

Entering a Building Permit Application

NOTE: The Permit Applicant will need to download, fill out, sign, and then upload a paper application before the permit will be issued. These can be found at the following web site:

<https://www.vbgov.com/government/departments/planning/permits-inspections/Pages/forms-fees-procedures.aspx>

If you need assistance with this or any other issue, please contact us at (757) 385-4211.

Log into the City of Virginia Beach's Accela Citizen Access (ACA) site at the following address:

<https://citizenaccess.vbgov.com>

If you do not already have an account, you can apply for one at the above site. You need an account, in order to create a Building Application. This program is very browser/version specific. You must be using either Internet Explorer 11, Google Chrome 68, Mozilla Firefox 61, Opera 54, Edge 38, or Safari 11. Anything other than the ones listed are not supported. Once successfully logged in you should see the screen below.

The screenshot displays the Accela Citizen Access (ACA) website interface. At the top, there is a navigation menu with 'Home' highlighted, and other options: 'Permits', 'Planning', and 'Housing'. Below this is a secondary navigation bar with 'Dashboard', 'My Records', 'My Account', and 'Advanced Search' (with a dropdown arrow). The main content area is divided into two columns. The left column features a 'Welcome Robert Bills' message indicating the user is logged in, followed by the question 'What would you like to do today?'. A prominent blue announcement states: 'Credit Card payments for online permits will be paid with our new Shopping Cart feature through Official Payments.' Below this, it says 'To get started, select one of the services listed below:'. There are four service categories: 'General Information' (with a link to 'Lookup Property Information'), 'Permits' (with links for 'Create an Application', 'Search Applications', and 'Schedule an Inspection'), 'Planning', and 'Housing'. The right column shows a 'Cart (0)' section with the message 'Your cart is empty.'


Click "Create an Application" or "Permits".

Entering a Building Permit Application (continued)

Online Application

Welcome to the Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

If you have an emergency power reconnect/red tagged gas line that needs a permit, **PLEASE DO NOT APPLY ONLINE.** Please contact the office immediately at 757-385-4211  x 3.

General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Application »](#)

Scroll to read the Disclaimer. When complete, check the box and click "Continue Application".

Entering a Building Permit Application (continued)

Home **Permits** Planning Housing

Create an Application Search Applications Schedule

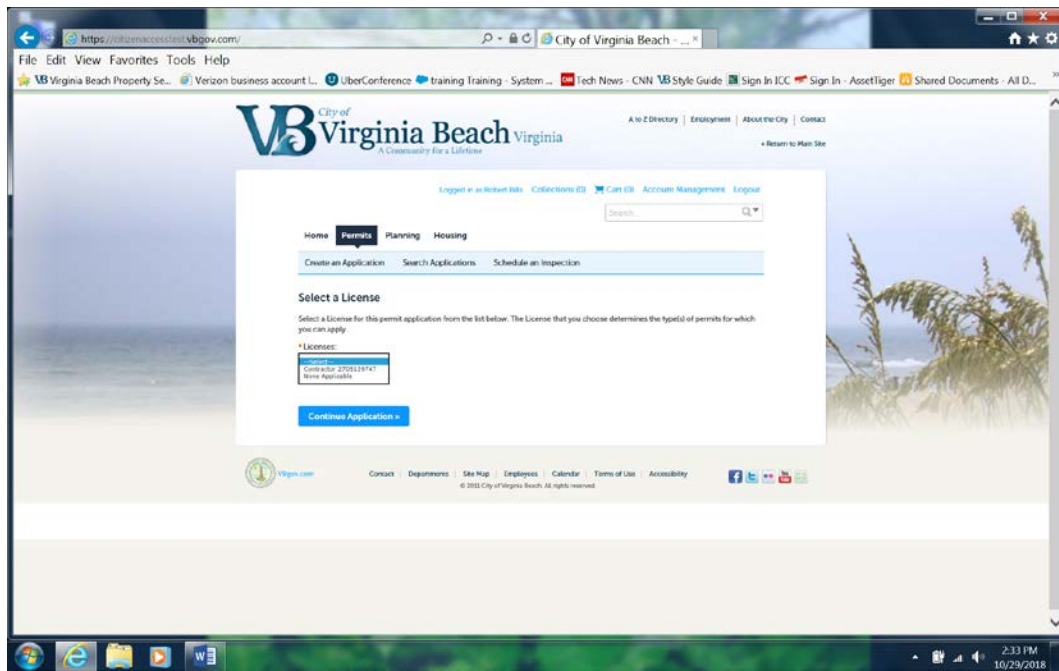
Select a License

Select a License for this permit application from the list below. The License you can apply.

