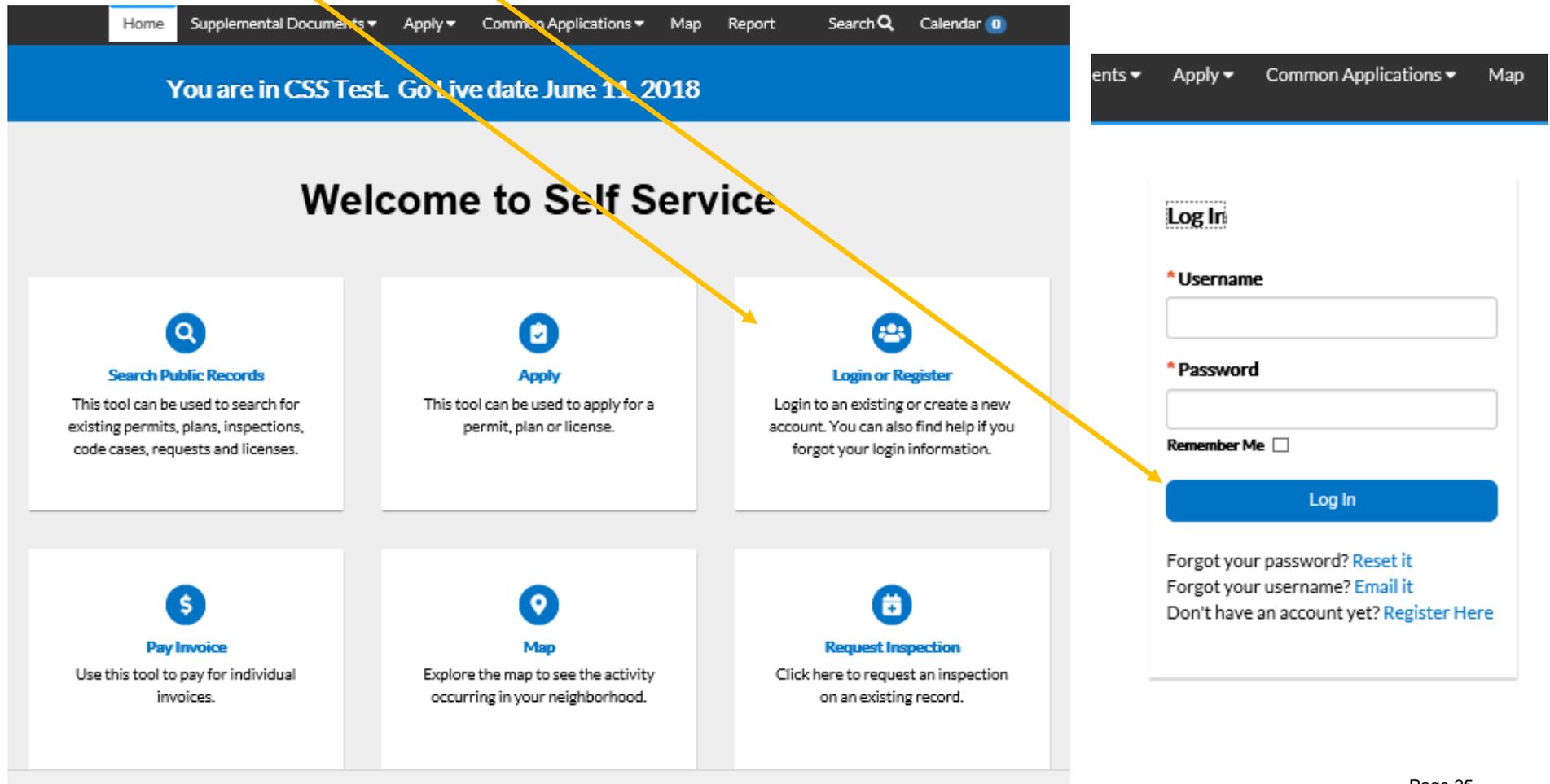
Results per page 10 ▾ 1 - 1 of 1 << < 1 > >>

