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.

<table>
<thead>
<tr>
<th>Plan Number</th>
<th>Applied Date</th>
<th>Type</th>
<th>Completion Date</th>
<th>Expiration Date</th>
<th>Main Parcel</th>
<th>Address</th>
<th>Status</th>
<th>Project Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP-18-0055</td>
<td>06/11/2018</td>
<td>Site Plan - Amendment</td>
<td></td>
<td></td>
<td>4820100012</td>
<td>20 MARCLAY RD Williamsburg VA 23185</td>
<td>In Review</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Description: Addition of a 1,473.41 SF building.</td>
<td></td>
<td></td>
</tr>
</tbody>
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**Step 6**

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

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.

Step 6
Once inside the case, use the different tabs to cycle through the different items associated with the plan/permit.
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.

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