Guide for searching for plans on Permit Link

Searching Methods
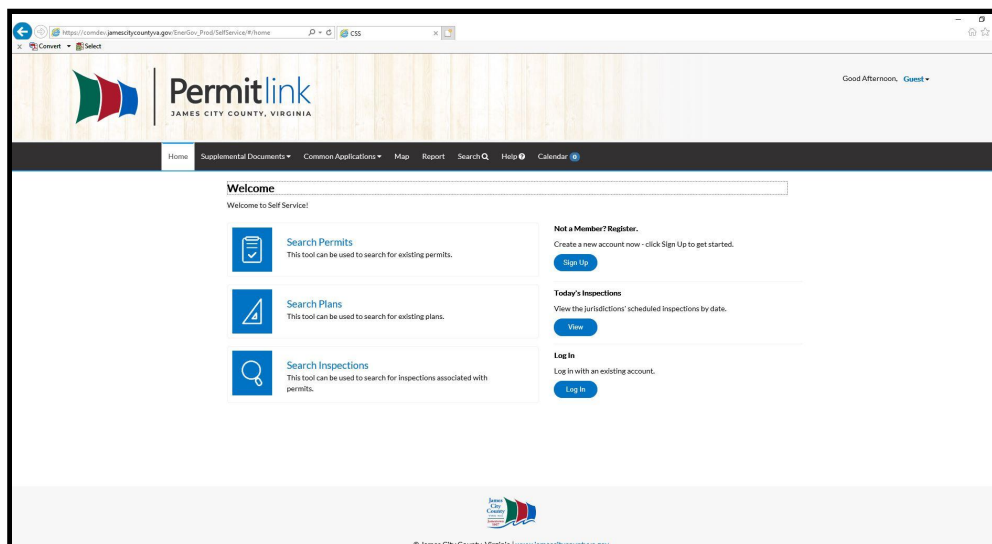
- Searching by Case Number
- Searching by Address or Street Name
- Searching by Parcel Number
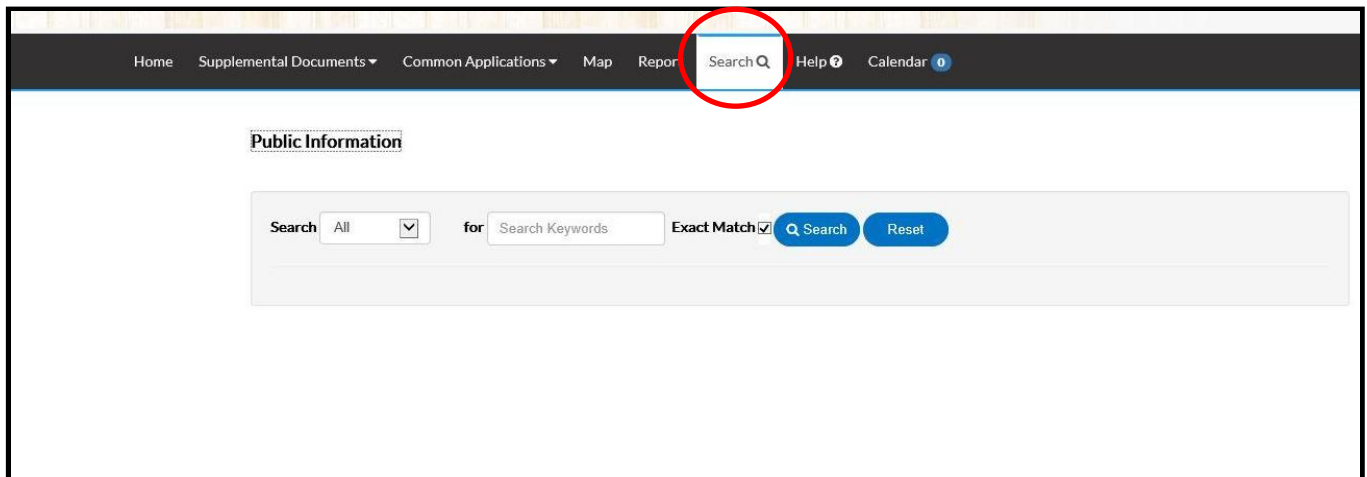
Searching by Case Number

