



Guide for searching for plans on Permit Link

Searching Methods

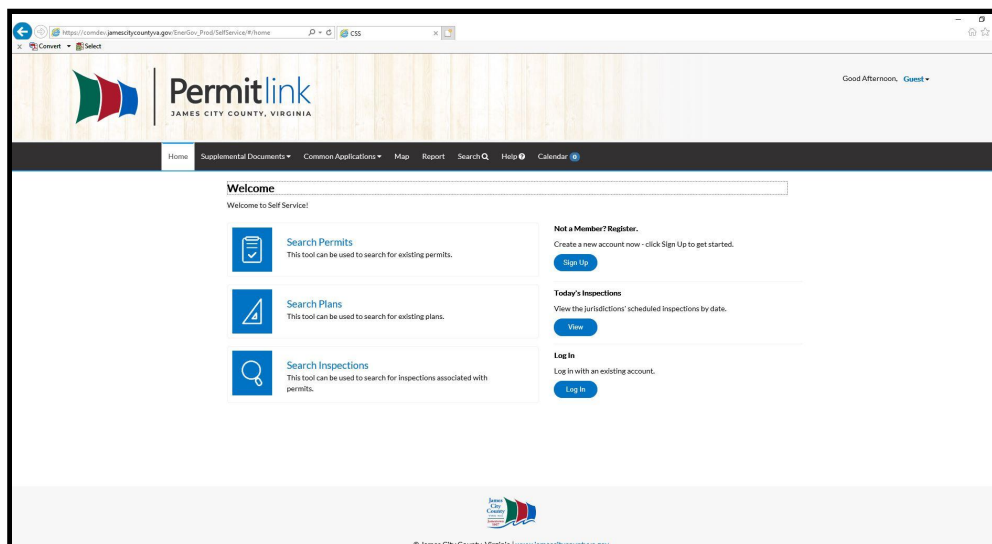
- [Searching by Case Number](#)
- [Searching by Address or Street Name](#)
- [Searching by Parcel Number](#)

Searching by Case Number

Step 1

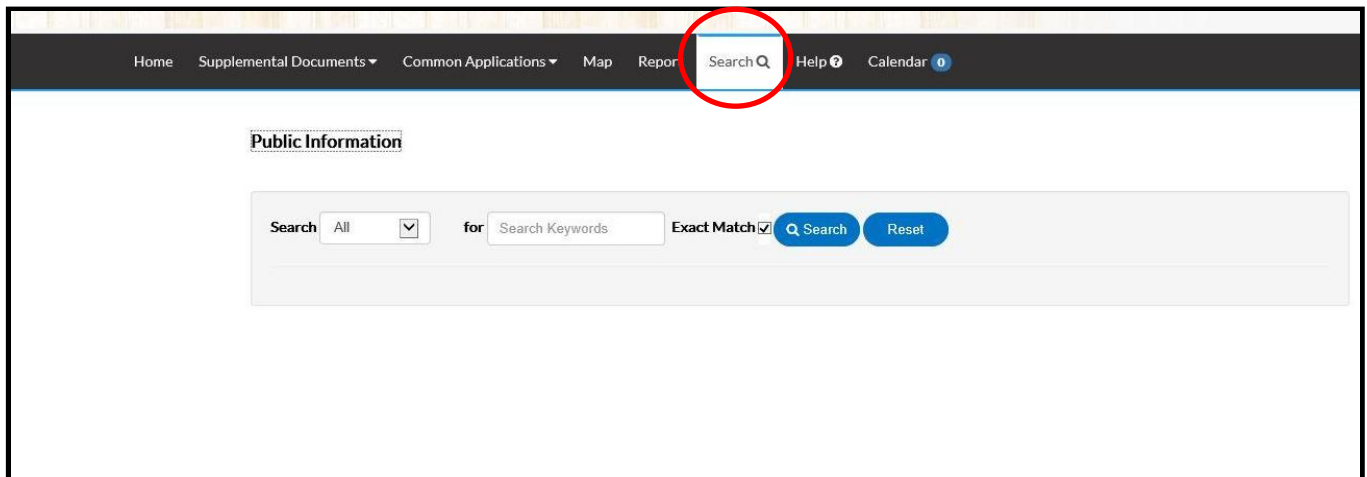
Access the James City County Permit Link Site using address below

