



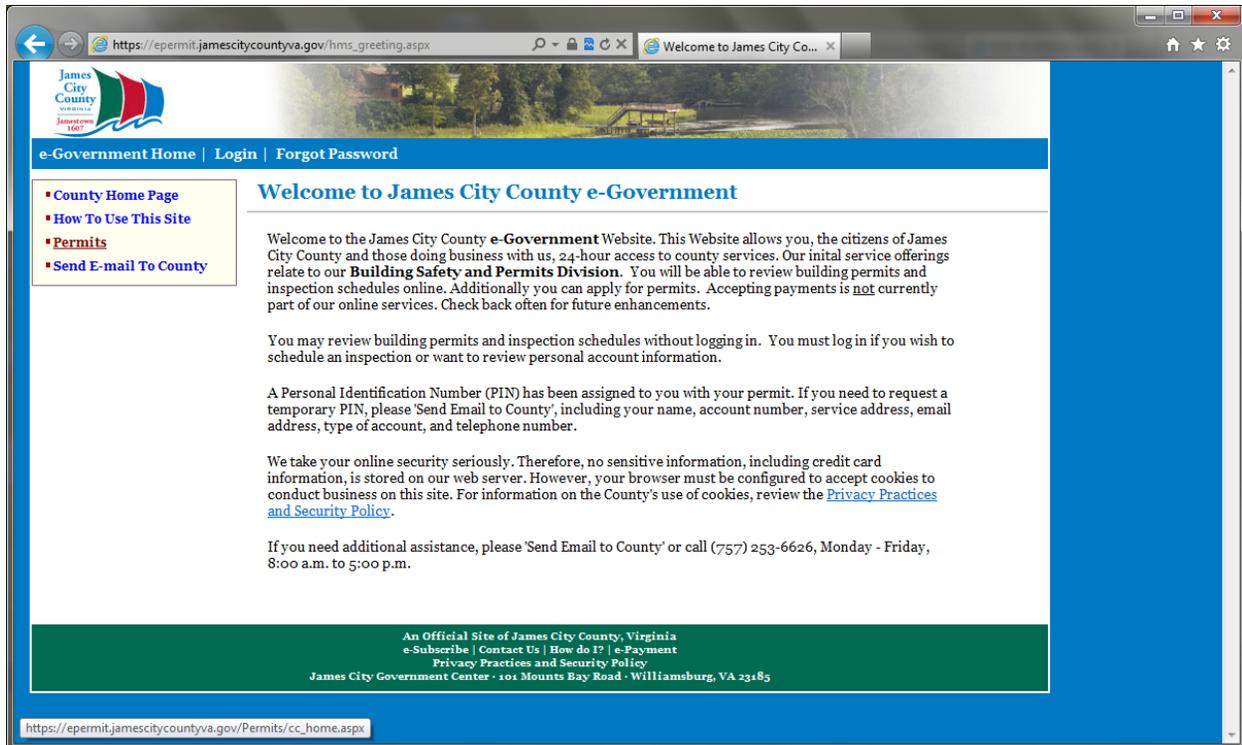
Instructions for Using the James City County ePermit Website

This Website allows 24-hour access to County services related to the **Building Safety and Permits** division. You can apply for and review permits, request an inspection, look at today's inspection schedule, and examine the results.

Your browser must be configured to accept cookies to conduct business on this site. Most browsers default to accept cookies. This site uses temporary cookies that will expire after 20 minutes of browser inactivity. Check your browser's help for information on cookies.

- [Review Permits without Logging In](#)
- [Review Permits with Logon](#)
- [Permits Search](#)
- [Apply for Permit](#)
- [Apply for Inspection](#)
- [Inspection Results](#)
- [Permit Results](#)
- [Contact Information Update](#)

Review Permits without Logging In



Building permits and inspection schedules can be viewed without logging in.

- Select **Permits** from the **Welcome Menu** to see a list of the day's scheduled.
- Additionally you may conduct a **Permit Search** either by Permit Number or location for more detailed information.

Permit Home (not logged on)

James City County
eGovernment
1607

e-Government Home | Login | Forgot PIN

Permit Home Permit Search

Building Safety and Permits Division

Welcome to the Building Safety and Permits eGovernment page. If you have any questions regarding this site, please call (757) 253-6626 between 8:00 AM and 5:00 PM Monday - Friday, or [Send an e-mail to the County](#).