Step 1

Access the James City County Permit Link Site using address below
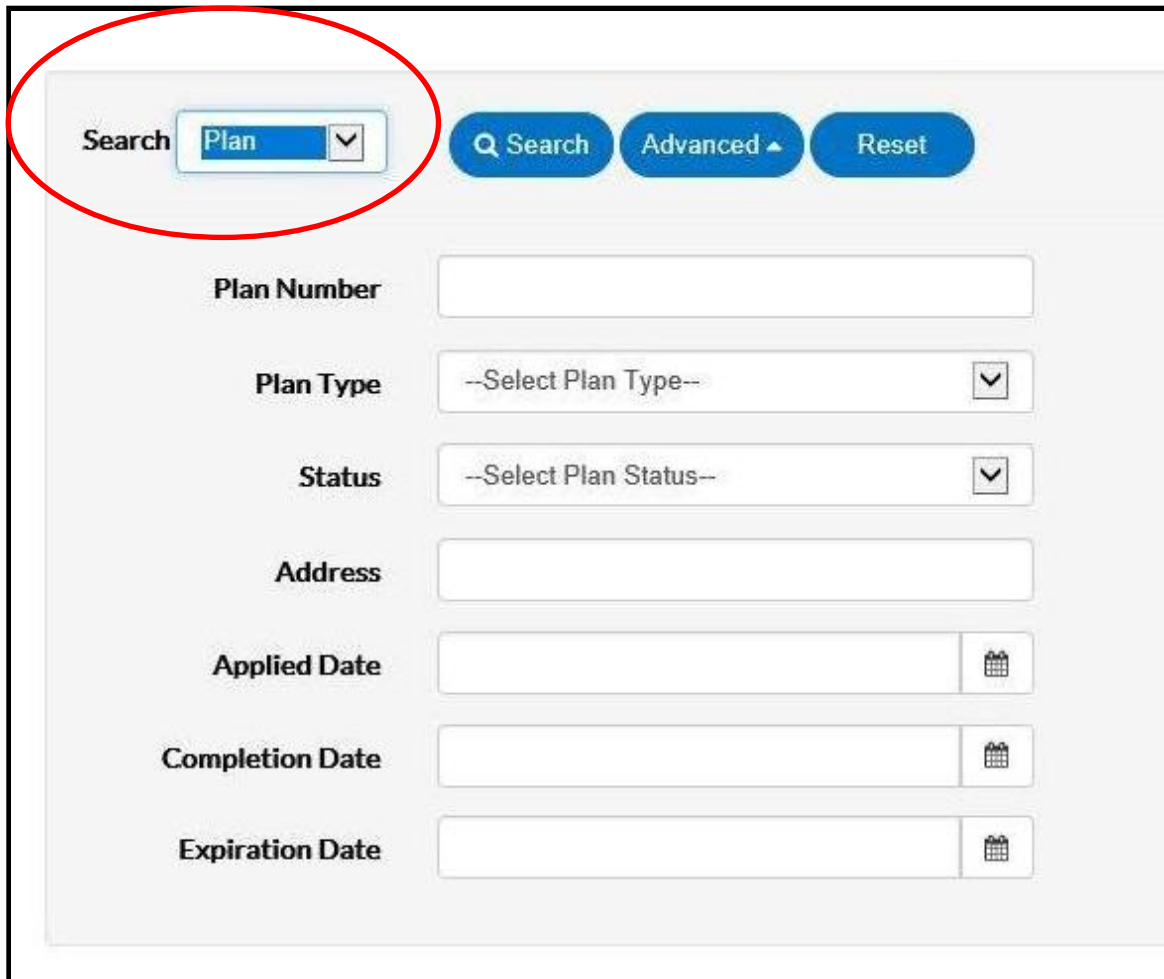https://comdev.jamescitycountyva.gov/EnerGov_Prod/SelfService/#/home

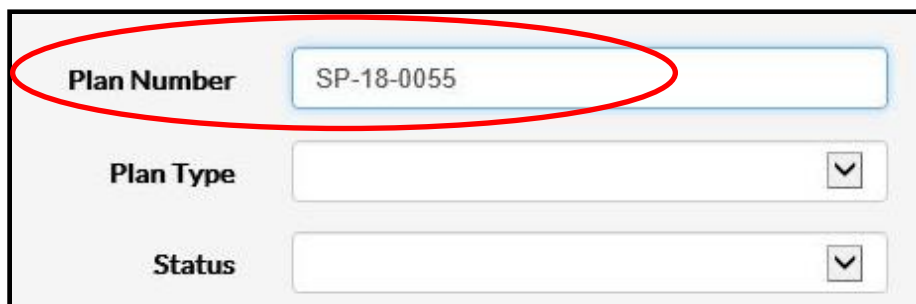### Step 2

Click on the search button in the top header.