https://comdev.jamescitycountyva.gov/EnerGov_Prod/SelfService/#/home



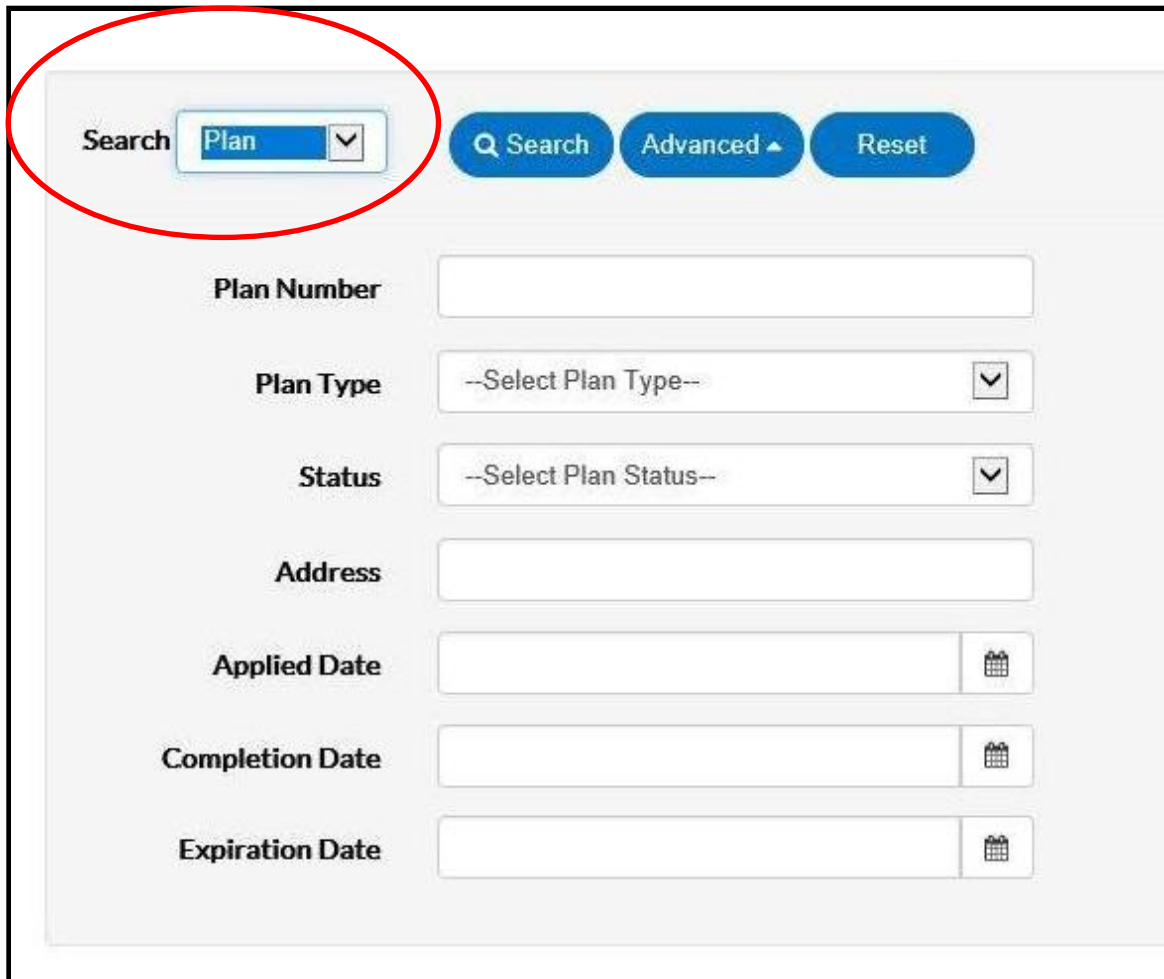
Step 2

Click on the search button in the top header.