Scheduled Inspections For Today : 9/13/2012

Permit	Location	Inspection	Ticket	Status
G-121990	321 ARCHERS MEAD	Final	306555	Pending
B-121977	2460 JOLLY POND RD	Foundation - 1	306559	Pending
B-121556	3316 TOANO DRIVE	Framing	306564	Pending
E-121669	158 SOUTHPORT	Final	306566	Pending
E-121956	111 OLD STAGE ROAD	Final	306574	Pending
B-122018	3527 LONGWOOD DRIVE	Framing	306603	REJECTED
B-120146	132 NOTTINGHAMSHIRE	Final	306608	Pending
G-122059	4188 AMBASSADOR CIRCLE	Roughin	306631	Pending
B-120435	88 PENNSYLVANIA AVE	Framing	306647	Pending
B-120436	87 PENNSYLVANIA AVE	Framing	306648	Pending
B-120438	85 PENNSYLVANIA AVE	Framing	306649	Pending
B-120439	84 PENNSYLVANIA AVE	Framing	306650	Pending
B-120440	83 PENNSYLVANIA AVE	Framing	306651	Pending
B-120437	86 PENNSYLVANIA AVE	Framing	306674	Pending
B-122008	100 NORTH KNOB HILL	Footing	306684	APPROVED
B-121825	3500 HOTWATER TRAIL	Footing	306685	APPROVED

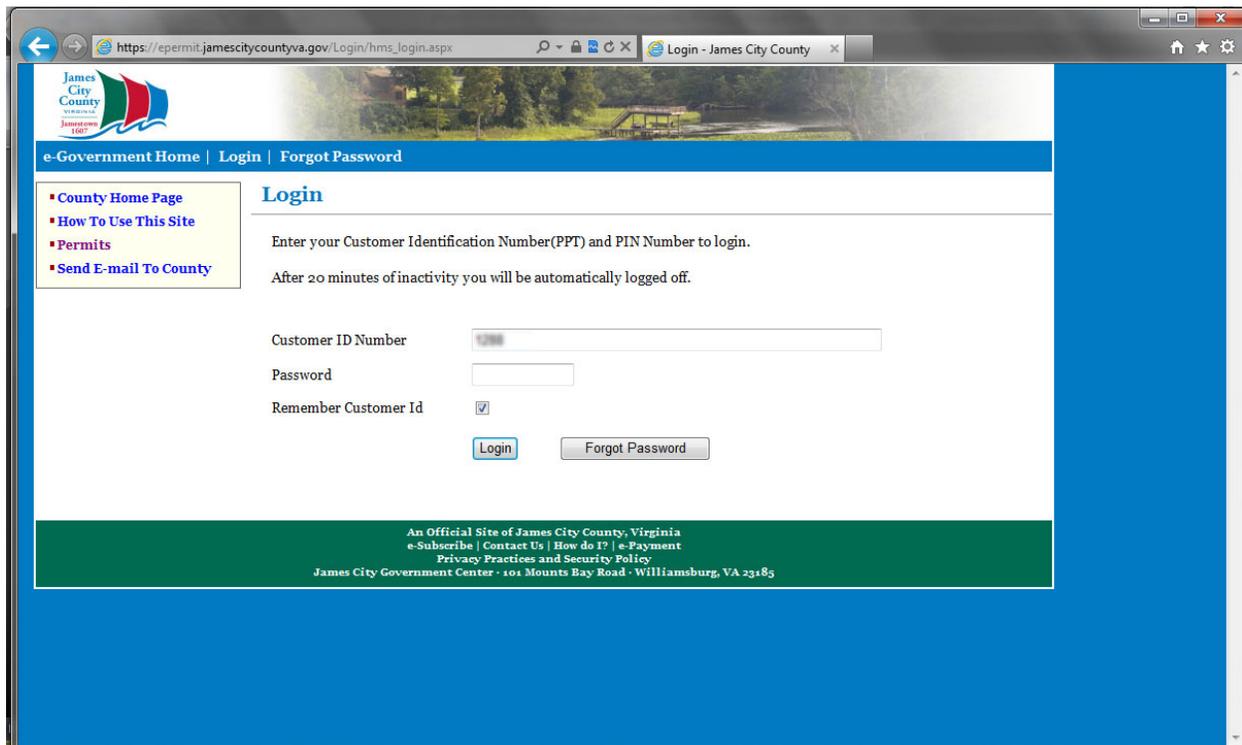
Clicking on the Permits link in the side bar takes you to the Permits home page. Further information on permits does require login.

Please note: At this time James City County **cannot** accept payments online for any permits.

