

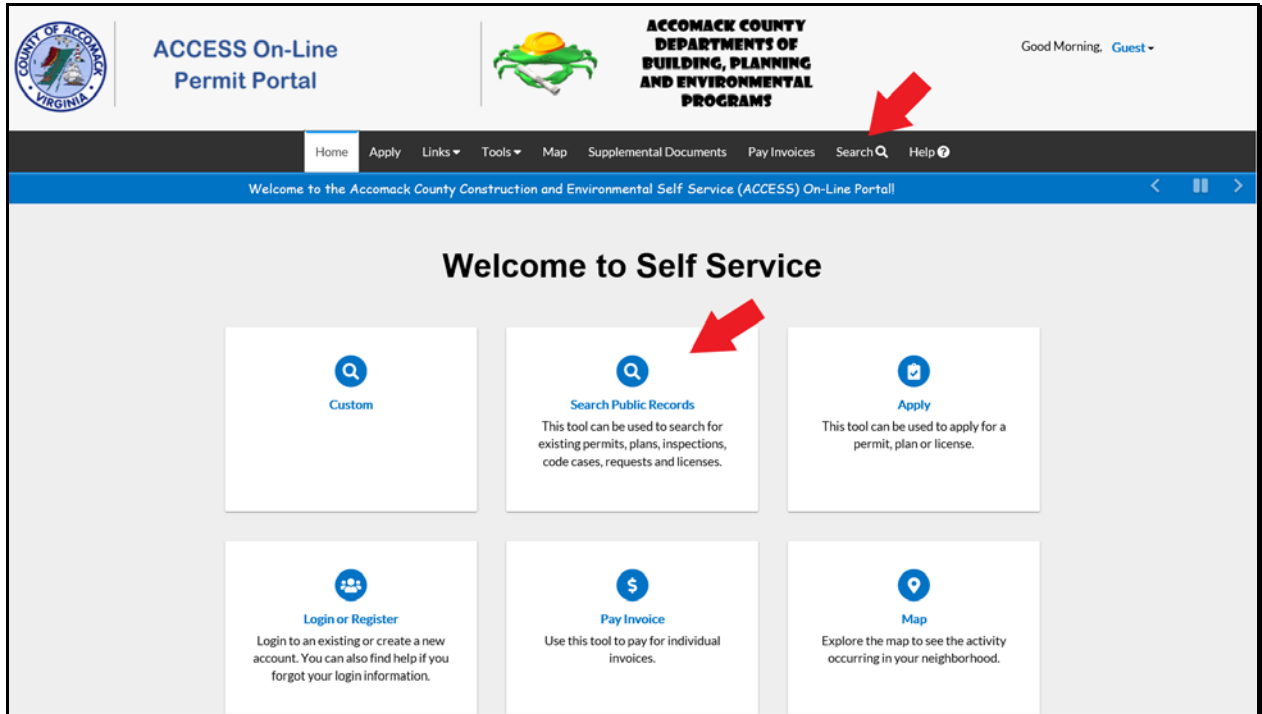


# ACCESS On-Line Permit Portal

## #12 - How to View Public Permit and Plan Records

***NOTE: You do not need to be a registered user to view public records through the ACCESS On-Line Permit Portal. For records dating before May 27, 2019, please contact the Building and Zoning office at (757) 787-5721 or the Environmental Programs office at (757) 787-5728.***

1. The public information search feature through the ACCESS On-Line Permit Portal is used to find permits, plans, inspections, code cases and requests that are entered into the system.
2. Navigate to the portal at <https://accomackcountyva-energopub.tylerhost.net/Apps/SelfService#/home>.
3. On the main portal page, click the "Search Public Records" button in the center panel. Alternatively, you may click the "Search" tab in the black navigation bar above.



4. Clicking the either button will bring you to the Public Information search screen. Clicking the dropdown tab in the “Search” field lets you filter records by type: permits, plans, inspections, code cases and requests. Selecting “All” searches all records. In the “Keyword” field you can enter any piece of relevant information (in whole or in part) - information such as 911 address, owner’s name, parcel number, permit or plan number, etc. If you wish to broaden your search, be sure to deselect the “Exact Match” box. When you have entered the appropriate information in the keyword field, hit the blue search button.

Public Information

Search All  for  Exact Match

- Clicking on the blue search button will return a series of results. On the left hand side of the results panel is a filter that allows you to further streamline your search. Once you have located the record you want to view, click the blue record number link. Clicking on the blue globe icon to the right of the results panel will open the map feature in a separate window and focus in on the relevant parcel.

**Public Information**

Search All ▼ for   Exact Match Search Reset Export

Found 2 results

**Filter Results**

- All 2
- Permit 1
- Plan 0
- Inspection 1
- Code Case 0
- Request 0

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<b>Permit Number</b> <a href="#">BLDC-000116-2019</a>	<b>Applied Date</b> 06/06/2019
<b>Type</b> Commercial New Construction	<b>Issued Date</b> 06/10/2019
<b>Project Name</b>	<b>Expiration Date</b> 12/09/2019
<b>Status</b> Void	<b>Finalized Date</b>
<b>Main Parcel</b> 86A1-1-A	
<b>Address</b> 23296 Courthouse Avenue Accomac VA 23301	

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<b>Inspection Number</b> <a href="#">IBLD-000071-2019</a>	<b>Status</b> Requested
<b>Requested Date</b> 06/11/2019	<b>Main Parcel</b> 86A1-1-A
<b>Address</b> 23296 Courthouse Avenue Accomac VA 23301	
<b>Scheduled Date</b> 06/11/2019	

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

- Clicking a blue record number link will bring you to a screen with further details about the record. Directly below the main informational panel, there are a series of buttons that cover the full range of inquiry relevant to the record: locations, fees, reviews, inspections, attachments, contacts, sub-records, holds and meetings.

**Permit Number: BLDC-000116-2019**

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<b>Type:</b> Commercial New Construction	<b>Applied Date:</b> 06/06/2019	
<b>Status:</b> Void	<b>Project Name:</b>	<b>Issue Date:</b> 06/10/2019
<b>District:</b> Town of Accomac	<b>Assigned To:</b> Administrator, System	<b>Expire Date:</b> 12/09/2019
<b>Square Feet:</b> 0.00	<b>Valuation:</b> \$0.00	<b>Finalized Date:</b>
<b>Description:</b>		



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7. Two of the buttons are of particular importance: The “Inspections” button where you can view all the inspections performed on the building project (if applicable) and the “Attachments” button where items such as permits, job cards, certificates of occupancy and associated scanned documents (including site plans) are housed. Shown below are the results under the “Attachments” button.

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**Attachments** Sort: Needs Action

 <p style="text-align: center;"><b>Attachment</b></p> <p><a href="#">PM_Permit_Detailed_Dept_B_10-6-2019_09-22-</a> Uploaded: 06/10/2019</p> <p>Notes: IO Rule Attachment</p>	 <p style="text-align: center;"><b>Attachment</b></p> <p><a href="#">PM_Standard_Trade_Permit_A_6-6-2019_11-18-</a> Uploaded: 06/06/2019</p> <p>Notes: IO Post Process Attachment</p>
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8. For further inquiries, please contact the Building and Zoning office or the Environmental Programs office at the contact numbers provided above.