Step 3

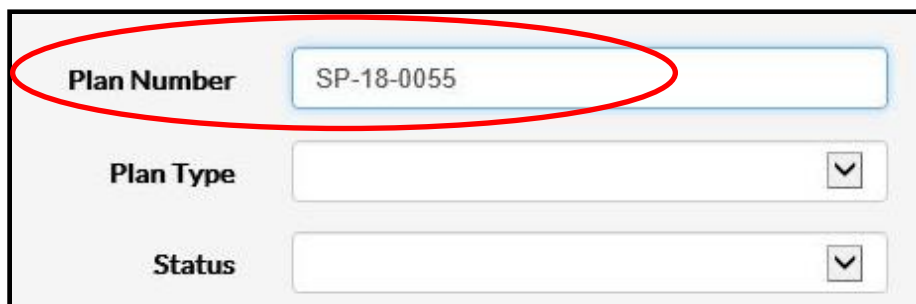
Select "Plan" or "Permit" in the search drop down box.



The screenshot shows a search interface with a dropdown menu set to "Plan". The dropdown menu is circled in red. Below the search bar are several input fields: Plan Number, Plan Type, Status, Address, Applied Date, Completion Date, and Expiration Date. The Plan Type and Status fields are dropdown menus with "--Select Plan Type--" and "--Select Plan Status--" respectively. The Applied Date, Completion Date, and Expiration Date fields have calendar icons next to them. The Search, Advanced, and Reset buttons are located to the right of the search bar.

Step 4

Type at least part of the plan/permit number to search for in the Plan/Permit Number field and select search.




The screenshot shows the search interface with "SP-18-0055" entered in the Plan Number field. The Plan Number field is circled in red. The Plan Type and Status fields are dropdown menus with "--Select Plan Type--" and "--Select Plan Status--" respectively.

Step 5

Click on the Plan/Permit Number to open the plan details.

Found 1 result

Sort 

[Next](#) | [Top](#) | [Paging Options](#) | [Main Menu](#)

Plan Number [SP-18-0055](#)

Type Site Plan - Amendment

Expiration Date

Main Parcel 4820100012

Address 20 MARCLAY RD Williamsburg VA 23185

Description Addition of a 1,473.41 SF building.

Applied Date 06/11/2018

Completion Date

Status In Review

Project Name

Step 6

Once inside the case, use the different tabs to cycle through the different items associated with the plan/permit.

Plan Number: SP-18-0055

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

Type: Site Plan - Amendment	IVR Number: 101260	District: Roberts
Applied Date: 06/11/2018	Project Name:	Expiration Date:
Status: In Review	Assigned To: Pietrowski, Savannah	Completion Date:
Description: Addition of a 1,473.41 SF building.		

[Locations](#) | [Fees](#) | [Reviews](#) | [Inspections](#) | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [Holds](#) | [Meetings](#) | [More Info](#)

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

Locations

Main	Address
<input checked="" type="checkbox"/>	20 MARCLAY RD Williamsburg, VA 23185