If you have questions about the status of an inspection or permit, please call 757-253-6626 during business hours (Monday-Friday, 8 a.m. – 5 p.m.).

Review Permits (Login Required)

Enter your Customer Identification Number and PIN Number to login. If you do not remember your Customer ID, or you are a new client, you can request one from **Building Safety and Permits**. Immediately after your first login you will be asked to register your email address with us. If you need a PIN Number, ['Send E-mail To James City County'](#) requesting a temporary PIN Number. Please include your Customer ID and the name of your business. If you have any questions regarding your login, please call 757-253-6626 during normal business hours (Monday-Friday, 8 a.m. - 5 p.m.).



The screenshot shows a web browser window with the URL https://epermit.jamescitycountyva.gov/Login/hms_login.aspx. The page features the James City County logo and navigation links for 'e-Government Home', 'Login', and 'Forgot Password'. A sidebar on the left contains links for 'County Home Page', 'How To Use This Site', 'Permits', and 'Send E-mail To County'. The main content area is titled 'Login' and contains the following text: 'Enter your Customer Identification Number (PPT) and PIN Number to login.' and 'After 20 minutes of inactivity you will be automatically logged off.' Below this text are input fields for 'Customer ID Number' and 'Password', a 'Remember Customer Id' checkbox (checked), and 'Login' and 'Forgot Password' buttons. At the bottom, a green footer contains contact information: 'An Official Site of James City County, Virginia', 'e-Subscribe | Contact Us | How do I? | e-Payment', 'Privacy Practices and Security Policy', and 'James City Government Center · 101 Mounts Bay Road · Williamsburg, VA 23185'.

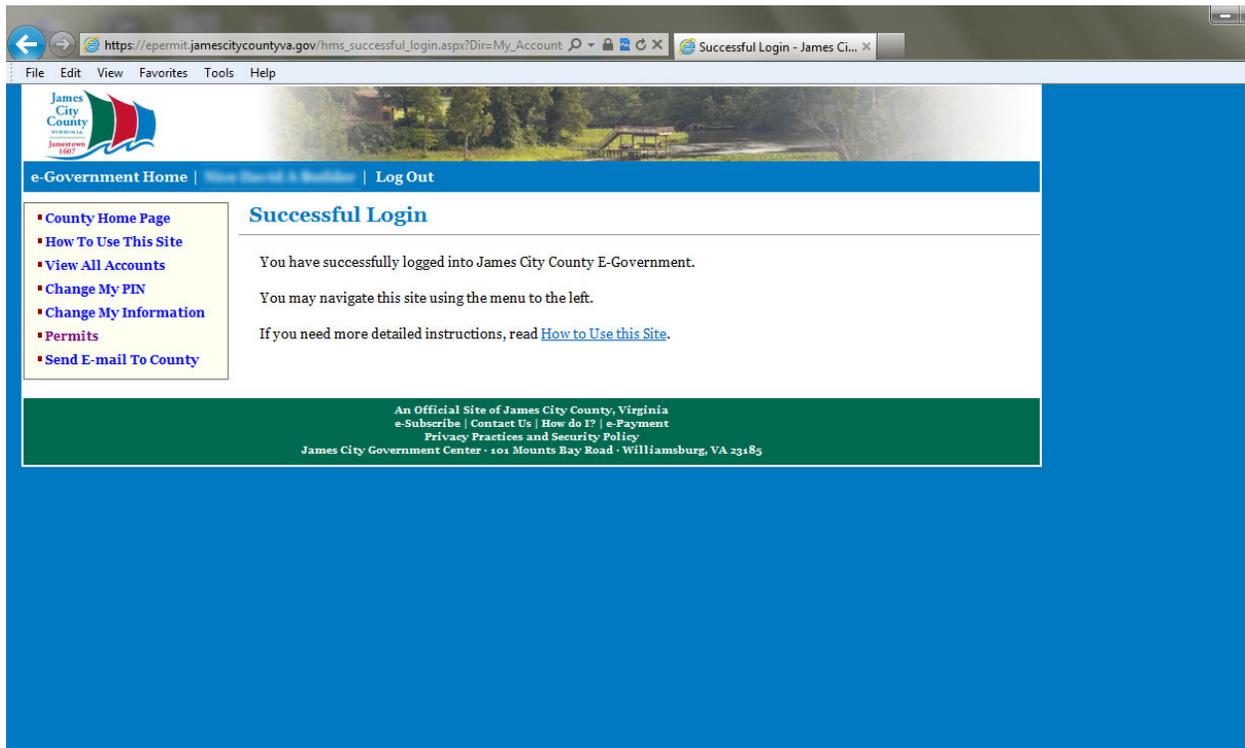
- The first time you login, you will be issued a **new** PIN Number to the email address you entered.