How to Pay Invoices

Access JCC PermitLink by selecting www.jamescitycountyva.gov/permitlink

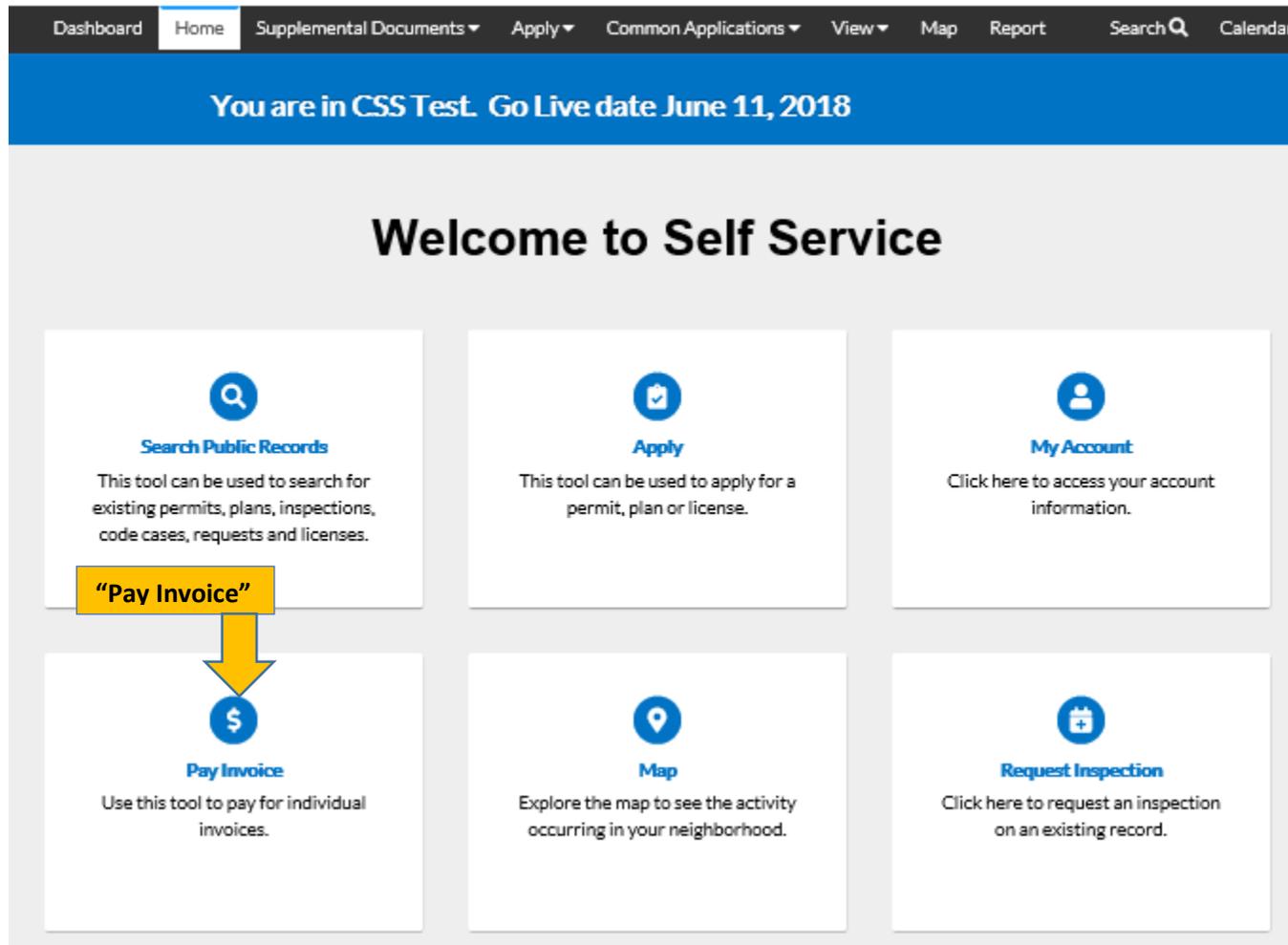
Note: If you are not yet registered on JCC PermitLink, please refer to the *How to Register in Permit Link* section of this guide.

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



The screenshot shows the JCC PermitLink self-service portal. The main heading is "Welcome to Self Service". There are 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 separate login form on the right. The login form has fields for "Username" and "Password", a "Remember Me" checkbox, and a "Log In" button. Below the button are links for "Forgot your password? Reset it", "Forgot your username? Email it", and "Don't have an account yet? Register Here".

STEP 2: If you have the invoice number, click on **“Pay Invoice”**. If you are the applicant and do not have your invoice number, please move to step 3.



The screenshot shows the PermitLink user interface. At the top is a navigation bar with links: Dashboard, Home, Supplemental Documents, Apply, Common Applications, View, 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:

- 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.
- My Account**: Click here to access your account information.
- Pay Invoice**: Use this tool to pay for individual invoices. This tile is highlighted with a yellow box containing the text "Pay Invoice" and a yellow arrow pointing down to the tile's icon.
- 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 2.1: Enter invoice number on search box, then search.

Dashboard Home Supplemental Documents Apply Common Applications View Ma

Calendar 0

Invoice Search Enter invoice number.

Search for Unpaid Invoice

STEP 2.2: Select the "Pay Now" button.

Invoice Number: INV-00013836 

Invoice Total: \$21.00

Status: Invoiced, Past Due **Invoice Date:** 05/01/2020

Due Date: 05/01/2020

Description: NONE

- [Primary Fees](#)
[Misc Fees](#)
[Payments](#)
[Attachments](#)
[Contacts](#)

Primary Fees

Sort
Fee Name

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
Zoning - Chicken Keeping Permit	\$21.00	\$21.00	CK-20-0018	Permit	

Results per page: 10 1 - 1 of 1

<< < 1 > >>

[Pay Now](#)



Step 3: If you do not have the invoice number please sign into your account that is associated with the permit or plan and invoice. Click on the dashboard icon in the upper left and select the invoices in the bottom right that you would like to pay (by clicking on view my invoices). If you would like to pay all invoices, click add to cart.

The screenshot shows the JCC PermitLink dashboard interface. At the top, there is a navigation bar with tabs: Dashboard, Home, Supplemental Documents, Apply, Common Applications, View, Map, Report, Search, and Calendar. Below the navigation bar, there is a blue header with the text "Go Live date June 11, 2018".

The dashboard is divided into several sections:

- My Permits:** A grid of five cards showing permit status counts: Attention (1), Pending (1), Active (1), Draft (0), and Recent (0). Each card lists "Building Re..." with a count of 1.
- My Plans:** A grid of five cards showing plan status counts: Attention (6), Pending (6), Active (0), Draft (0), and Recent (0). The Attention and Pending cards list "Conceptual ... 4", "Land Use 1", and "Site Plan 1".
- My Inspections:** A table with columns: Requested (0), Scheduled (0), and Closed (1). The Closed row lists "Concrete... 1".
- My Invoices:** A table showing invoice details:

Status	Count	Amount	Action
Current	0	\$0.00	Add To Cart
Past Due	1	\$12,555.20	Add To Cart
Total	1	\$12,555.20	Add To Cart

Yellow callout boxes and arrows provide instructions:

- An arrow points to the "Dashboard" tab with the text "Select Dashboard".
- An arrow points to the "Add To Cart" button for the Past Due invoice with the text "Select Add to Cart".
- An arrow points to the "Add To Cart" button for the Total invoice with the text "Select View My Invoices".
- An "Or" box is placed between the two "Add To Cart" buttons.

