



ACCESS On-Line Permit Portal

#7 - How To Apply For A Permit Or Plan

You will need to be a registered user to apply through the portal. Please refer to the “#2 - How To Create Your Account” document for instructions if you are not a registered user.

1. If you are already a registered user, login to the site in one of two places, as shown below:

ACCOMACK COUNTY Virginia ACCESS Online Permit Portal

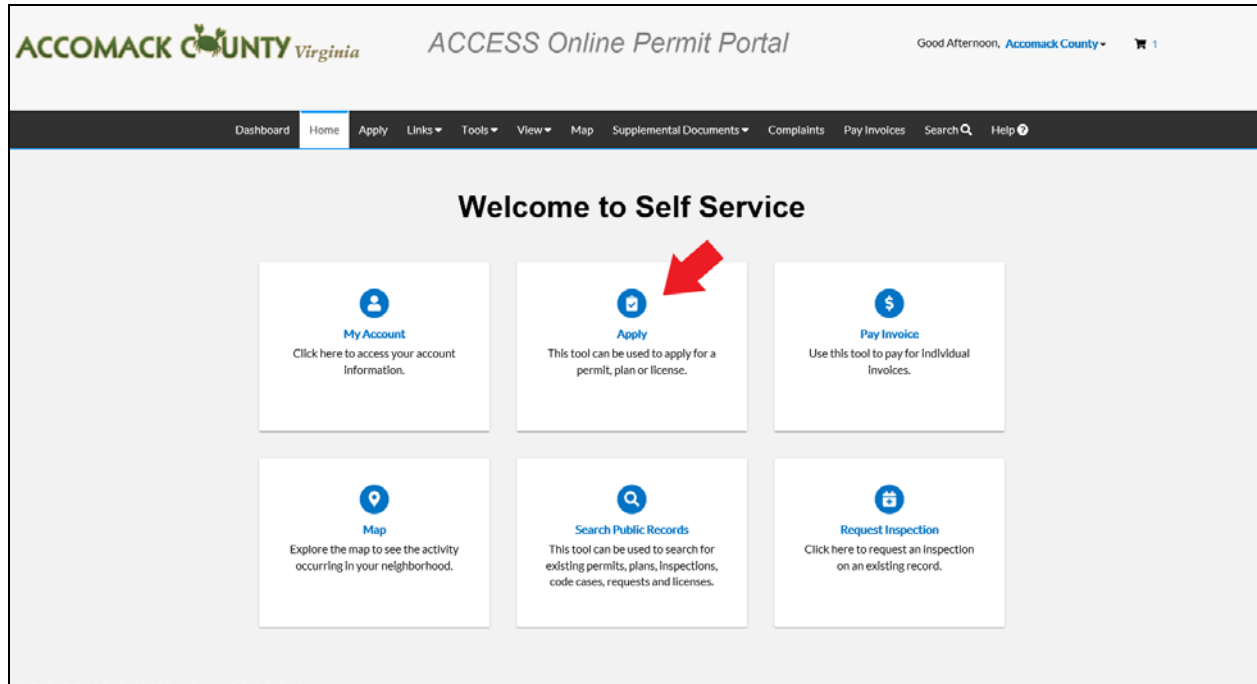
Good Afternoon, **Guest** -
Log In
Register

Home Apply Links Tools Map Supplemental Documents Complaints Pay Invoices Search Help

Welcome to Self Service

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

2. Once you have logged in, you will be taken back to the home screen. Click the large 'Apply' button in the center of the screen.



3. Clicking the large 'Apply' button will take you to the Application Assistant screen. From here, you may view a list of all the permits and plans that can be applied for by clicking the 'All' button. Clicking the 'Trending' button will sort this list by recent application popularity. Clicking the 'My History' button will return a list of all the permit or plan types that have ever been applied for from this account. The last two buttons, 'Permits' and 'Plans', will return a list of only permits or plans, respectively. To sort permits and plan types by category, click the '>Show Categories' link just below the 'All' button. Once you have found the permit or plan you would like to apply for, click the associated blue 'Apply' button.