Wait a short period and then check your incoming email for your new PIN. This is a **onetime procedure** to ensure your privacy. After this, your PIN should only change if you change it.

- Login again, using your new PIN. After you are logged in with the new PIN number, you may change your PIN at anytime from the 'My Accounts' menu.

If you forget your PIN number and have an email address on file, go to 'Forgot PIN' to have it emailed to you.

Successful Login page



Once login is complete, you will see the Successful Login page.

To request an inspection or to lookup any other permit information, click on the link Permits on the left menu bar.

Click on the action buttons to perform a task.

Be sure to **Logout** after completing your transaction. After 20 minutes of browser inactivity, you will be automatically logged out.

Permits page (logged on)

James City County
Jamestown 1870

e-Government Home | Home | Logout

My Accounts | **Permit Home** | Permit Search | Apply For Permit

Contractor Information | Current Permits | Inactive Permits | Licenses | Masters | Inspection Results | Request Inspection

Building Safety and Permits Division

Welcome to the Building Safety and Permits eGovernment page. If you have any questions regarding this site, please call (757) 253-6626 between 8:00 AM and 5:00 PM Monday - Friday, or [Send an e-mail to the County.](#)

Scheduled Inspections For Today : 9/12/2012

Permit	Location	Inspection	Ticket	Status
B-101712	3133 PRISTINE VIEW	Framing	306482	REJECTED
B-121775	3482 WESTHAM LANE	Framing	306507	REJECTED
B-121451	3472 WESTHAM LANE	Final	306517	REJECTED
B-121453	3476 WESTHAM LANE	Final	306519	REJECTED
B-121556	3316 TOANO DRIVE	Framing	306564	Pending
B-121960	7851 POCAHONTAS TR	Final	306576	Pending
B-121959	7851 POCAHONTAS TR	Final	306577	Pending
E-121959	7851 POCAHONTAS TR	Final	306580	Pending
B-121961	7851 POCAHONTAS TR	Final	306582	Pending
E-121961-1	7851 POCAHONTAS TR	Final	306583	Pending
E-121961	7851 POCAHONTAS TR	Final	306593	Pending
B-122018	3527 LONGWOOD DRIVE	Framing	306603	REJECTED
G-122059	4188 AMBASSADOR CIRCLE	Roughin	306631	Pending
B-120435	88 PENNSYLVANIA AVE	Framing	306647	Pending

When logged in the Permits home page will have additional menu buttons available and will become the central point for all your James City County permit activities.

Permit Search

The screenshot shows a web browser window with the URL https://epermit.jamescitycountyva.gov/Permits/cc_permit_search.aspx. The page features the James City County logo and navigation links for 'e-Government Home', 'My Accounts', 'Permit Home', 'Permit Search', and 'Apply For Permit'. Below these are links for 'Contractor Information', 'Current Permits', 'Inactive Permits', 'Licenses', 'Masters', 'Inspection Results', and 'Request Inspection'. The main heading is 'Permit Search'. The instructions state: 'Enter search criteria. The owner name and contractor name are full text search fields. The search looks at all words and not just the beginning of the field. This means if 'smith' is entered, the name 'John Smith', 'Smith White' or 'Longsmithe Plumbing' may be found. Search criteria is treated as 'AND' so that the more criteria supplied, the more specific the search result. All text fields are partial searches except the Permit Number. The permit number must be entered as the type followed by 6 digits including leading zeros (ex. E-001234). Only records less than 3 years old will be returned.' The form includes input fields for 'Permit Number' (with a note to use format B-123456), 'Status' (a dropdown menu currently set to 'active'), 'Owner Name', 'Contractor Name', and 'Street Location' (subdivided into 'Number', 'Street Name', and 'City').

Enter search criteria.

The owner name and contractor name are full text search fields. The search looks at all words and not just the beginning of the field. This means if 'smith' is entered, the name 'John Smith', 'Smith White' or 'Longsmithe Plumbing' may be found.

Search criteria are treated as "AND" so that the more criteria supplied, the more specific the search result. All text fields are partial searches except the Permit Number. The permit number must be entered as the type followed by six digits including leading zeros (ex. E-001234).

Only records less than three years old will be returned.