Step 3

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

Step 4

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

Step 5

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

Step 6

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

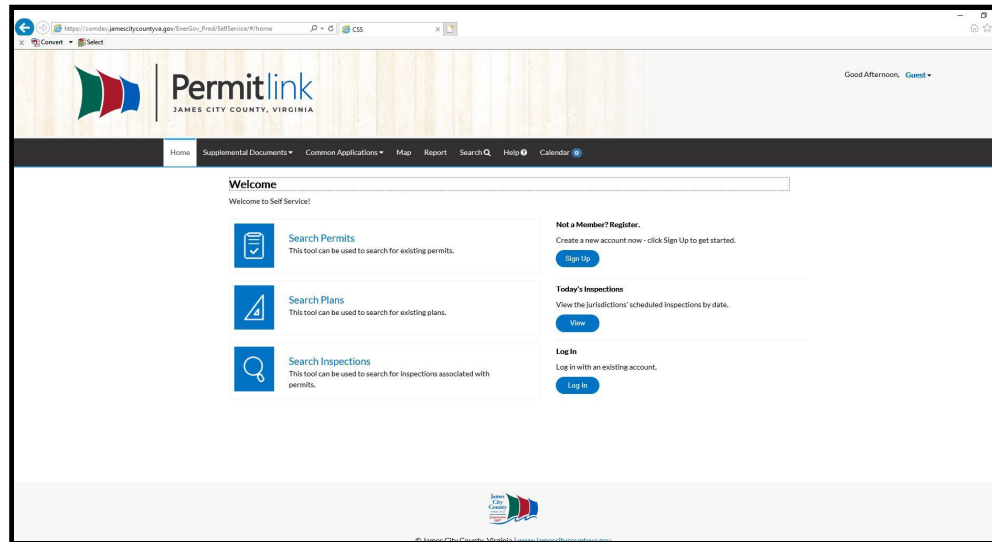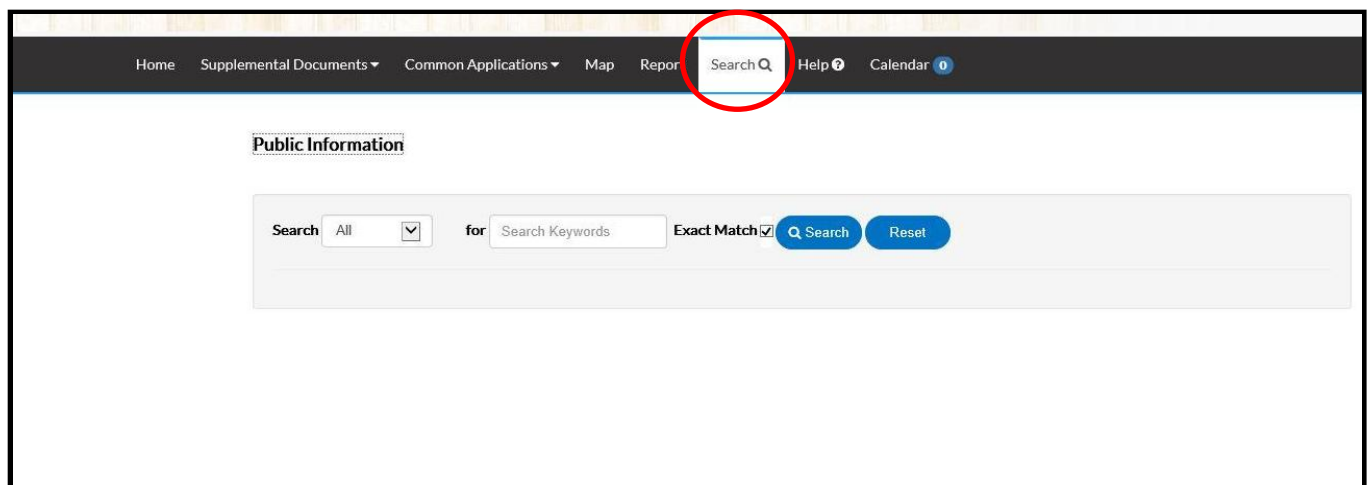# Searching by Address

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.