Step 3.1: If you selected view my invoices you will see the following screen. Select the invoices that you would like to pay and click add to cart.

Dashboard Home Supplemental Documents ▾ Apply ▾ Common Applications ▾ View ▾ Map Report Search 🔍 Calendar 2

My Invoices

Unpaid Paid Voided

Search for invoice number, case number, or address 🔍
Exact Match

Display All Invoices Sort Amount Due ▾

Invoice Number	Amount Due	Status	Case Number	Address	Select All <input type="checkbox"/>
INV-00013834	\$69.30	Due	BLDC-20-0368	test	<input type="checkbox"/>
INV-00013835	\$69.61	Due	ELER-20-1041	101 MOUNTS BAY RD Unit:E Williamsburg, VA 23185	<input type="checkbox"/>

Results per page 10 ▾ 1 - 2 of 2 << < 1 > >>

1. Select Invoices (arrow pointing to checkbox)

2. Select Add to Cart (arrow pointing to button)



Step 3.2: Click "Check Out".

- Dashboard
- Home
- Supplemental Documents ▾
- Apply ▾
- Common Applications ▾
- View ▾
- Map
- Report
- Search 🔍
- Calendar 2

◀ Back

Shopping Cart

Total \$138.91

Check Out

Click "Check Out"

Invoice: INV-00013834

Due Date: 04/30/2020

Description: NONE

Billing Contact: Baruch, Alex

\$69.30

Case Number	Project	Case Address	Amount Due
BLDC-20-0368		test	\$69.30

Remove

Top | Main Menu

Invoice: INV-00013835

Due Date: 04/30/2020

Description: NONE

Billing Contact: Baruch, Alex

\$69.61

Case Number	Project	Case Address	Amount Due
ELER-20-1041		101 MOUNTS BAY RD Williamsburg VA 23185	\$69.61

Remove

Top | Main Menu

Total \$138.91

Check Out

Step 3.3: Fill out required information and click “Pay Now”.



THIS SITE IS CURRENTLY IN DEMO MODE.

James City County, VA (Test)

Order Number: 92

Thursday, April 30, 2020

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00013834	NONE	1	\$69.30	\$69.30
INV-00013835	NONE	1	\$69.61	\$69.61
Item Total:				\$138.91
Order Total:				\$138.91

Payment Details

*all fields are required

Cardholder Name <input type="text"/>	Billing Street <input type="text"/>	Billing Zip Code <input type="text"/>
Card Type <input type="text" value="Select one..."/>	Card Number <input type="text"/>	Expiration Date Month... <input type="text"/> Year... <input type="text"/>
CVV Code <input type="text"/>	<input type="button" value="Pay Now - \$138.91"/>	

Fill out information and click pay now.