Apply for a Permit

James City County
Virginia
James City
1607

e-Government Home | [View Portal & Register](#) | [Logout](#)

[My Accounts](#) [Permit Home](#) [Permit Search](#) [Apply For Permit](#)

[Contractor Information](#) [Current Permits](#) [Inactive Permits](#) [Licenses](#) [Masters](#) [Inspection Results](#) [Request Inspection](#)

Application For New Permit

Enter or search for location where work is to be performed.

[Steps](#) [Select Location](#) [Permit Info](#) [Owner Info](#) [Characteristics](#) [Fees](#) [Approve](#) [Final](#)

Required fields marked with *

Street Location

Number * Street Name City

Parcel Number

Subdivision

An Official Site of James City County, Virginia
e-Subscribe | Contact Us | How do I? | e-Payment
Privacy Practices and Security Policy
James City Government Center · 101 Mounts Bay Road · Williamsburg, VA 23185

Enter or search for location where the work is to be performed. Note that **Street Name** is a required field.

Enter 'Cannot Find, Enter Manually' if a search does not bring up the address where work is to be performed.

Apply for a Permit: Manual Application Process

Select permit type and description of work category. Please enter specific information regarding description of work in the permit notes field (ex. Electrical permit - add 2 outlets in gararge).

Steps Select Location **Permit Info** Owner Info Characteristics Fees Approve Final

Required fields marked with *

Application Date Monday, September 17, 2012

Permit Type * -- Select Permit Type --

Description Of Work * After selecting the permit type, this drop down will fill with options

Property Type Commercial

Brief Description Of Work

Street Location

Number	Fraction	Direction	Street Name *	Street Type	Sec. Address (example : UNIT B)
<input type="text"/>					

City* / State* / Zip*

Subdivision -- Select --

How do we contact you about this application?*

< Previous Next >

Enter appropriate fields and click on **Next**.

Manual Application Process: Owner Information

The screenshot shows a web browser window with the URL https://epermit.jamescitycountyva.gov/Permits/cc_apply_new_permit_owr. The page header includes the James City County logo and navigation links: "e-Government Home", "View Permit & Building", and "Logout". A menu bar contains "My Accounts", "Permit Home", "Permit Search", and "Apply For Permit". Below this is a secondary menu with "Contractor Information", "Current Permits", "Inactive Permits", "Licenses", "Masters", "Inspection Results", and "Request Inspection".

Application For New Permit

Please verify that property owner information is correct and add owner's phone number.

Steps: Select Location | Permit Info | **Owner Info** | Characteristics | Fees | Approve | Final

Property Owner Information

Required fields marked with *

First Name

Last / Company Name *

Mailing Address *

Address Line 2

City * / State * / Zip *

Phone Number *

E-mail

< Previous Next >

Enter appropriate fields and click on **Next**.

Manual Application Process: Site Characteristics

Please enter the following characteristics.

Steps Select Location Permit Info Owner Info **Characteristics** Fees Approve Final

Required fields marked with *

Characteristic	Data Type	Value
Estimated Value	Numeric	<input type="text"/>
No Stories	Numeric	<input type="text"/>
No Rooms	Numeric	<input type="text"/>
No Baths	Numeric	<input type="text"/>
No Fixtures	Numeric	<input type="text"/>
No Fireplaces	Numeric	<input type="text"/>
Fireplace Typ	Please Select	-- Select --
Exterior Finish	Please Select	-- Select --
Interior	Please Select	-- Select --
Flooring	Please Select	-- Select --
Roofing	Please Select	-- Select --
Heat Type	Please Select	-- Select --
A/C Type	Please Select	-- Select --
Floor Area	Numeric	<input type="text"/>
Deck Area	Numeric	<input type="text"/>
Porch Area	Numeric	<input type="text"/>
Basement Area	Numeric	<input type="text"/>
Garage Area	Numeric	<input type="text"/>

Enter appropriate fields and click on **Next**.

Manual Application Process: Summary Page

The screenshot shows a web browser window with the URL https://epermit.jamestownva.gov/Permits/cc_apply_new_permit_owr. The page header includes the James City County logo and navigation links: "e-Government Home", "View Permit & Building", and "Logout". A secondary navigation bar contains buttons for "My Accounts", "Permit Home", "Permit Search", and "Apply For Permit". A third navigation bar includes "Contractor Information", "Current Permits", "Inactive Permits", "Licenses", "Masters", "Inspection Results", and "Request Inspection". The main heading is "Application For New Permit". Below this, a message states: "Please verify that property owner information is correct and add owner's phone number." A progress bar shows steps: "Steps", "Select Location", "Permit Info", "Owner Info" (highlighted), "Characteristics", "Fees", "Approve", and "Final". The "Property Owner Information" section lists required fields marked with an asterisk: "First Name", "Last / Company Name", "Mailing Address", "Address Line 2", "City / State / Zip", "Phone Number", and "E-mail". At the bottom of the form are "< Previous" and "Next >" buttons.