Step 4

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

Step 5

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

Found 1 result

Sort Relevance ☑

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

Locations

Main	Address
☑	20 MARCLAY RD Williamsburg, VA 23185

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Searching by Parcel Number

Step 1

Access the James City County Permit Link Site using address below
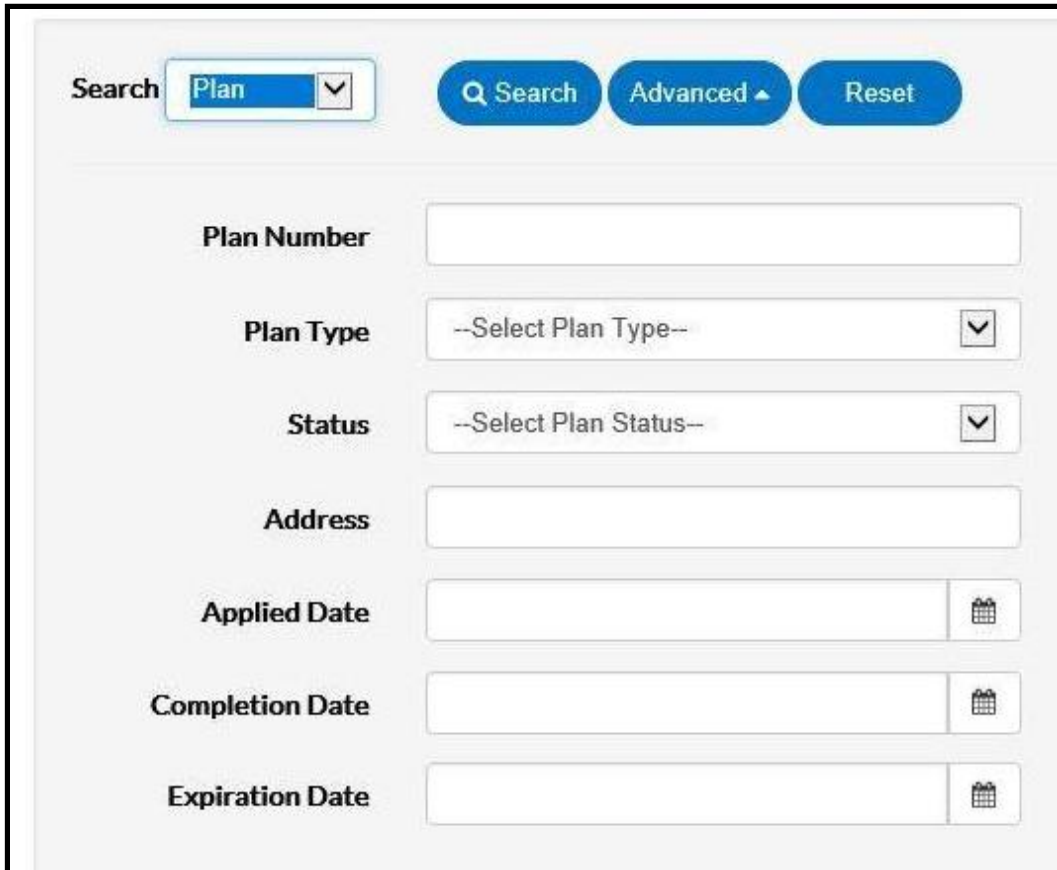https://comdev.jamescitycountyva.gov/EnerGov_Prod/SelfService/#/home