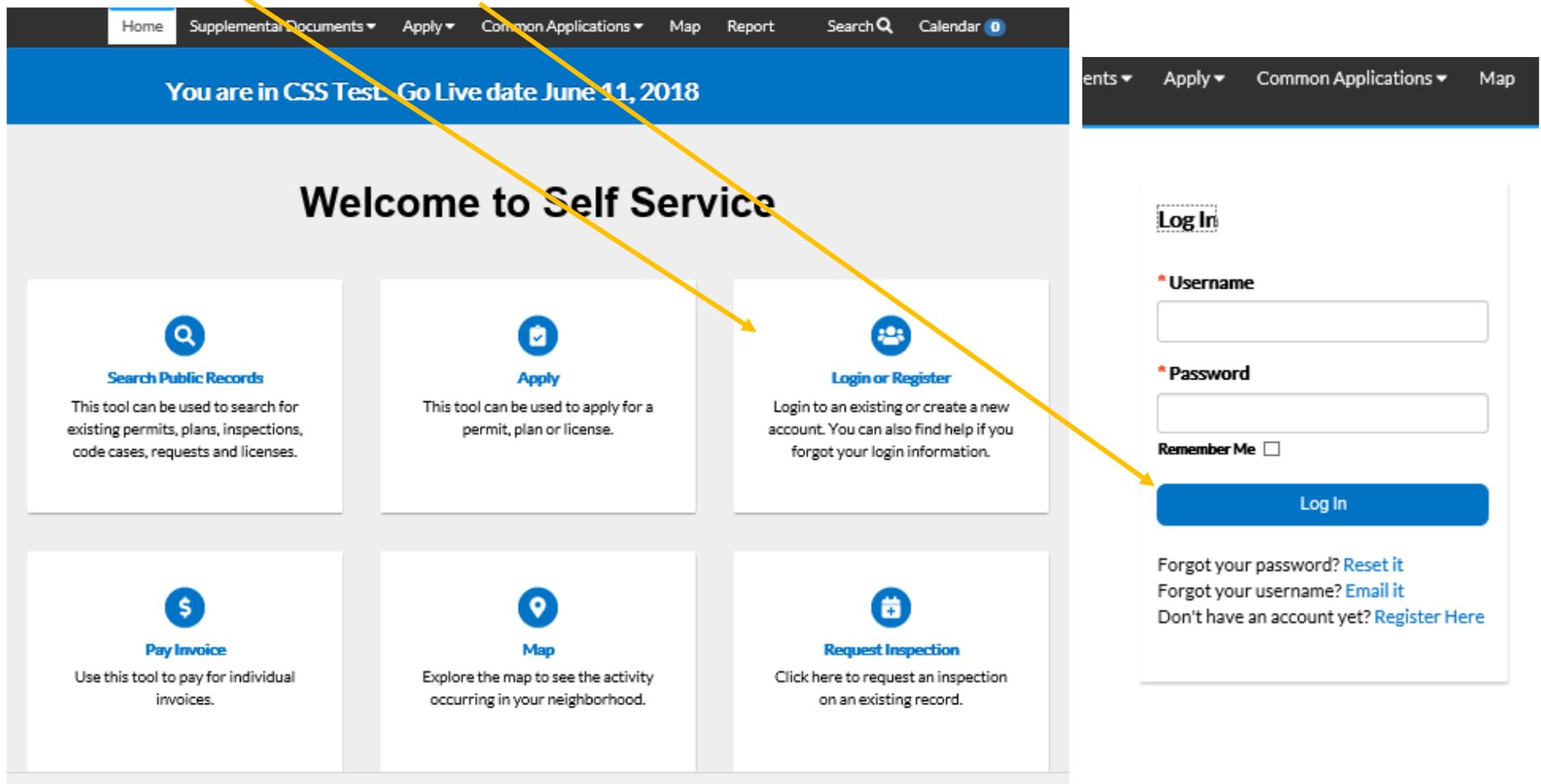
Cancel

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 shows the JCC PermitLink self-service portal. The main area is titled "Welcome to Self Service" and contains 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 view of the login form on the right. The login form includes fields for Username and Password, a Remember Me checkbox, and a Log In button. Below the button 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 on “Dashboard”, then “View My Permits”.

The screenshot shows the PermitLink dashboard. At the top is a navigation bar with the following items: Dashboard (highlighted with a yellow arrow labeled "Dashboard"), Home, Supplemental Documents, Apply, Common Applications, View, Map, Report, Help, 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 divided into two sections: "My Permits" and "My Plans".

My Permits Section:

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

A yellow arrow labeled "View My Permits" points to the "View My Permits" link below the Attention card.

My Plans Section:

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

A yellow arrow labeled "View My Plans" points to the "View My Plans" link below the Attention card.

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

My Permits

Exact Match

Display All

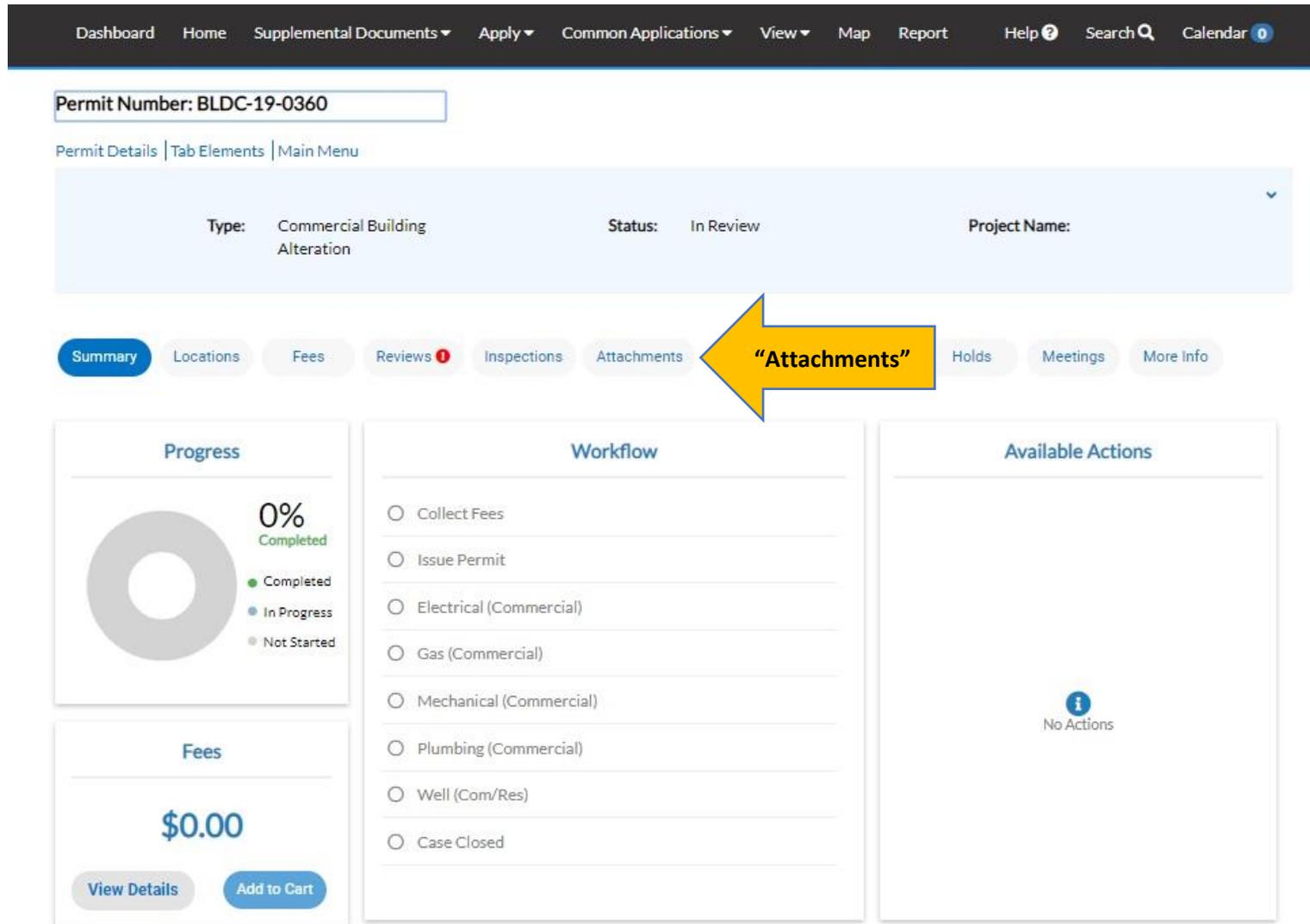
Select Case Type

Sort Relevance



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	

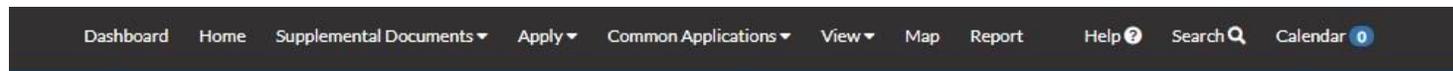
STEP 4: Select the “Attachments” button.