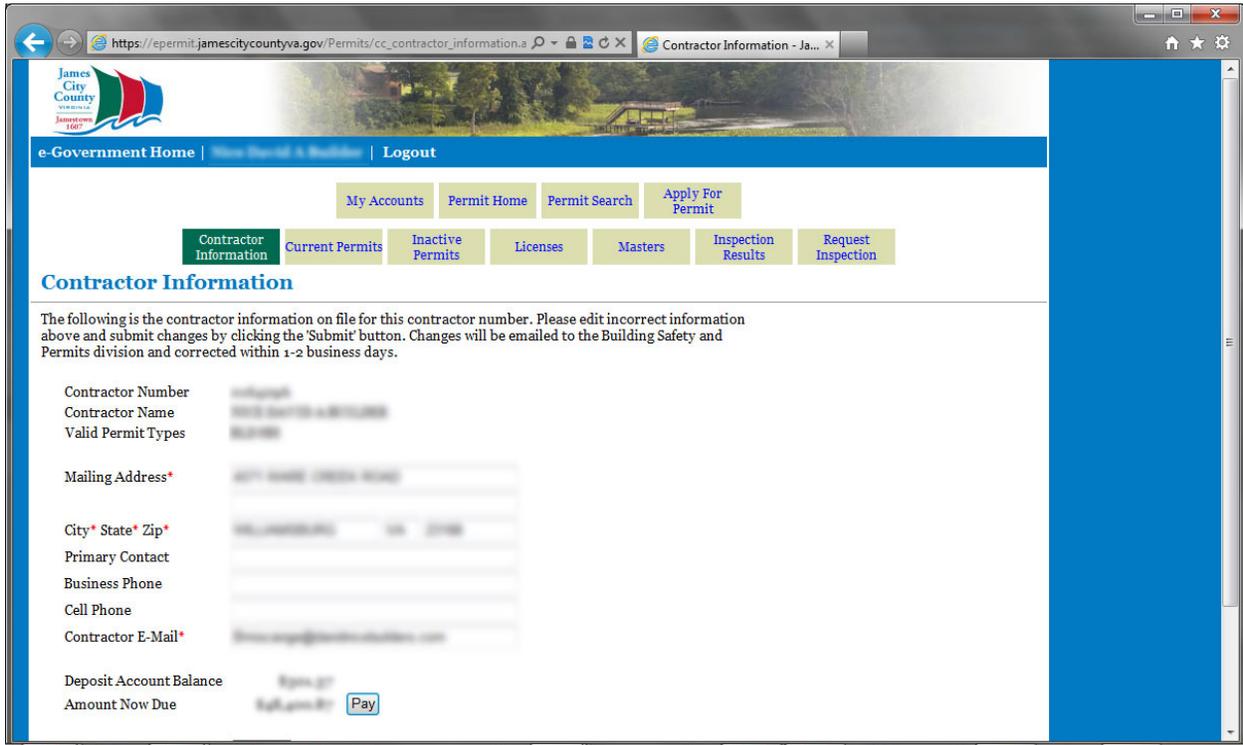
Verify your information before submission.

- You can print this application with the Print Application button on the bottom of this page.
- Or click 'Submit Application' to send to Building Safety and Permits staff.

Please note: At this time James City County **cannot** accept payments online for any permits.

If you have questions about the status of an inspection or permit, please call 757-253-6626 during business hours (Monday-Friday, 8 a.m. – 5 p.m.).

Contractor/Contact Information



You may correct your contact information and then submit changes by clicking the **Submit** button. Changes will be emailed to the Building Safety and Permits division and corrected within 1-2 business days.

If You Are Not a Contractor, your personal information will still appear in this section of the website.

Current Permit Information

The screenshot shows a web browser window with the URL https://epermit.jamestownva.gov/Permits/cc_contractor_current_perm. The page header includes the James City County logo and navigation links: "e-Government Home", "Home", "Logout", "My Accounts", "Permit Home", "Permit Search", and "Apply For Permit". A secondary navigation bar contains "Contractor Information", "Current Permits" (highlighted), "Inactive Permits", "Licenses", "Masters", "Inspection Results", and "Request Inspection".