* Licenses:

[Continue Application »](#)

If you are connected to a registered Contractor you will see this screen. Click the drop-down arrow under “Licenses”.



In this example I clicked the Contractor License Number associated to me.

Entering a Building Permit Application (continued)

Select a License

Select a License for this permit application from the list below. The License that you choose determines the type(s) you can apply.

*Licenses:

Contractor 2705129747

VIRGINIA NATURAL GAS, INC
544 S INDEPENDENCE BLVD
VIRGINIA BEACH, VA 23452

Home Phone:8008494697
Mobile Phone:
Fax:8008494697
Contractor
2705129747

Continue Application »

Then click “Continue Application”.

Home **Permits** Planning Housing

Create an Application Search Applications Schedules

Select a Record Type

Choose one of the following available permit types. For assistance

Please note that Roofing and Siding is the ONLY building permit type and obtained in our office.

For Portable Storage and Sign permits click the P

Search

- ▶ Building
- ▶ Electrical
- ▶ Mechanical
- ▶ Plumbing
- ▶ Gas
- ▶ Moving and Hauling
- ▶ Utilities

Continue Application »

Click the drop-down arrow next to “Building”.

Select a Record Type

Choose one of the following available permit types. For assistance

Please note that Roofing and Siding is the ONLY building permit and obtained in our office.

For Portable Storage and Sign permits click the



▼ **Building**

- Building Addition and or Alteration Commercial
- Building Addition and or Alteration Residential
- Building Asbestos
- Building New Commercial
- Building New Residential
- Building Roof and or Siding

- ▶ **Electrical**
- ▶ **Mechanical**
- ▶ **Plumbing**
- ▶ **Gas**
- ▶ **Moving and Hauling**
- ▶ **Utilities**

[Continue Application »](#)

Select the proper one, in this example I am choosing “Building New Commercial” and then clicking “Continue Application”.

Entering a Building Permit Application (continued)

Building New Commercial

1 Step 1	2 Step 2	3 Review	4 Pay Fees
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Step 1: Step 1 > General Information

Detail Information

Detailed Description:

Address

For accuracy in submission, please enter the street number and a partial street name of the work location and select the address type if one is found, complete the address and owner sections below.

* Street No.:	Direction:	* Street Name:	Street Type:	Unit # (Start):
<input type="text"/>	--Select▼	<input type="text"/>	--Select-- ▼	<input type="text"/>

City:	* Zip:
<input type="text"/>	<input type="text"/>

<input type="button" value="Search"/>	<input type="button" value="Clear"/>
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Parcel

* GPIN: ?	Year Built:
<input type="text"/>	<input type="text"/>

Legal Description:

I am taken to step one where I need to enter some information about the address. If it is not an existing address, enter what you know. If it is an existing address, enter the "Street No." and the first 3 or 4 characters of the street name and then click "Search". If there are more than one value (such as an apartment or mall) the system will bring you up a list to select from. In this example I entered "701 Lynn".

Entering a Building Permit Application (continued)

Parcel

* GPIN: 14963588300000	Year Built: 1981
Legal Description: LYNNHAVEN MALL MALL TRACT 13.351 ACS	
Search	Clear

Owner

Owner Name: LYNNHAVEN MALL LLC	Address Line 1: PO BOX 617905	City: CHICAGO	State: IL	Zip: 60661790
Search	Clear	Continue Application »		

Click “Continue Application”.

Step 1: Step 1 > Contact Information

In order to submit a Building Plan review application you must provide a Plan Review Applicant. If there is an Agent or Licensed Professional associated with the Plan Review you may add those as well. To add additional participants you may enter the name, email and phone number for those additional participants in the Additional Review Cont

* Indicates a

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#)

Mechanics Lien

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#)

Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To remove a licensed professional, click the Look Up button.