The screenshot displays the JCC PermitLink user interface for a permit with the number BLDC-19-0360. The top navigation bar includes links for Dashboard, Home, Supplemental Documents, Apply, Common Applications, View, Map, Report, Help, Search, and Calendar. Below the navigation bar, the permit details are shown: Permit Number: BLDC-19-0360, Type: Commercial Building Alteration, Status: In Review, and Project Name. A horizontal menu contains buttons for 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. Below the menu, there are three main sections: 'Progress' showing 0% completed, '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'.

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:	
-------	--------------------------------	---------	-----------	---------------	--

- Summary
- Locations
- Fees
- Reviews 1
- Inspections
- Attachments**
- Contacts
- Sub-Records
- Holds
- Meetings
- More Info

Attachments | Next Tab | Permit Details | Main Menu

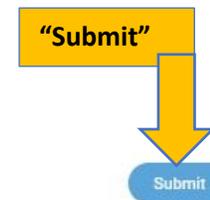
Attachments

Architectural/Structural

Add Attachment

+

Supported: .pdf

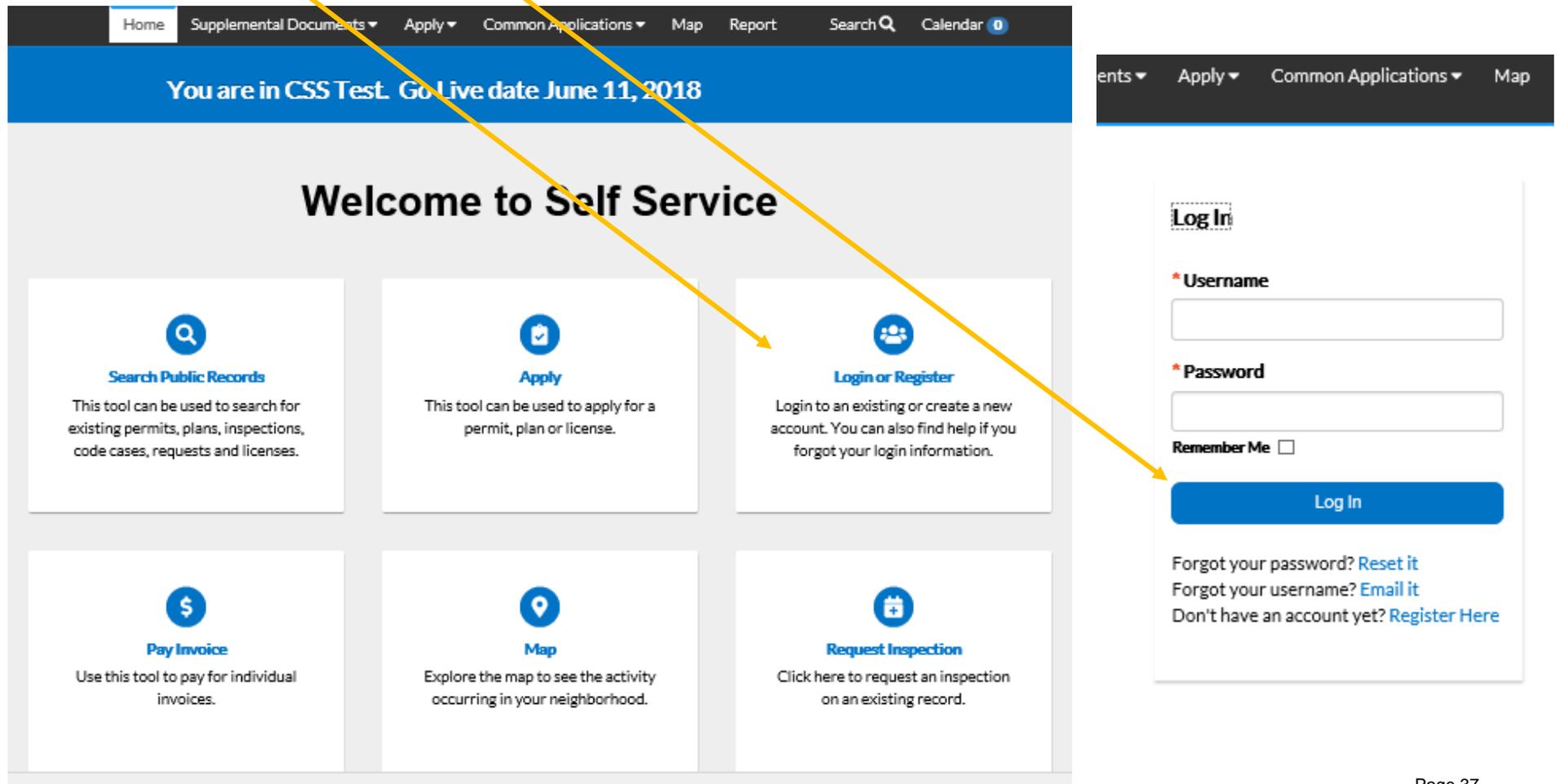


How to Schedule an Inspection

Access JCC PermitLink by selecting www.jamescitycountyva.gov/permitlink

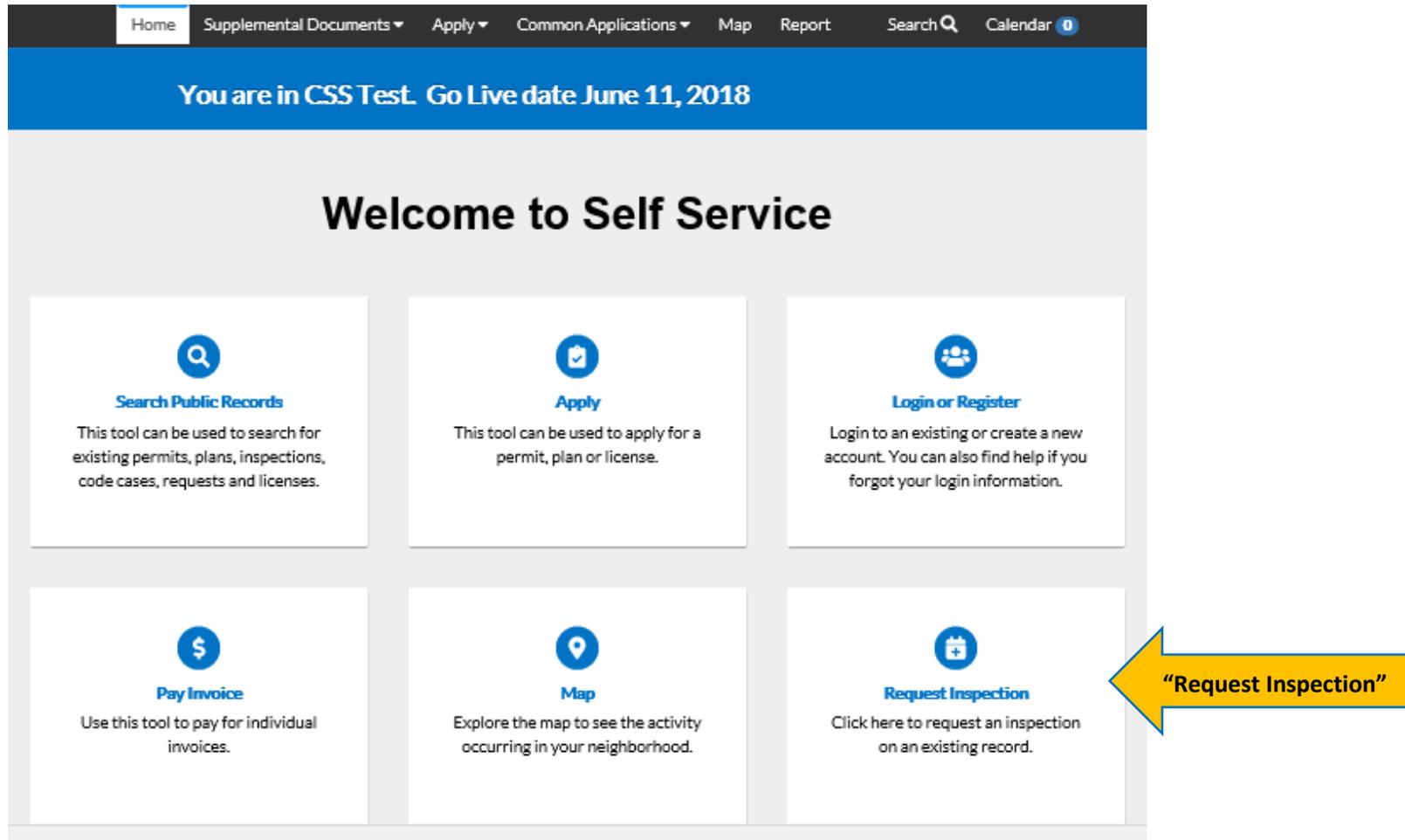
Note: If you are not yet registered on JCC PermitLink, please refer to the *How to Register in Permit Link* section of this guide.

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



The screenshot displays the JCC PermitLink 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 view of the login form on the right. The login form includes a "Log In" header, a "Username" field, a "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 – Option A: Click on “Request Inspection”.