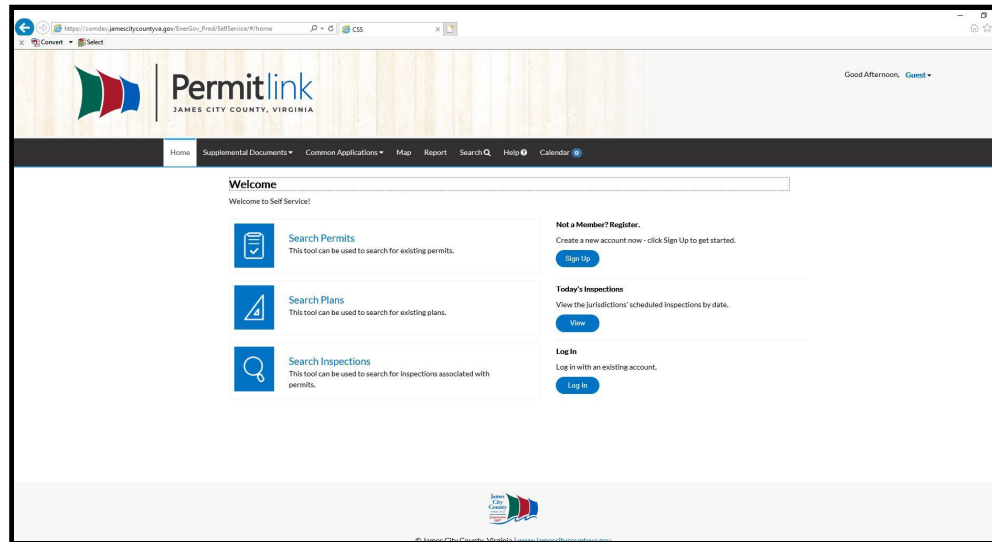
Results per page 1 - 1 of 1 << < 1 > >>

Searching by Address

Step 1

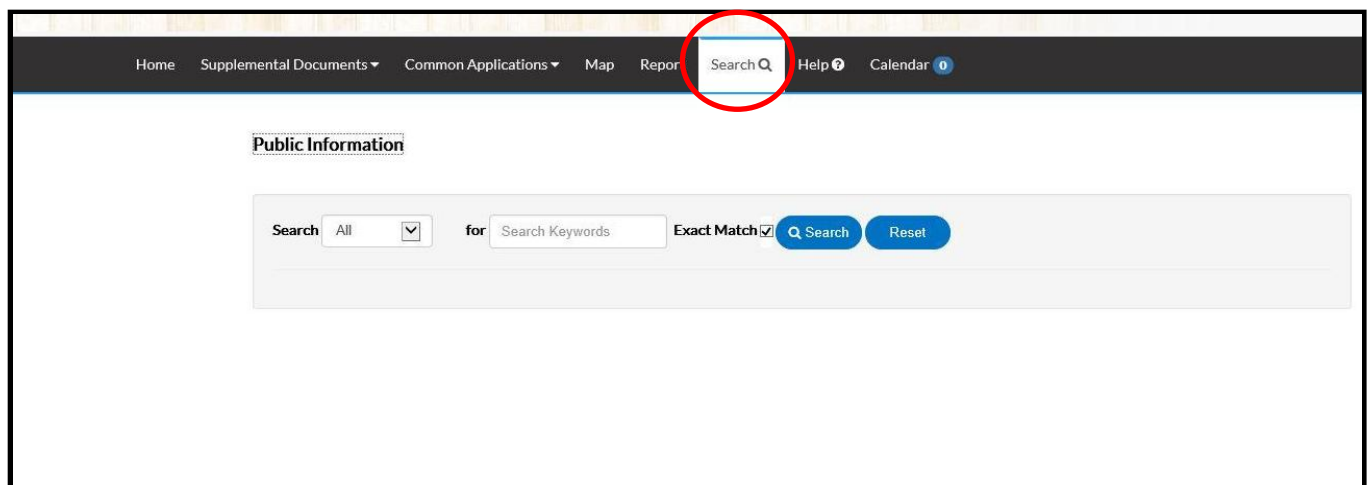
Access the James City County Permit Link Site using address below