VIRGINIA NATURAL GAS, INC
License Type: Contractor
License Number: 2705129747
Address: VIRGINIA BEACH 23452
[Edit](#) [Remove](#)

Custom Lists

ADDITIONAL REVIEW CONTACTS

Here is where you set the Applicant, Mechanics Lien, Licensed Professional, and any Additional Review Contacts such as Architect. When done click “Continue Application”. In this example I

Entering a Building Permit Application (continued)

selected the Contractor I was connected to as the Applicant, the program then completed the Licensed Professional section with the same information. I then clicked “Continue Application”.

Home **Permits** Planning Housing

Create an Application Search Applications Schedule an Inspection

Building New Commercial

1 Step 1	2 Step 2	3 Review	4 Pay Fees	5
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Step 2: Step 2 > Page 1

Attachment

The maximum file size allowed is 1000 MB.

html;htm;mht;mhtml are disallowed file types to upload.

This application type requires you to submit the following types of documents. Subject to the collected information, you may additional documents prior to approval.

Construction Plan(s)

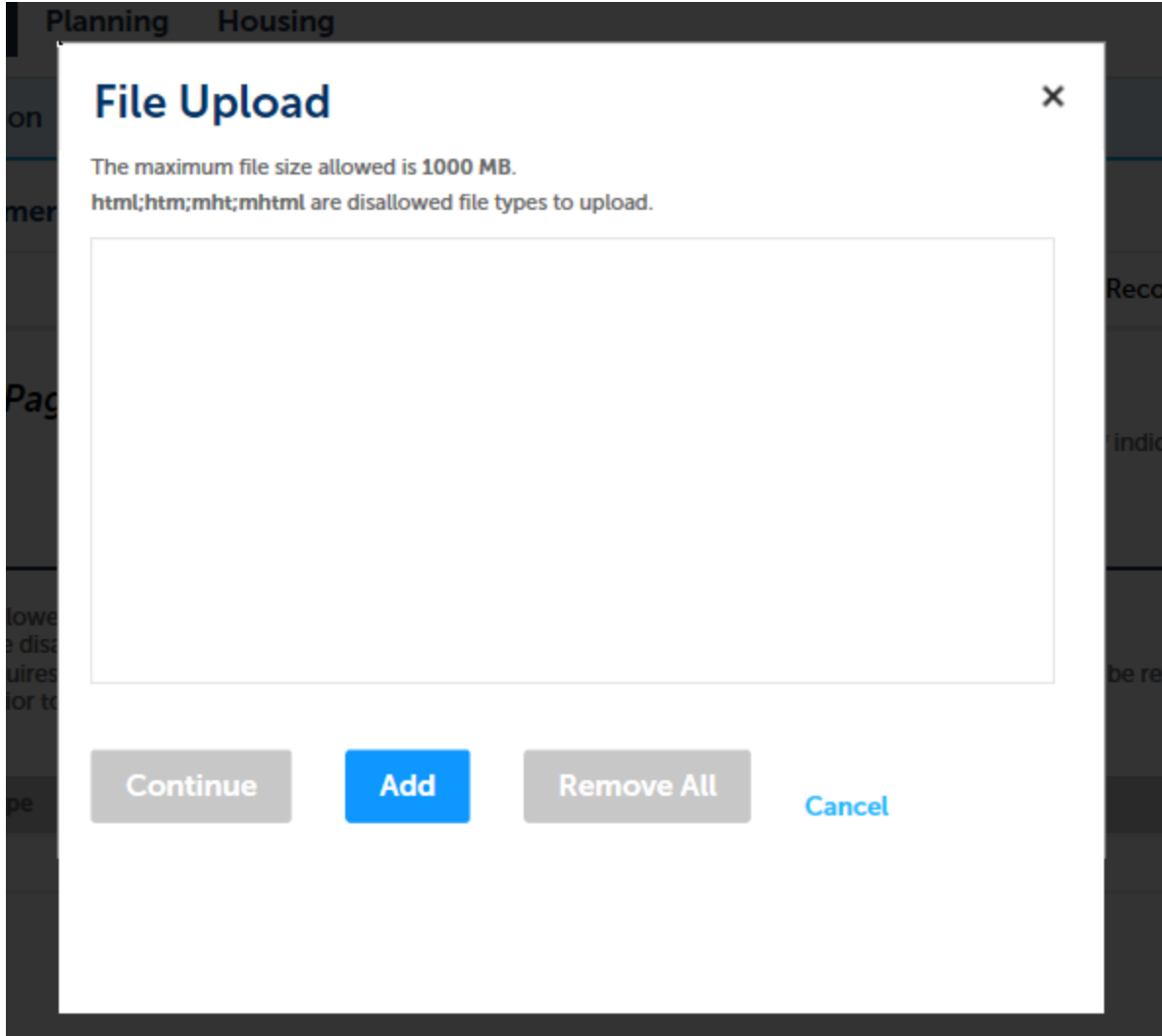
Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue Application »