Step 2

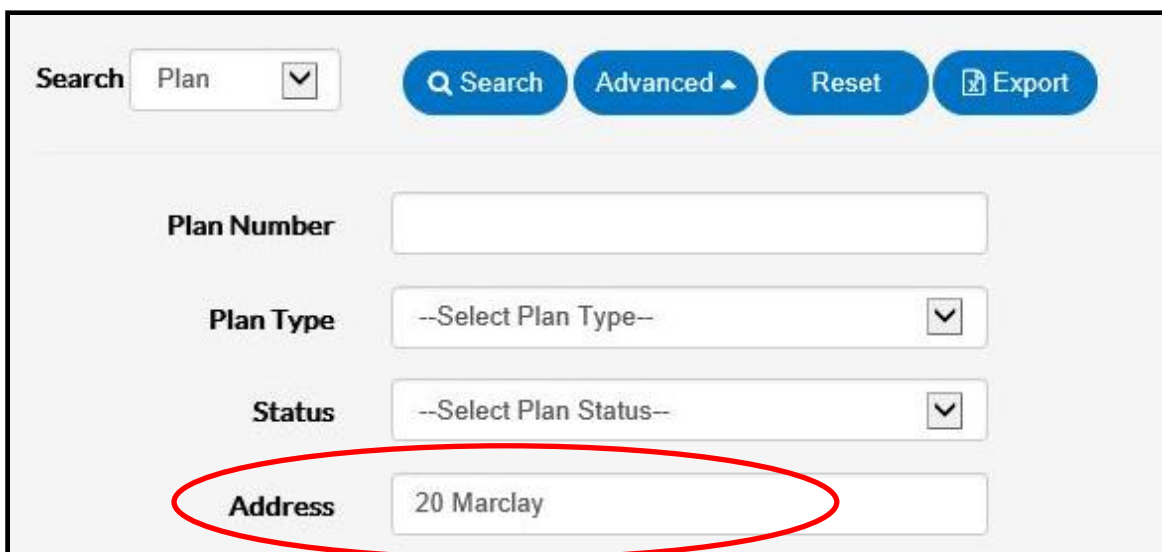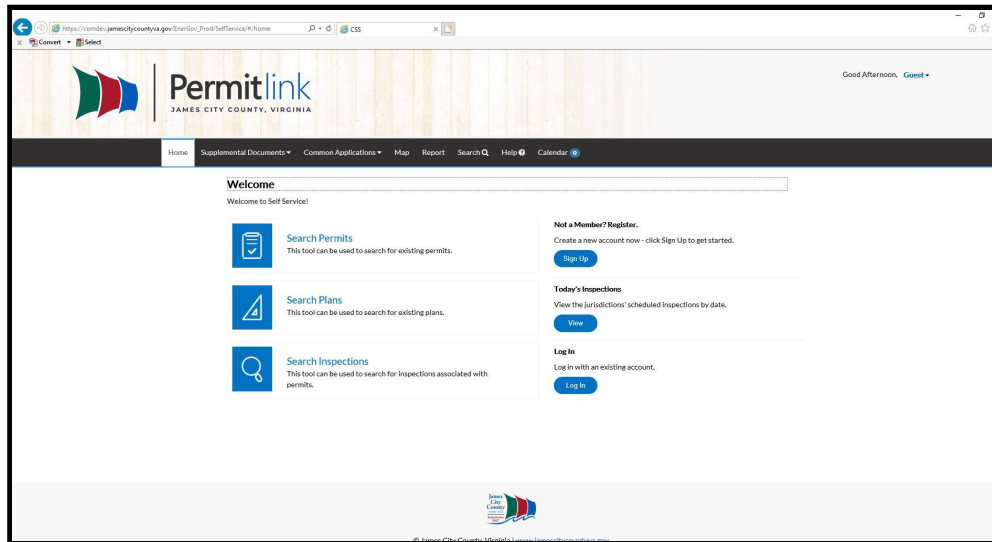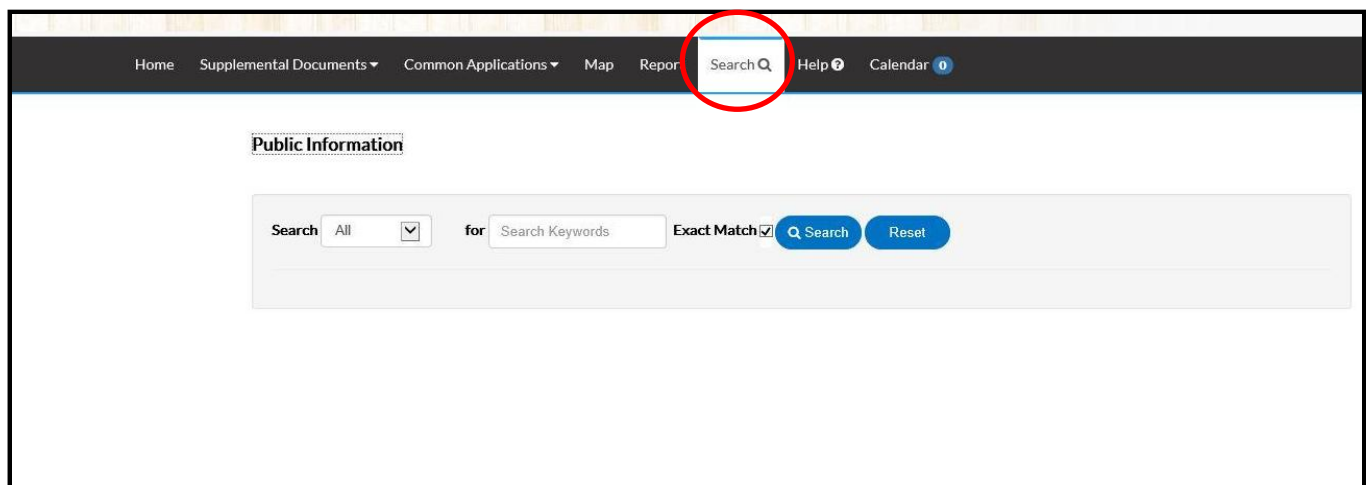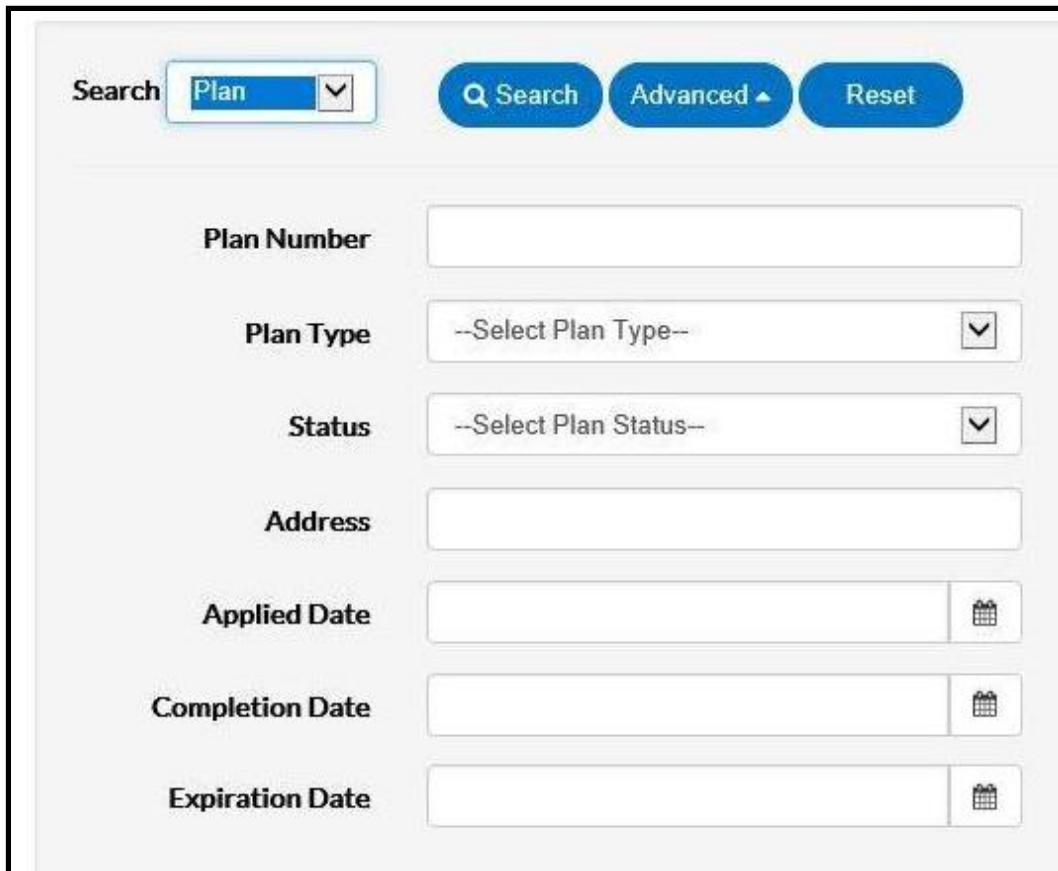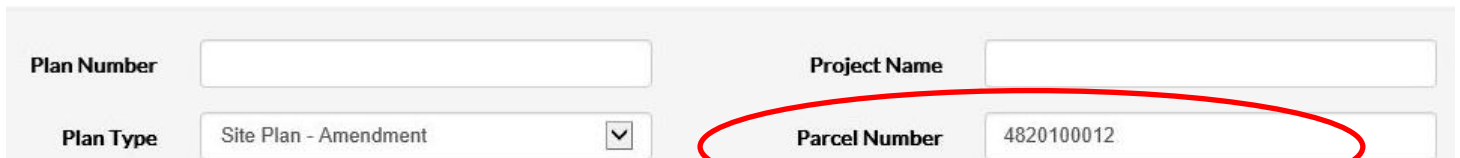Click on the search button in the top header.

Step 3

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

Step 4

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

Step 5

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

Found 1 result

Sort Relevance ▼

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

Locations

Main	Address
☑	20 MARCLAY RD
Williamsburg, VA 23185

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