https://comdev.jamescitycountyva.gov/EnerGov_Prod/SelfService/#/home



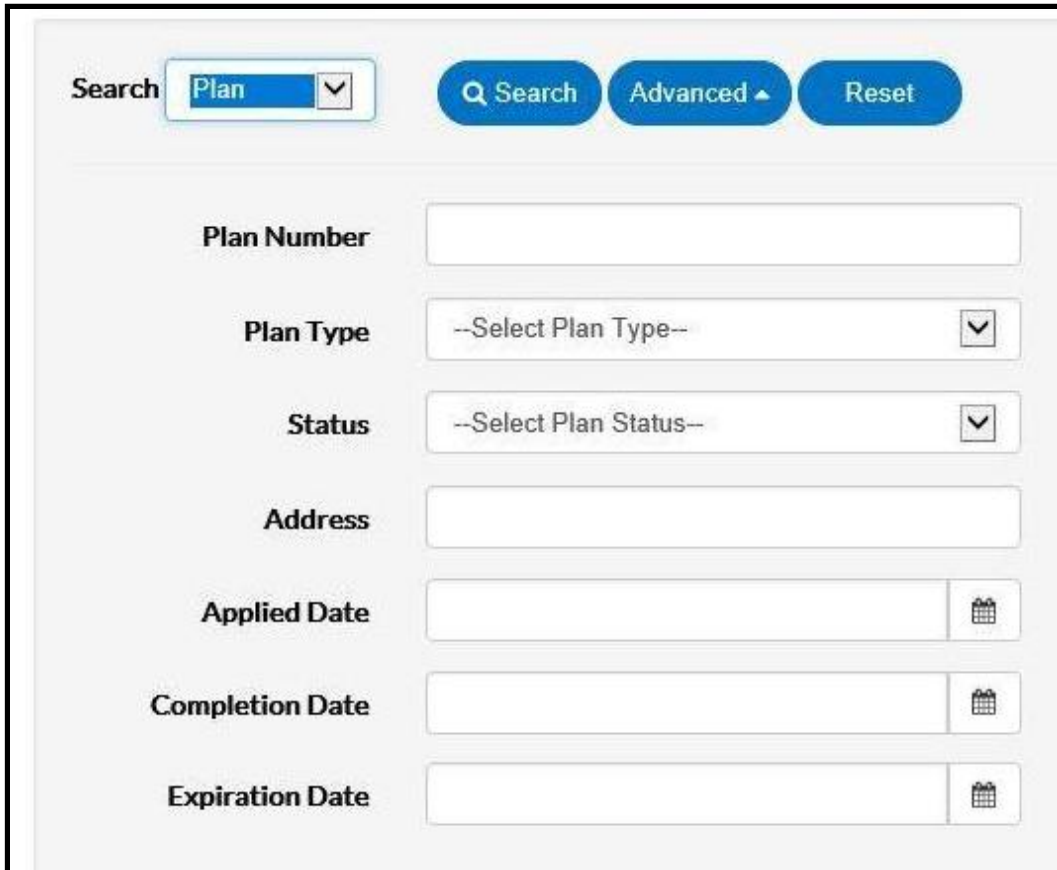
Step 2

Click on the search button in the top header.



Step 3

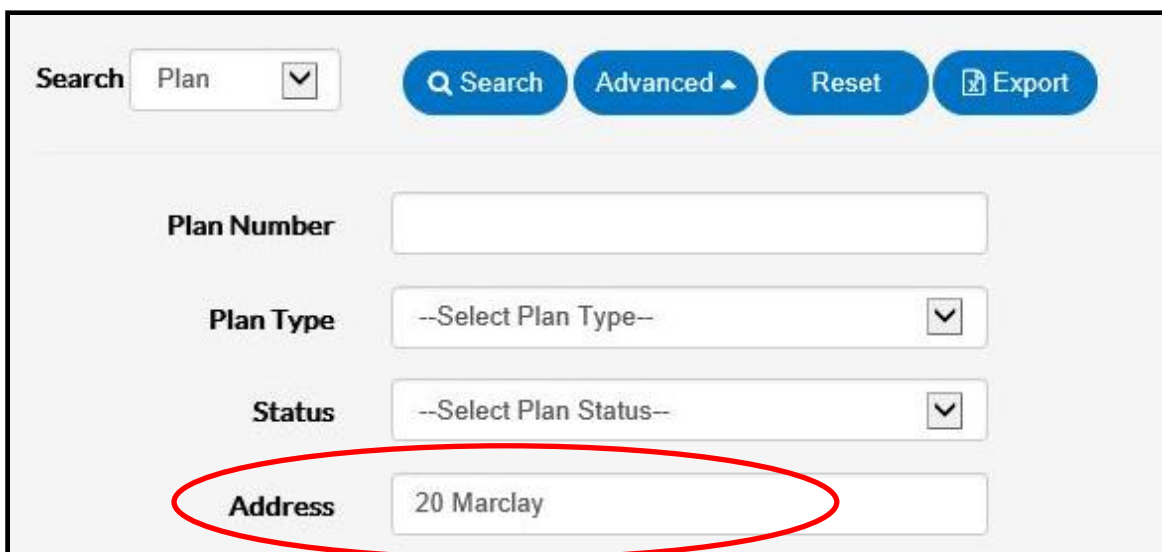
Select "Plan" or "Permit" in the search drop down box.