Application Assistant

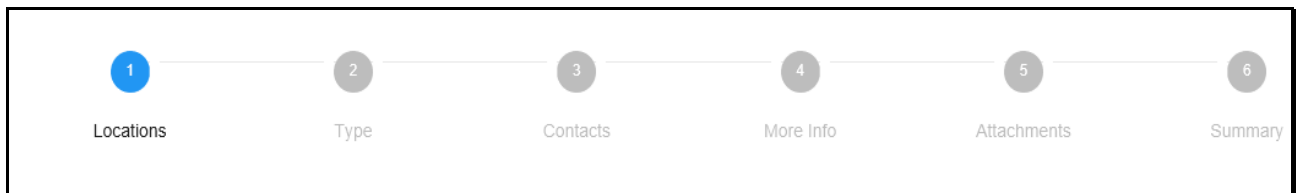
Search for application names and keywords

[All](#) [Trending](#) [My History](#) [Permits](#) [Plans](#)

[Show Categories](#)

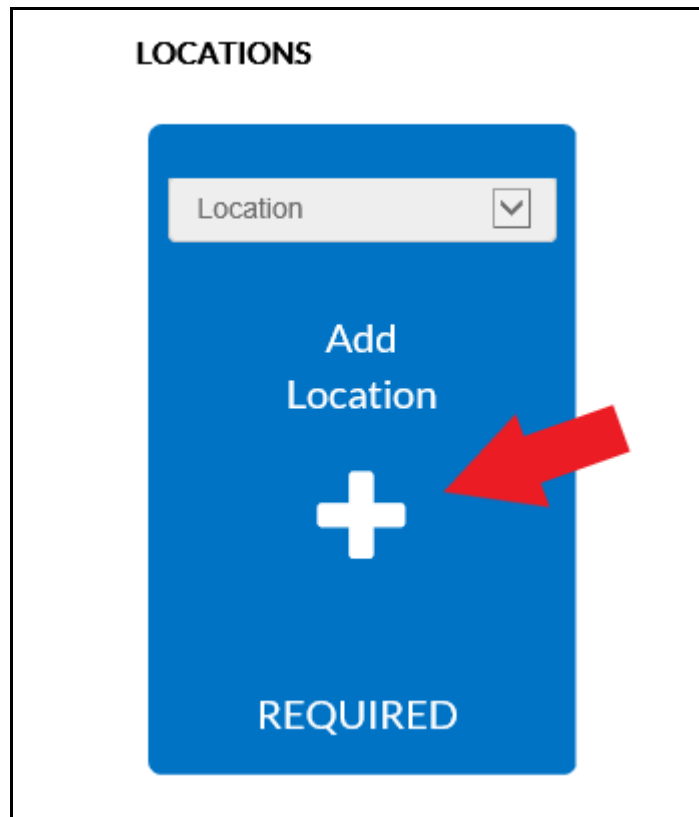
Residential Manufactured Home	Apply
Category Name: Residential	Description: Permit for a Residential Building Manufactured Home
Residential Re-Roof	Apply
Category Name: Residential	Description: Permit for a Residential Building Re-Roof
Residential Accessory Structure	Apply
Category Name: Residential	Description: Permit for a Residential Building Accessory Structure

4. For both types of applications, you will have a progress bar at the top indicating the specific step you are in the process.

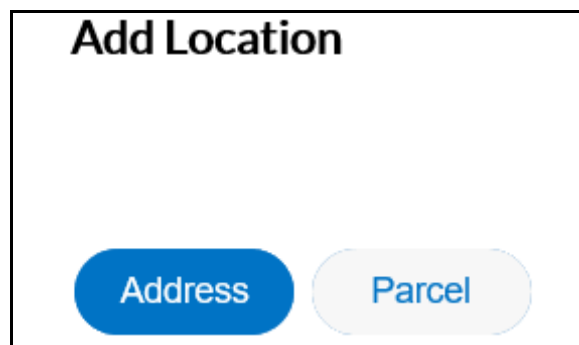


STEP 1 - ADDING A LOCATION

1. The first step is “Adding a Location”. The first location added is always the location of the job site or the plan (however, this will not be the only required location – see number 8 of this section for more details). Click the plus sign under “Add Location” to begin.