The main content area is titled "Current Permits" and contains the following text: "The following is a list of active permits for the contractor listed below. To view a permit, click the 'View Permit' button on the right."

Contractor Number: [REDACTED]
 Contractor Name: [REDACTED]

Permit	Description Of Work	Status	Location	Last Work	
B-120845	DWELLING, TOWNHOUSE	Active	6532 CONTINENTAL ST	9/11/2012	View Permit
B-120846	DWELLING, TOWNHOUSE	Active	6536 CONTINENTAL ST	9/11/2012	View Permit
B-122035	COMMERCIAL, ALTERATION	Active	5226 110 MONTICELLO AVE	9/11/2012	View Permit
B-121716	COMMERCIAL, ALTERATION	Active	5715 66 RICHMOND ROAD	9/7/2012	View Permit
B-122034	COMMERCIAL, ALTERATION	Active	5226 105 MONTICELLO AVE 105	9/7/2012	View Permit
B-120847	DWELLING, TOWNHOUSE	Active	6540 CONTINENTAL ST	8/30/2012	View Permit
B-120848	DWELLING, TOWNHOUSE	Active	6544 CONTINENTAL ST	8/28/2012	View Permit
B-112788	COMMERCIAL, ALTERATION	Closed	101 E MOUNTS BAY ROAD E	8/24/2012	View Permit
B-112789	COMMERCIAL, ALTERATION	Closed	101 D MOUNTS BAY ROAD D	8/24/2012	View Permit
B-121117	COMMERCIAL, ADDITION	Active	4571 WARE CREEK ROAD	8/22/2012	View Permit
B-120844	DWELLING, TOWNHOUSE	Active	6528 CONTINENTAL ST	8/17/2012	View Permit

All permits associated with the supplied account number will appear on this page.

To view a permit, click the **View Permit** button on the right.

Permit Inspection Results

The screenshot displays the James City County e-Government Home page. The browser address bar shows the URL: https://epermit.jamestownva.gov/Permits/cc_inspection_results.aspx. The page features a navigation menu with buttons for "My Accounts", "Permit Home", "Permit Search", and "Apply For Permit". Below this, there are buttons for "Contractor Information", "Current Permits", "Inactive Permits", "Licenses", "Masters", "Inspection Results", and "Request Inspection". The main content area is titled "Permit Inspection Results" and contains the following information:

This is a copy of the inspection results. To print or return to the previous page, click the buttons located at the bottom of this page.

Permit Number	8-000469
Project Address	8000 CENTRAL AVENUE, VA 23060
Description Of Work	INSULATION WORK
Contractor	DAVE BATH & SONS

Inspection Information

Ticket Number	000000
Inspection Type	Insulation
Inspector	LK
Date Completed	7/23/2012
Result	APPROVED

Special Instructions

Result Notes

At the bottom of the page, there are three buttons: "Print Ticket", "View Permit", and "Return To Previous Page".

The following is the information pertaining to the **Permit Number** listed.

- To view the Permit Master (if available), click the **View Permit Master** button on the bottom of the page.
- If you wish to apply for another inspection under the same permit number, just click on **Request Inspection** and the permit number from this page will be preloaded into the inspection request form.

Apply for Inspection

James City County
e-Permitting
James City County
1007

e-Government Home | Home Support & Resources | Logout

My Accounts | Permit Home | Permit Search | Apply For Permit

Contractor Information | Current Permits | Inactive Permits | Licenses | Masters | Inspection Results | Request Inspection

Online Inspection Request

You will need the following information to schedule an inspection:

- + permit number
- + job address
- + type of inspection
- + date of inspection
- + specific requests or notes

Please remember that each trade area (plumbing, electrical, mechanical gas, fire alarm, fire sprinkler, etc) has its own permit number. Do not attempt to schedule a trade permit inspection using a building permit number.

Permit Number	100744
Address	1000 COMMERCIAL ST
Description Of Work	SHEDDING, TYPING/RE
Contractor Name	JOHN BARTON & SONS
Owner	BAIRD INVESTMENTS LLC
Permit Status	active
Last Inspection Date	7/23/2012
Last Inspection Results	Insulation (APPROVED)

Request inspection for the above permit?

You will need the following information to schedule an inspection:

- Permit Number
- Job Address
- Type of Inspection
- Date of Inspection
- Specific Requests or Notes

Please remember that each trade area (plumbing, electrical, mechanical gas, fire alarm, fire sprinkler, etc) has its own permit number.

Do not attempt to schedule a trade permit inspection using a building permit number.