A screenshot of a search interface. At the top left, there is a 'Search' label followed by a dropdown menu showing 'Plan' with a downward arrow. To the right of the dropdown are three buttons: 'Search' (with a magnifying glass icon), 'Advanced' (with an upward arrow icon), and 'Reset'. Below these are several input fields: 'Plan Number' (text input), 'Plan Type' (dropdown menu with '--Select Plan Type--'), 'Status' (dropdown menu with '--Select Plan Status--'), 'Address' (text input), 'Applied Date' (text input with a calendar icon), 'Completion Date' (text input with a calendar icon), and 'Expiration Date' (text input with a calendar icon).

Step 4

Type at least part of the address associated with the Plan Number field and select search.




A screenshot of the same search interface as in Step 3. The 'Address' field now contains the text '20 Marclay'. A red oval is drawn around the 'Address' label and its input field. The other fields and buttons remain the same as in the previous screenshot.

Step 5

Click on the Plan/Permit Number to open the plan details.

Found 1 result

Sort 

[Next](#) | [Top](#) | [Paging Options](#) | [Main Menu](#)

Plan Number [SP-18-0055](#) **Applied Date** 06/11/2018

Type Site Plan - Amendment **Completion Date**

Expiration Date **Status** In Review

Main Parcel 4820100012 **Project Name**

Address 20 MARCLAY RD Williamsburg VA 23185

Description Addition of a 1,473.41 SF building.

Step 6

Once inside the case, use the different tabs to cycle through the different items associated with the plan/permit.

Plan Number: SP-18-0055

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

Type: Site Plan - Amendment	IVR Number: 101260	District: Roberts
Applied Date: 06/11/2018	Project Name:	Expiration Date:
Status: In Review	Assigned To: Pietrowski, Savannah	Completion Date:
Description: Addition of a 1,473.41 SF building.		

[Locations](#) | [Fees](#) | [Reviews](#) | [Inspections](#) | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [Holds](#) | [Meetings](#) | [More Info](#)

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

Locations

Main	Address
<input checked="" type="checkbox"/>	20 MARCLAY RD Williamsburg, VA 23185