2. You will then add the location by selecting “Address” or “Parcel”. If selecting to search by parcel, skip to step 5.



3. If using “Address”, enter the street number and name in the search query field under “Address Information” and click the magnifying glass to search. The more detailed the entry in the field, the more accurate the results that will be returned. Once you have located your address, click on the “Add” button to add this address.

The screenshot shows the 'Add Location' interface. At the top, there are two tabs: 'Address' (selected) and 'Parcel'. Below this is a section for 'Add Address As' with a dropdown menu set to 'Location'. There are two buttons: 'Search' and 'Enter Manually'. The 'Address Information' section contains a search input field with the text '23296 courthouse' and a magnifying glass icon. A red arrow points from a red box 'Enter street number and name here' to the search input field. Below the search field is a table with two columns: 'Address' and 'Action'. The table contains one row with the address '23296 COURTHOUSE AVE Accomac, Accomack County VA 23301' and an 'Add' button. A second red arrow points from a red box 'Click the "Add" button next to the correct address' to the 'Add' button.

Add Location

Address Parcel

Add Address As Location

Search Enter Manually

Address Information

Search 23296 courthouse

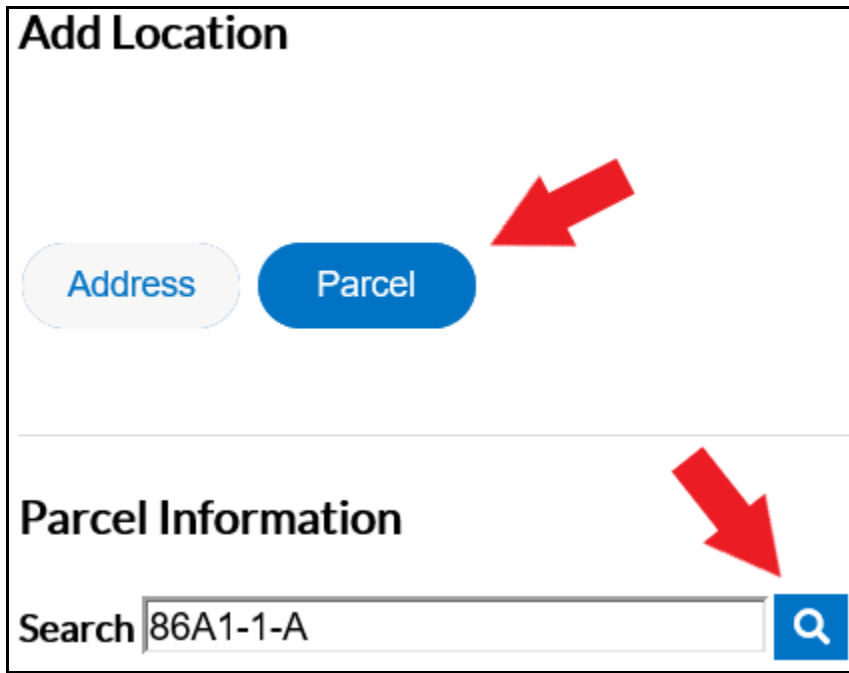
Address	Action
23296 COURTHOUSE AVE Accomac, Accomack County VA 23301	Add

- If no address is returned when conducting a search (or if entering a newly assigned address), you may enter an address manually. Click the “Enter Manually” button. Fill out the appropriate information (the fields required have a red asterisk) and click the “Submit” button at the bottom.