Home Supplemental Documents Apply Common Applications Map Report Search Calendar

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

Welcome to Self Service

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.

“Request Inspection”

STEP 2.1 – Option A: Select the inspection number from the list of available inspections for your cases by checking the box, and then clicking “Request Inspection”. Any issues preventing the inspection from being requested will be noted in red to the right.

Request Inspections

Exact Match

Export

Request Inspection

Check the box to select

Sort Relevance

Case Number	Address	Type	Inspection Type	Select All <input type="checkbox"/>
LDSW-20-0063	101 mounts bay	Land Disturbance	Surety Inspection	<input type="checkbox"/>
BLDR-18-2000	101 MOUNTS BAY RD Williamsburg, VA 23185	Building Permits - Residential: Alteration	SRP Plan Review Inspection	<input type="checkbox"/> <i>There are unpaid fees on this case.</i>
SURE-20-0168	101 mounts bay RD williamsburg, VA 23185	Surety - Surety	Surety Renewal Inspection	<input type="checkbox"/>
SURE-20-0168	101 mounts bay RD williamsburg, VA 23185	Surety - Surety	Surety Inspection	<input type="checkbox"/>
SURE-20-0168	101 mounts bay RD williamsburg, VA 23185	Surety - Surety	Surety Renewal Inspection	<input type="checkbox"/>
SURE-20-0168	101 mounts bay RD williamsburg, VA 23185	Surety - Surety	Final SRP Field Inspection	<input type="checkbox"/>

“Request Inspection”

STEP 2 – Option B: Open permit or plan summary for case you wish to request inspection for. In the **“Available Actions”** box on the summary tab, select **“Request”** from list of inspections available to be requested.