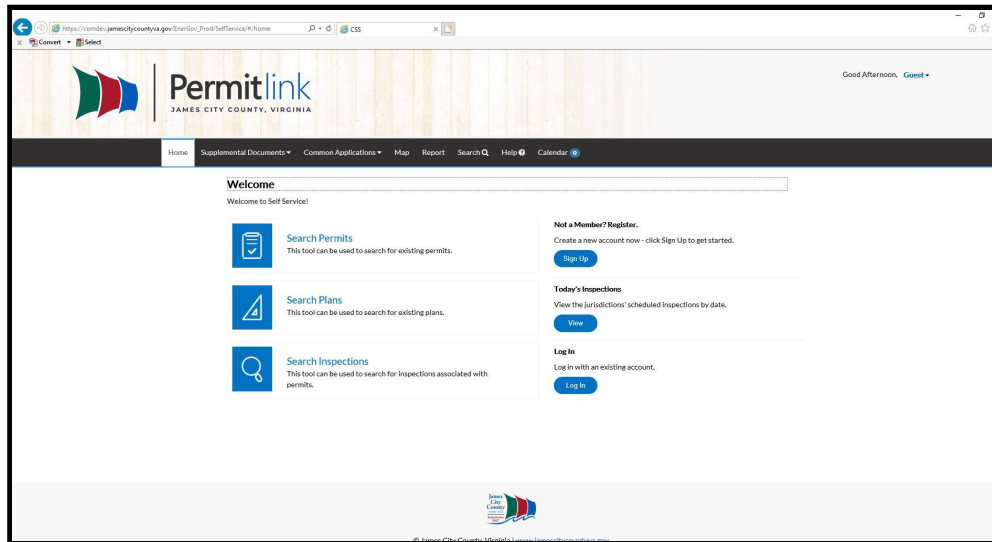
Results per page 1 - 1 of 1 << < 1 > >>

Searching by Parcel Number

Step 1

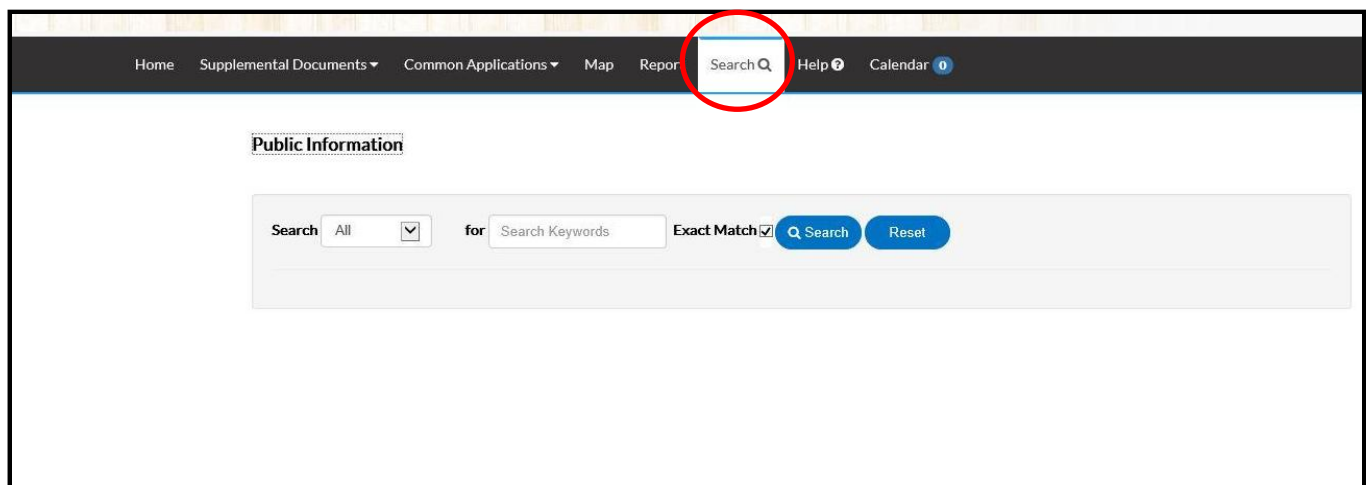
Access the James City County Permit Link Site using address below