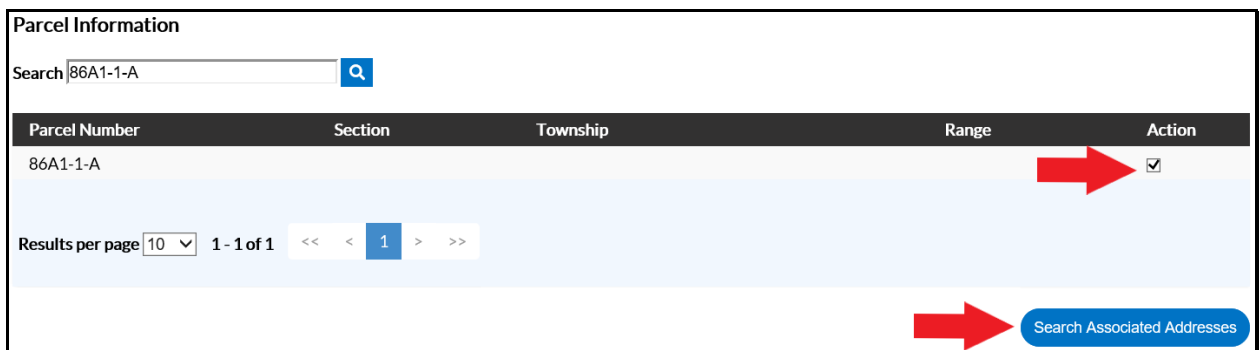
Enter Manually

Country Type	<input type="text" value="US"/>
Enter Address	<input type="text" value="Search Addresses"/>
* Street Number	<input type="text" value="23296"/>
Pre Direction	<input type="text"/>
* Street Name	<input type="text" value="Courthouse Avenue"/>
Post Direction	<input type="text"/>
* City	<input type="text" value="Accomac"/>
State	<input type="text" value="VA"/>
* Postal Code	<input type="text" value="23301"/>
County	<input type="text" value="Accomack"/>

5. If you are searching by parcel, click the “Parcel” button and then enter the parcel number in the search field below. **Be sure to enter the hyphenated tax map number, not the 15-digit Parcel ID number** (If you don’t know the tax map number, you may search the 911 address using the “Map” tool located on the toolbar at the top of the screen). Click the magnifying glass.



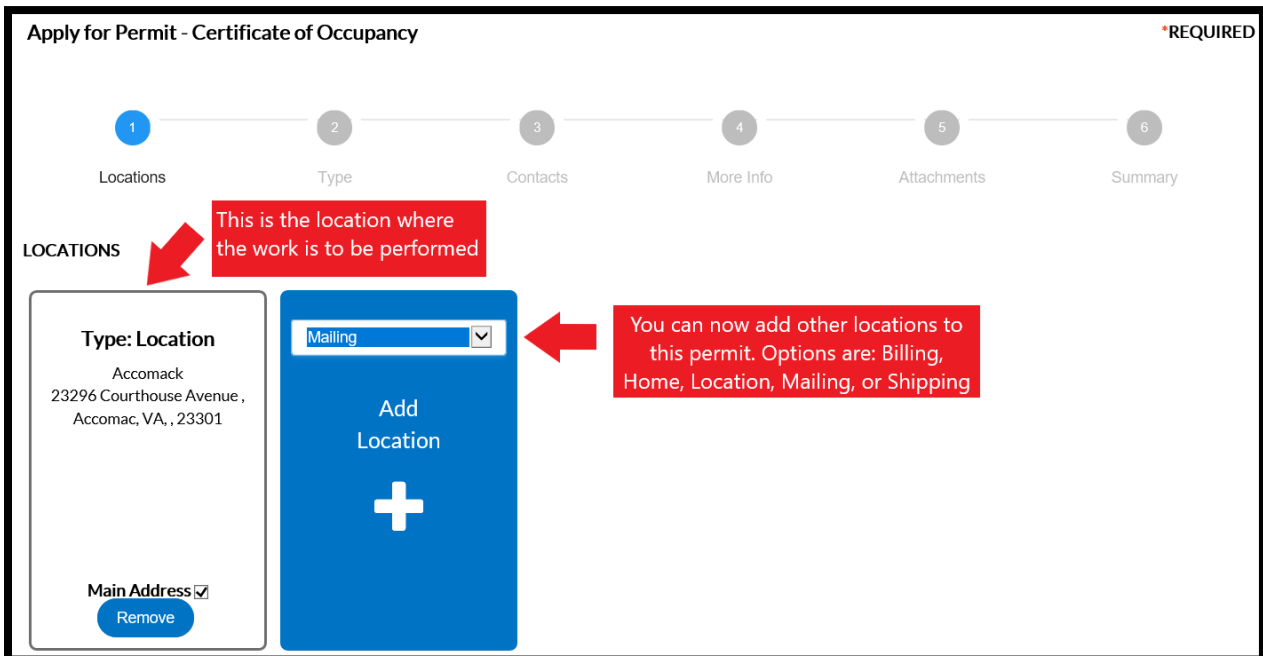
6. Depending on how precise the entry in the search field is, there may be more than one result. Check the “Action” box next to the correct parcel and then click the “Search Associated Addresses” button.