Permit Number: WELL-19-0064 

• Internet Explorer 11 is required to use the eReviews portal.

Permit Details | Tab Elements | Main Menu

Type: Well - New Work Status: Issued Project Name: ▼

Summary | Locations | Fees | Reviews | Inspections | eReviews | Attachments | Contacts | Sub-Records | Holds | Meetings

More Info

Progress

0% Completed

- Completed
- In Progress
- Not Started

Workflow

- Well - Backflow Cert. Review - Requested
- Well - Final Well Head -
- Well - VDH Uniform Water Well Compl. Report Review -
- Well - Water Test Reports Review -
- BSP Application Checklist
- Collect Fees
- Issue Permit
- Well - Grout -
- Case Closed

Available Actions

- Request Inspection
Well - VDH Uniform Water Well | [Request](#)
- Request Inspection
Well - Water Test Reports Review | [Request](#)
- Request Inspection
Final Well | [Request](#)

“Request” ↓

STEP 3: Chose an inspection date and add any information you would like the inspector to see. Click **“Submit”**.

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

◀ Back

Request Inspections (1)

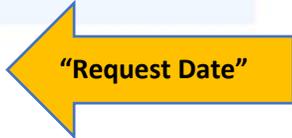
1 #WELL-19-0064 ✕ *REQUIRED

Inspection Type: Well - Backflow Cert. Review

Case Type: Well - New Work

Address: 3420 FREDERICK DR 1220600020 Toano, VA 23168

* Requested Date 📅



Comments/Gate Code



Submit

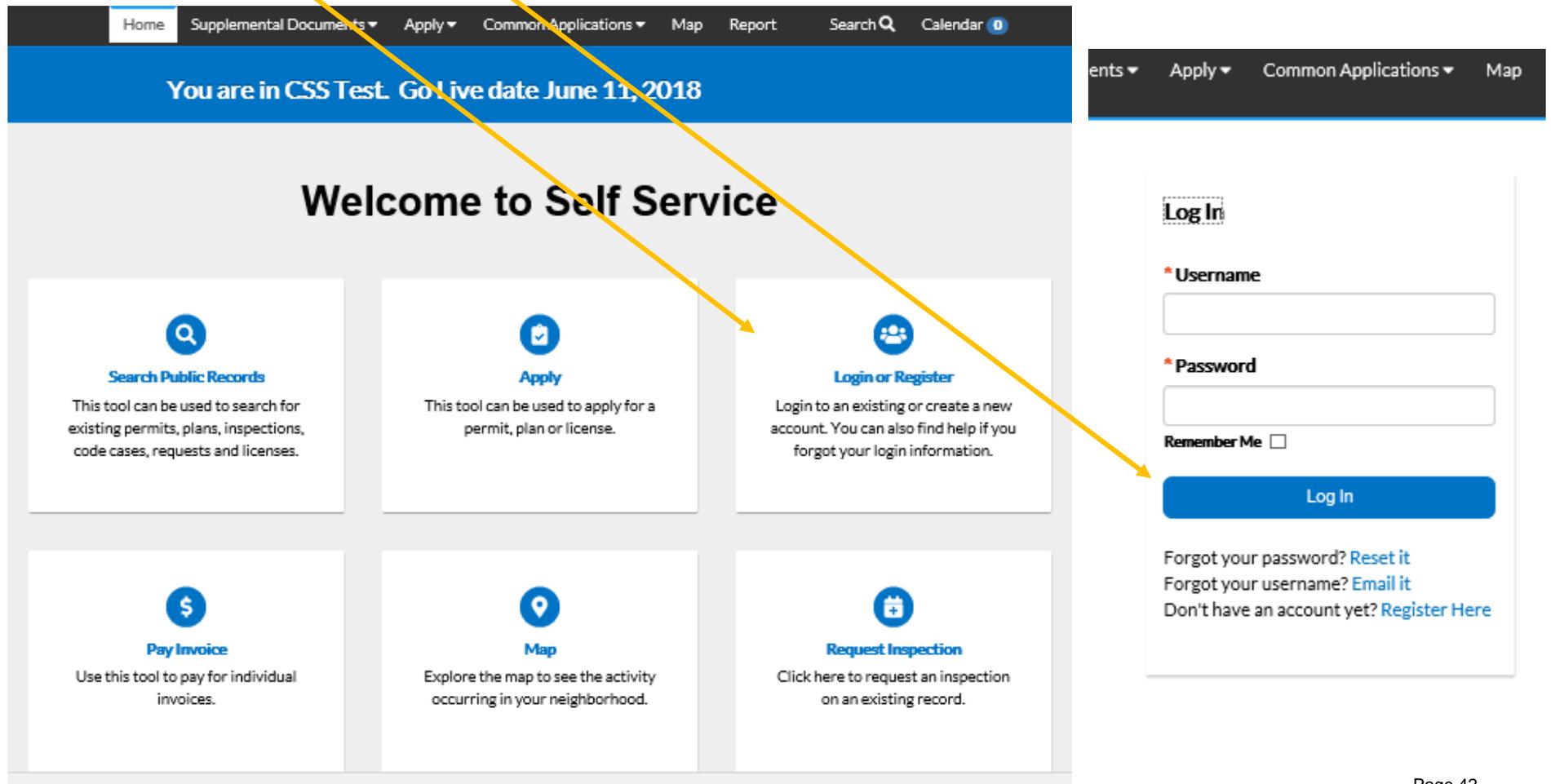


How to Check Inspection Results

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.