https://comdev.jamescitycountyva.gov/EnerGov_Prod/SelfService/#/home



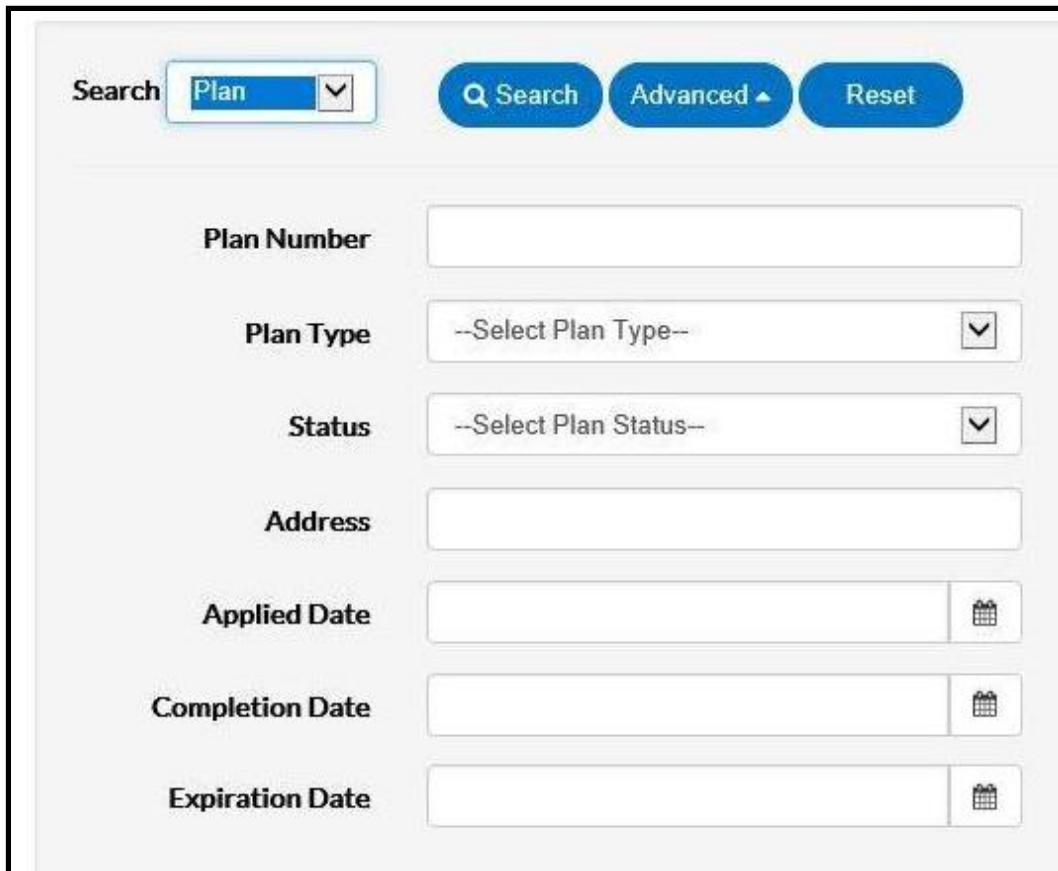
Step 2

Click on the search button in the top header.



Step 3

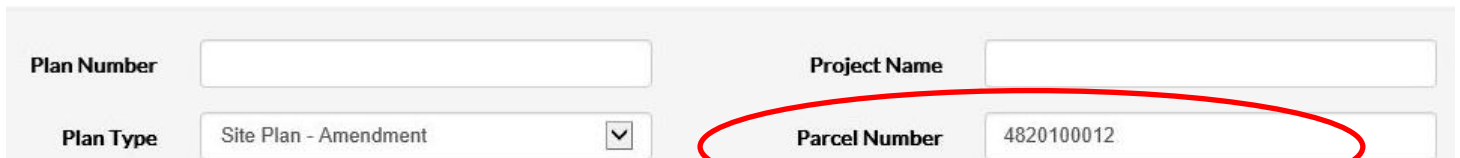
Select "Plan" or "Permit" in the search drop down box.



A screenshot of a search interface. At the top left, there is a search dropdown menu with "Plan" selected. To its right are three buttons: "Q Search", "Advanced ^", and "Reset". Below these are several filter fields: "Plan Number" (text input), "Plan Type" (dropdown menu with "--Select Plan Type--"), "Status" (dropdown menu with "--Select Plan Status--"), "Address" (text input), "Applied Date" (calendar icon), "Completion Date" (calendar icon), and "Expiration Date" (calendar icon).

Step 4

Type the parcel number associated with the Plan/Permit Number field and select search.




A screenshot of a search interface showing a form with several fields. The "Plan Number" field is empty. The "Plan Type" dropdown menu is set to "Site Plan - Amendment". The "Project Name" field is empty. The "Parcel Number" field contains the value "4820100012" and is circled in red. The "Search" button is not visible in this view.

Step 5

Click on the Plan/Permit Number to open the plan details.

Found 1 result

Sort 

[Next](#) | [Top](#) | [Paging Options](#) | [Main Menu](#)

Plan Number [SP-18-0055](#) **Applied Date** 06/11/2018

Type Site Plan - Amendment **Completion Date**

Expiration Date **Status** In Review

Main Parcel 4820100012 **Project Name**

Address 20 MARCLAY RD Williamsburg VA 23185

Description Addition of a 1,473.41 SF building.

Step 6

Once inside the case, use the different tabs to cycle through the different items associated with the plan/permit.

Plan Number: SP-18-0055

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

Type: Site Plan - Amendment	IVR Number: 101260	District: Roberts
Applied Date: 06/11/2018		
Status: In Review	Project Name:	Expiration Date:
	Assigned To: Pietrowski, Savannah	Completion Date:
Description: Addition of a 1,473.41 SF building.		

[Locations](#) [Fees](#) [Reviews](#) [Inspections](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [Holds](#) [Meetings](#) [More Info](#)

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

Main	Address
<input checked="" type="checkbox"/>	20 MARCLAY RD Williamsburg, VA 23185

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