7. Check the “Action” box next to the correct address and then click the “Add Selected” button.



8. Once you have entered the location for the job site, you must add a location for the mailing address of the applicant. Click the dropdown tab in the next location box, select “Mailing”, and repeat the above “Adding a Location” steps. Following that, you may create additional locations to the permit by changing the Address Type. Further options are: APO (Adjacent Property Owner), Billing, Home, Pending Address Assignment and Shipping.



9. When you have finished adding all the locations to the permit, click on “Save Draft” to save your progress or click on “Next” to continue the application process. **It’s important to not hit the “Back” button in your web browser – you will lose the information that was entered and have to start over.**



STEP 2 - SELECT A TYPE

1. Select your permit or plan type, enter a detailed description in the description box and then enter the square footage and valuation in the appropriate fields. When ready, click the “Next” button. NOTE: Depending on the type of permit or plan, there may be more or less information required, and your screen may look different from that shown below.

Apply for Permit - Certificate of Occupancy *REQUIRED

Progress: 1. Locations (✓) 2. Type (2) 3. Contacts 4. More Info 5. Attachments 6. Summary

PERMIT DETAILS

* Permit Type: Certificate of Occupancy This is the type of permit you are requesting, and can be changed from the drop down menu. This is your last opportunity to change the permit type on this application.

Description: In the description box, please provide detailed information about the work that will be performed under this permit. Be as descriptive as possible.

* Square Feet: Please enter the square footage of the building project. For partial renovations, enter only the square footage of the part of the structure being renovated.

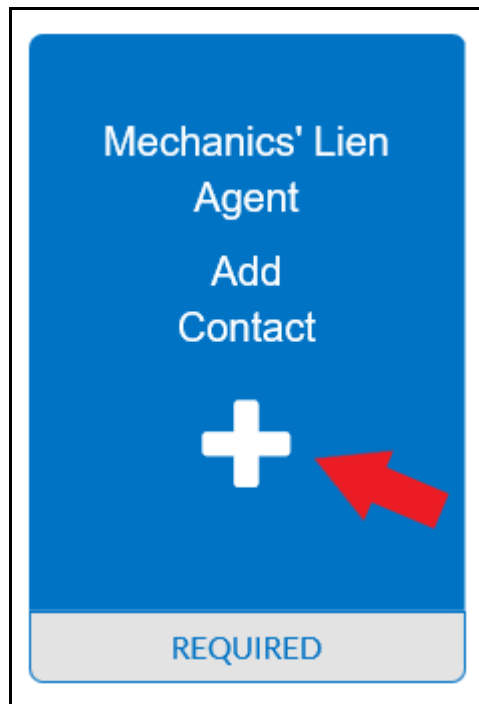
* Valuation: In the Valuation box, please enter the estimated cost of the project.