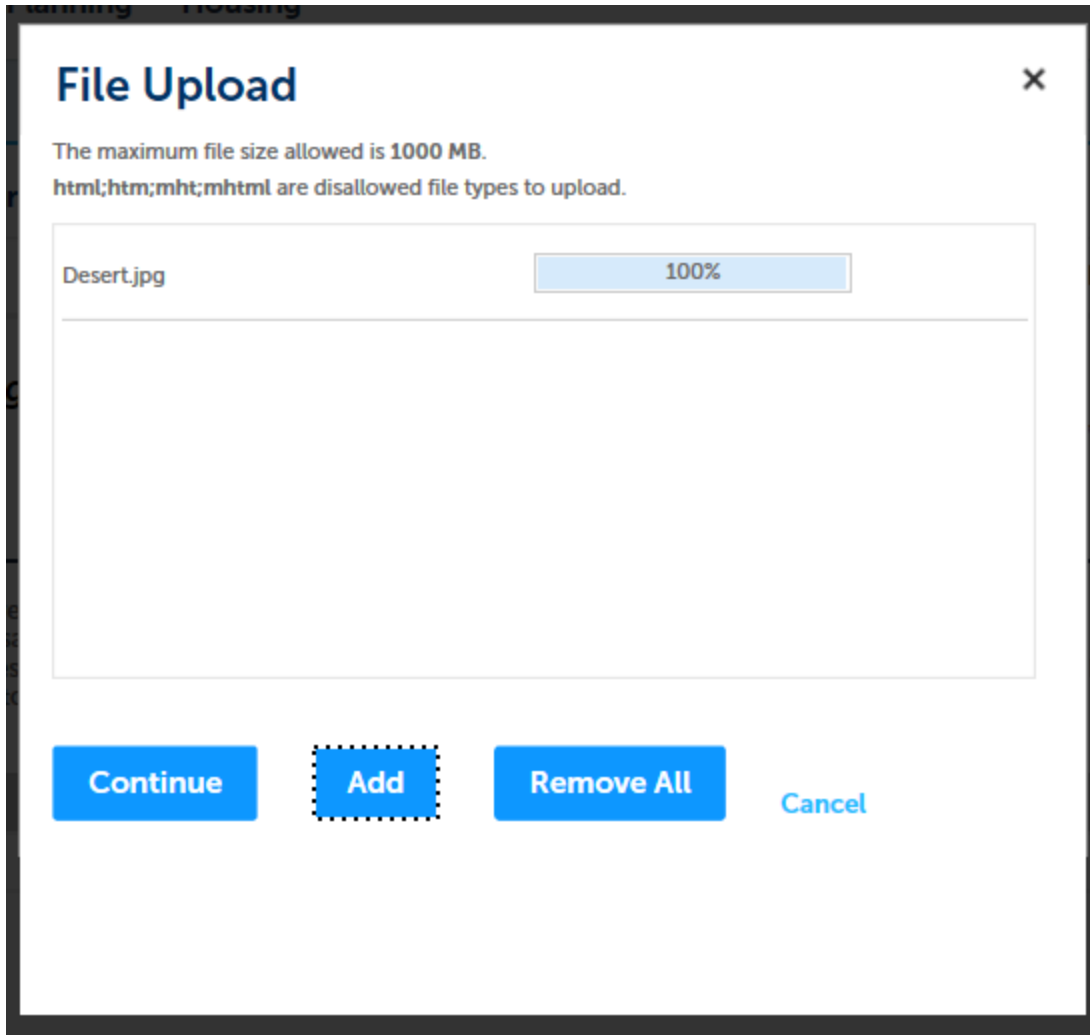
We now need to attach at a minimum the Construction Plans. This is a **requirement**. If you do not attach a **Construction Plan** you will not pass the Review section. So, click “Add”.