Inspection Results

The screenshot shows a web browser window with the URL https://epermit.jamestownva.gov/Permits/cc_contractor_inspections.aspx. The page header includes the James City County logo and navigation links: "e-Government Home", "View Account & Settings", and "Logout". A menu bar contains buttons for "My Accounts", "Permit Home", "Permit Search", "Apply For Permit", "Contractor Information", "Current Permits", "Inactive Permits", "Licenses", "Masters", "Inspection Results" (highlighted), and "Request Inspection".

Contractor Inspections

The following is a list of pending and/or recent inspections for the contractor account listed below. Click the 'View Results' button to view/print detailed results.

Contractor Number: [REDACTED]
Contractor Name: [REDACTED]

Pending Inspections

You have no pending inspections to display.

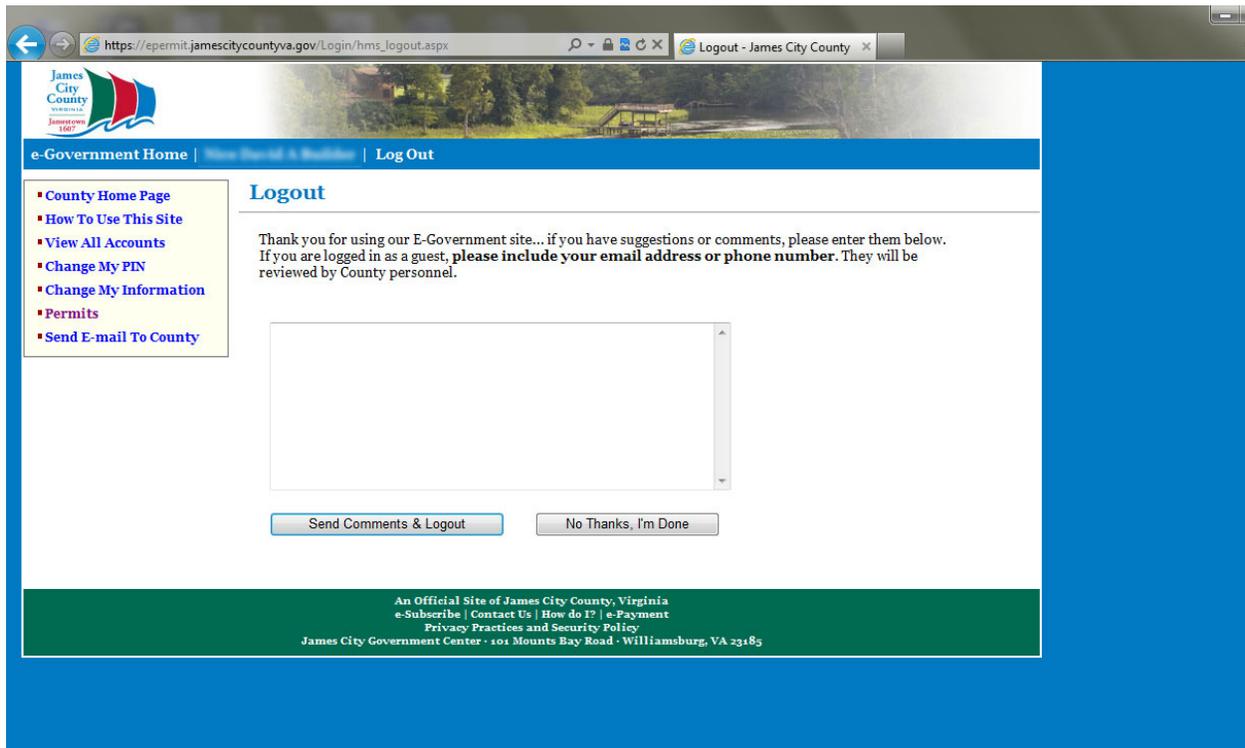
Recent (Last 14 Days) Inspection Results

Date	Description	Results	Permit	
9/11/2012	Concrete Slab	APPROVED	B-122035	View Results
9/7/2012	Final	APPROVED	B-121716	View Results
8/30/2012	Final	APPROVED	B-120847	View Results
8/30/2012	Permit Date	Null Value	B-122034	
8/30/2012	Permit Date	Null Value	B-122035	

This page lists pending and/or recent inspections for the contractor account listed.

Click the **View Results** button to view/print detailed results.

Logout Page



Don't forget to Logout of your account when you are finished.

If you have suggestions or comments, please enter them below.

If you are logged in as a guest, **please include your email address or phone number**. They will be reviewed by County personnel.