STEP 3 - ADD A CONTACT

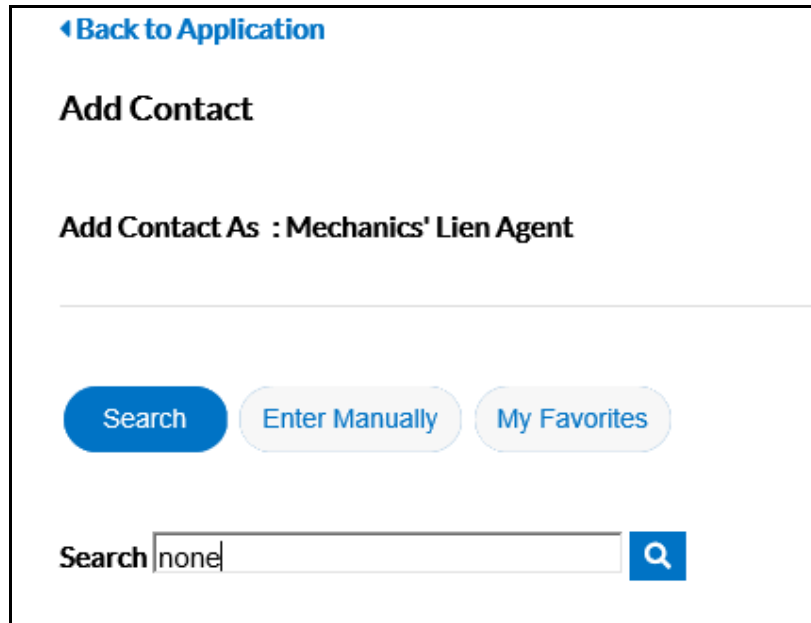
1. To proceed in the process, add your contacts to the permit or plan application. The first contact will always be the applicant or the person who logged into the Permit Portal. Depending on the permit type, the second contact may be the Mechanic's Lien Agent, which is a required contact. Even if there is no agent associated with the project, this field must be filled out.

The screenshot shows a web interface for applying for a permit. At the top, it says "Apply for Permit - Commercial New Construction" with a "REQUIRED" indicator. A progress bar below shows six steps: 1. Locations (checked), 2. Type (checked), 3. Contacts (active), 4. More Info, 5. Attachments, and 6. Summary. Below the progress bar, the "CONTACTS" section is displayed. It features three cards: 1. "Applicant" card showing "Accomack County (You)" with address "23296 Courthouse Ave, Accomac, VA, 23301". 2. "Mechanics' Lien Agent" card with "Add Contact" and a plus sign, labeled "REQUIRED" at the bottom. 3. "Adjacent Property Owner" card with a dropdown menu and "Add Contact" with a plus sign. At the bottom of the interface are "Back", "Save Draft", and "Next" buttons.

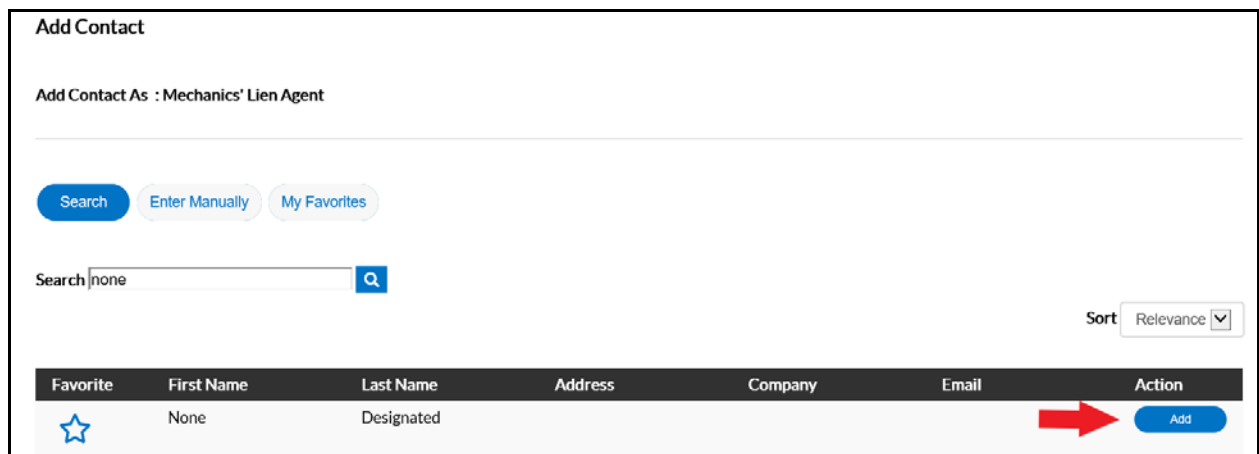
2. Click the plus-shaped icon under “Add Contact” in the “Mechanic’s Lien Agent” field.