Entering a Building Permit Application (continued)



Click “Add” again and a Windows File Explorer window will pop up for you to go and find the document you want to add.

Entering a Building Permit Application (continued)



I select a file and it uploaded it. Now I can add more or as in this case I'll select "Continue".

Entering a Building Permit Application (continued)

Step 2: Step 2 > Page 1

* indic

Attachment

The maximum file size allowed is 1000 MB.

html;htm;mht;mhtml are disallowed file types to upload.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be req additional documents prior to approval.

Construction Plan(s)

Name	Type	Size	Latest Update	Action
No records found.				

::

* Type:

File:

Desert.jpg

* Description:

Save

Add

Remove All

Continue Application »

I need to click the drop-down for “Type” and select the “Type”. In this example I selected “Construction Plan(s)” and enter something in the “Description” field and then click “Save”.

Entering a Building Permit Application (continued)



The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Building New Commercial

1 Step 1	2 Step 2	3 Review	4 Pay Fees	5 Record Issuance
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Step 2 : Step 2 > Page 1

* indicates a required field.

Attachment

The maximum file size allowed is 1000 MB.

htm;htm;mht;mhtml are disallowed file types to upload.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Construction Plan(s)

Name	Type	Size	Latest Update	Action
Desert.jpg	Construction Plan (s)	826.11 KB	10/29/2018	Actions ▼

Add

[Continue Application »](#)

After the program is done saving you can click “Continue Application”. If you did not upload a “Construction Plan” the program will give you an error.

Entering a Building Permit Application (continued)

Home **Permits** Planning Housing

Create an Application Search Applications Schedule an Inspection

Building New Commercial

1 Step 1 2 Step 2 **3 Review** 4 Pay Fees 5 Record Issuance

Step 3: Review

[Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Building New Commercial

Detail Information

[Edit](#)

Address

[Edit](#)

701 LYNNHAVEN MALL LOOP
1003
VIRGINIA BEACH 23452

You will then be taken to the "Review" page. Make sure to scroll down.

Entering a Building Permit Application (continued)

SI REG CLASS: C
YTD Total: 0

Custom Lists

ADDITIONAL REVIEW CONTACTS

No Custom Lists data for the sub group above.

[Edit](#)

Attachment

[Edit](#)

The maximum file size allowed is 1000 MB.

html;htm;mht;mhtml are disallowed file types to upload.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
Construction Plan(s)

Name	Type	Size	Latest Update	Action
Desert.jpg	Construction Plan (s)	826.11 KB	10/29/2018	Actions ▼

By submitting this application you acknowledge that you have done your due diligence, contacted all other involved agencies and department and are aware of their policies and requirements as they pertain to this project.
Building plan review can be done concurrent with other necessary reviews; however approvals from all other involved agencies and departments will be required prior to permit issuance.
Once this application is accepted for plan review, the plan review fees will be non-refundable.

By checking this box, I agree to the above certification.

Date:

[Continue Application »](#)

And read the text and then check the box and click “Continue Application”. If you do not, you will not be able to submit your application. This is also the point at which the program checks for a Construction Plan. If there is not one, you will get an error.

Entering a Building Permit Application (continued)

[Home](#) **Permits** [Planning](#) [Housing](#)

[Create an Application](#) [Search Applications](#) [Schedule an Inspection](#)

1 Select item to pay 2 Payment information 3 **Receipt/Record issuance**

Step 3: Receipt/Record issuance

Receipt



Your application(s) has been successfully submitted.
Please wait until the application and/or permit has been processed before printing or viewing the permit.

701 LYNNHAVEN MALL LOOP, 1003, VIRGINIA BEACH 23452

2018-BDCN-
00121

The program will then come back and let you know that the application was successful and what permit number was assigned to the application.