Home Supplemental Documents Apply Common Applications Map Report Search Calendar

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

Welcome to Self Service

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.

Log In

* Username

* Password

Remember Me

Log In

Forgot your password? [Reset it](#)
Forgot your username? [Email it](#)
Don't have an account yet? [Register Here](#)

STEP 2: Click on **“Dashboard”**. Then, scroll down the page and select the **“Closed”** inspection under *My Inspections*. (Tip: Click the number, not the word “Closed”)

“Dashboard”

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

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

My Permits

Attention	Pending	Active	Draft	Recent
1	1	1	0	0
Building Re... 1	Building Re... 1	Building Re... 1		

• View My Permits

My Plans

Attention	Pending	Active	Draft	Recent
6	6	0	0	0
Conceptual... 4 Land Use 1 Site Plan 1	Conceptual... 4 Land Use 1 Site Plan 1			

• View My Plans

My Inspections

Requested	Scheduled	Closed
0	0	1
		Concrete... 1

• View My Inspections

My Invoices

Current	0	\$0.00	Add To Cart
Past Due	1	\$12,555.20	Add To Cart
Total	1	\$12,555.20	Add To Cart

• View My Invoices

STEP 3: From the list “My Existing Inspections”, select the desired inspection number.

My Existing Inspections

101 mounts **Exact Match**

Display **Select Inspection Type** **Sort**

Inspection Number	Inspection Type	Address	Status	Case Type	Case Number	Reinspection	Requested Date	Scheduled Date	Completed Date
ISRP-20-26318	Infrastructure Inspection (Permit Version)	101 mounts bay	Closed	Permit	LDSW-20-0063	No	02/03/2020	02/04/2020	02/03/2020
IBLD-18-0573	CMU Pre-GROUT	101 MOUNTS BAY RD Williamsburg, VA 23185	Closed	Permit	BLDR-18-2000	Yes	06/11/2018	06/11/2018	06/09/2018



Select the Inspection number.

STEP 4: Click on “Checklist”.

Inspection Number: IBLD-19-18036

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

[Inspection Details](#) | [Tab Elements](#) | [Main Menu](#)

Inspection Type:	Foundation Walls and Piers	Requested Date:	07/09/2019	Requested Time:	12:00 AM
Inspection Status:	Passed	Scheduled Date:	07/09/2019	Scheduled Time:	12:00 AM
Permit Number:	BLDC-19-0116	Completed Date:	07/09/2019	Completed Time:	10:54 AM
Inspector Name:	[Redacted]				
Main Address:	[Redacted]				

- [Locations](#)
- [Contacts](#)
- [Checklist](#)
- [Fees](#)
- [Attachments](#)
- [Previous](#)
- [More Info](#)

[Locations](#) | [Next Tab](#) | [Inspection Details](#) | [Main Menu](#)

Locations

[Redacted content]



STEP 5: Any comments on the inspection results will appear under the “**Checklist**” subtitle.

Inspection Number: IBLD-19-18036

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

[Inspection Details](#) | [Tab Elements](#) | [Main Menu](#)

Inspection Type:	Foundation Walls and Piers	Requested Date:	07/09/2019	Requested Time:	12:00 AM
Inspection Status:	Passed	Scheduled Date:	07/09/2019	Scheduled Time:	12:00 AM
Permit Number:	BLDC-19-0116	Completed Date:	07/09/2019	Completed Time:	10:54 AM
Inspector Name:					
Main Address:	Williamsburg,VA 23185				

[Locations](#) [Contacts](#) [Checklist](#) [Fees](#) [Attachments](#) [Previous](#) [More Info](#)

[Checklist](#) | [Next Tab](#) | [Inspection Details](#) | [Main Menu](#)

Checklist

Sort ▼

Checklist Item	Description	Passed	Comments	Order
----------------	-------------	--------	----------	-------

No records to display.



**Contact us:
Building Safety and Permits**

General number	Permit Technicians	BuildingSafetyandPermits@jamescitycountyva.gov	757-253-6626
Adamson, Chad	Lead Electrical Inspector	Chad.Adamson@jamescitycountyva.gov	757-253-6853
Coghill, Tom	Director		757-253-6628
Kirkpatrick, Laura	Lead Building Inspector	Laura.Kirkpatrick@jamescitycountyva.gov	757-253-6852
Malarkey, David	Lead Commercial Building Inspector	David.Malarkey@jamescitycountyva.gov	757-253-6768
McKinney, Stacy	Residential Plans Examiner	Stacy.Mckinney@jamescitycountyva.gov	757-253-6821
Nedoszytko, Richard	Electrical Inspector	Richard.Nedoszytko@jamescitycountyva.gov	757-253-4163
Saumier, Brian	Inspector I	Brian.Saumier@jamescitycountyva.gov	757-253-6768
Schuler, Scott	Lead Plumbing/Mechanical Inspector	Scott.Schuler@jamescitycountyva.gov	757-253-4160
Smith, Marty	Assistant Building Official (Plan Review)	Marty.Smith@jamescitycountyva.gov	757-253-6723
Todd, Charles	Plumbing/Mechanical Inspector	Charles.Todd@jamescitycountyva.gov	757-253-6618
Turner, Allen	Assistant Building Official (Inspections)	Allen.Turner@jamescitycountyva.gov	757-253-6684
White, Donald	Inspector, Plumbing/Mechanical/Gas	Donald.White@jamescitycountyva.gov	757-253-6627
Yanez, Tamra	Plans Examiner	Tamra.Yanez@jamescitycountyva.gov	757-253-6861



Contact us:
Stormwater and Resource Protection
stormwater@jamescitycountyva.gov

757-253-6670

Contact us:
Planning/Zoning:
planning@jamescitycountyva.gov

757-253-6685