3. On the next screen, you may manually enter the contact information for the mechanic’s lien agent, or you may perform a search. Note: If there is no mechanic’s lien agent associated with the project, type ‘none’ in the search field, and click the magnifying glass. Otherwise, skip to step 5.



- The search query will return several results. Find the entry with “None” for the first name and “Designated” for the last name. Click the blue “Add” button to finish.



- You can add additional contacts to the permit or plan and change the type of contact by clicking on the dropdown box above “Add Contact” and the plus sign. NOTE: If you as the applicant are not the owner of the property in question, you must also add the ‘Owner’ contact. If you as the applicant are using a licensed contractor to perform work on this project, you must add the ‘Contractor’ contact (if the system doesn’t allow you to add a particular contractor as a contact, it could mean that that contractor’s certifications need

to be updated in our records. You may skip the 'Contractor' contact for now and attach a copy of the contractor's state and county licenses later – see below under the subheading "STEP 5 – ADDING ATTACHMENTS" for more details). When finished, click the "Next" button.

Apply for Permit - Commercial New Construction *REQUIRED

Locations Type **Contacts** More Info Attachments Summary

CONTACTS

Applicant

Accomack County (You)

Accomack County

23296 Courthouse Ave,
Accomac, VA., 23301

Mechanics' Lien Agent

Add Contact

+

REQUIRED

Adjacent Property Owner

Add Contact

+

To add a contact, click the dropdown tab and select the appropriate contact type. Click the plus sign below 'Add Contact' and fill out the required contact information on the next screen.

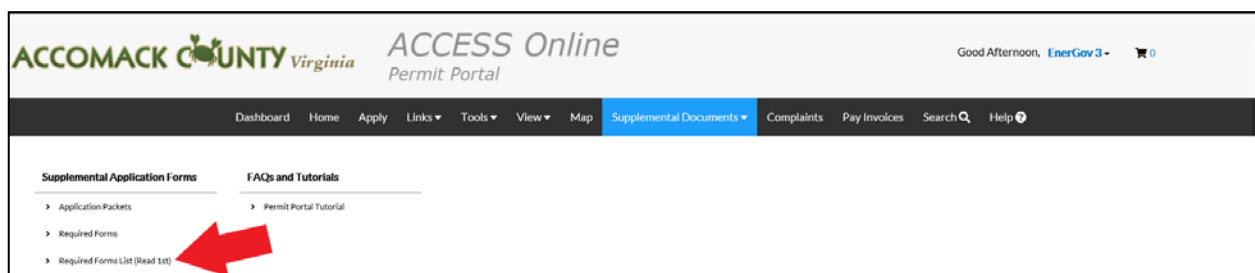
[Back](#) [Save Draft](#) [Next](#)

