How to Apply for a Permit or Plan

Access JCC PermitLink by selecting [www.jamescitycountyva.gov/permitlink](http://www.jamescitycountyva.gov/permitlink)

Note: If you are not yet registered on JCC PermitLink, please refer to the *How to Register in Permit Link* section of this guide.

**STEP 1:** Click “Login or Register”, then “Log In” to your account.
STEP 2: Click “Apply” as indicated by arrow below.
STEP 3: Click on “Permits”. A list of permit categories will appear; select the desired one then, click “Apply”. 

<table>
<thead>
<tr>
<th>Category Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amusement Device Permits</td>
<td>This permit application should be used when major or minor modifications to an existing amusement device are proposed.</td>
</tr>
<tr>
<td>New Amusement Device</td>
<td>This permit application should be used when a new permanent amusement device is proposed.</td>
</tr>
<tr>
<td>Temporary Event</td>
<td>This permit application should be used when a temporary amusement device is proposed (i.e. carnival or similar event; includes inflatables, bounce houses and similar)</td>
</tr>
<tr>
<td>Commercial Building Addition</td>
<td>This permit application should be used when additions to existing commercial buildings or structures are proposed.</td>
</tr>
</tbody>
</table>
**STEP 4:** Click on “Add Location”.

![Image of the JCC PermitLink dashboard showing the add location option]

“Add Location” is highlighted to emphasize the step.
STEP 5: Type in the address, then search. From the list, select the correct address and click the “Add” button. (Tip: Only enter the number and first few letters of the street name and click search for results to populate.)

Enter address into search box.

“Add”
Please note: alternatively, after searching for and adding an address, additional not in the County database, you can “Enter Manually” the address. Fill out the fields as indicated, then click “Save”.

Fill out applicable fields.

“Save”
STEP 6: Click “Next”.

“Next”
STEP 7: Select “Permit Type” and enter a brief description of the work. If required, please add valuation, then click “Next”. Various plans and permits will have different required questions but follow the same principle outlined in the following pages.

Note: All building and trade permits require a “Valuation”. This number should reflect the value for labor and materials to complete the work.
STEP 8: If you wish to add a contact other than the Applicant, click “Add Contact”. Otherwise, please skip to step 9.

“Add Contact”
**STEP 9:** From the dropdown menu, choose the option that best describes the contact. Then, enter contact’s name on the search box. A list will appear below the search area. Select the contact by clicking “Add”.

*Note: If you are unable to see the name “Enter Manually” the contact. After filling out the information, click “Next”.*
**STEP 10:** Check all appropriate boxes and enter required information, then scroll the page all the way to the end, then click the “Next” button.
STEP 11: “Add Attachments”, then click “Next”.

“Add Attachments”

“Next”
STEP 12: Please review your information, then “Submit”.

![Image of PermitLink User Guide]

- Locations
- Type
- Contacts
- More Info
- Attachments
- Review and Submit

Locations
Location: 100 MOUNTS BAY RD, Williamsburg, VA, 23185

Basic Info
Type: New Single Family Dwelling
Description: Description here
Valuation: 1000
Applied Date: 02/21/2020

Contacts
Applicant: Your info here