STEP 4 – MORE INFO

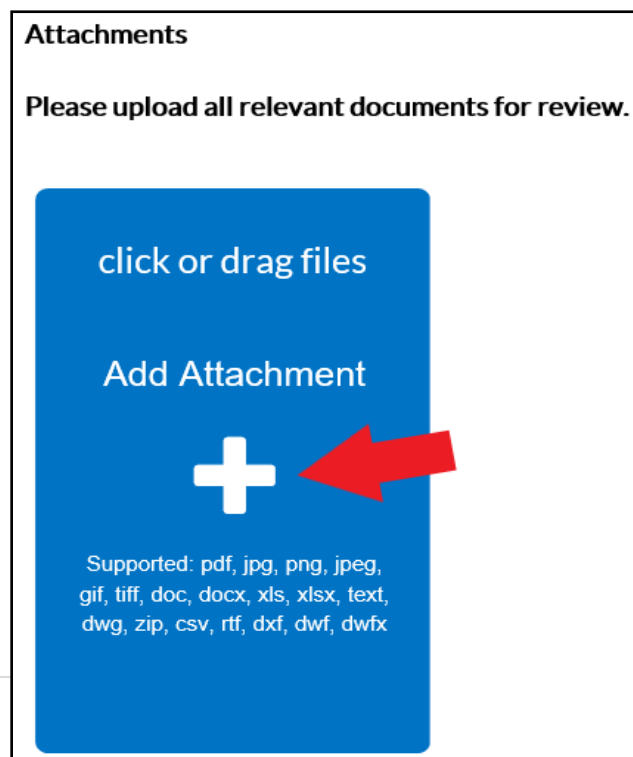
1. Clicking the “Next” button will bring you to step 4, the “More Info” page. Fill out all required fields and any other fields that may apply. If there is a licensed contractor involved in the project, please be sure to fill in the business license information fields. Continue on to step 5 by clicking the blue “Next” button at the bottom the screen.

STEP 5 – ADDING ATTACHMENTS

1. Adding attachments is one of the most useful features of the ACCESS On-Line Portal. You can attach any type of relevant document file to the permit or plan (e.g., site plans, mechanical or building spec sheets, plats, maps, narrative documents, communications, etc.). The more documentation that can be attached to a permit or plan, the more efficient the review process. NOTE: If you have skipped the addition of the ‘Contractor’ contact back in “STEP 3 – ADD A CONTACT”, please attach copies of the current state and county licenses here.
2. Depending on the type of permit or plan being applied for, there may be certain supplemental documents that are required as additions to the main application. Please click the “Supplemental Documents” tab from the navigation bar at the top of the screen and then click on the link entitled “Required Forms List (Read 1st)” to review which documents are required for your permit application.



3. Once you have determined the required supplemental documents necessary for the permit application, you can access the documents by clicking the “Required Forms” link under the Supplemental Documents tab. Download, print and fill out each document, create a digital copy of each completed document by scanning or taking a photo, and then attach the digital copy of each document to the application. If after reviewing the “Required Forms List” you are unsure as to which documents are needed, you may contact the building office.
4. To add an attachment, click the “plus” sign below “Add Attachment” to browse your computer or mobile device for the file you want to attach, or you can click and drag the file to the “plus” sign. If it is a large file, please allow time for the file to upload to the system. Also keep in mind that data rates may apply when uploading from a mobile device. Once the files are attached, they can then be viewed by all the contacts associated with the permit or plan (NOTE: Once the application has been submitted, attachments may not be available for viewing through the portal until the permit manager has reviewed the application and made them available online). When finished, click the blue “Next” button at the bottom of the screen.



STEP 6 - SUMMARY

1. Clicking the blue “Next” button will take you to the summary page. On the Summary page, review all of the information entered for the permit or plan application. If any information is incorrect, you may click the blue “Back” button at the bottom of the screen until you reach the appropriate page where the correction needs to be made. **Please do not click the “Back” button on your web browser. This will cause you to lose all of your work and you will need to start over.** When all of the information is correct, click the “Submit” button at the bottom of the screen. Once the application has been submitted, the system will assign the permit or plan a unique number which will be used for permanent identification. Please take note of this number. As soon as the permit manager begins reviewing the application, it can then be viewed at any time through the portal.
2. Once the application has been submitted, the permit manager will be notified of the submission and will begin the review process. If any further documentation or information is needed to deem the application complete, the permit manager will contact you. When the permit manager deems the application complete, the fee invoice will be created and you will be notified for payment. Please refer to the document entitled “#8 – How Do I Pay My Permit Fees?” from the tutorial found at <https://www.co.accomack.va.us/departments/building-inspections-and-zoning/access-portal-documents> to continue advancing the permit or plan application.