How to Apply for a *Trade* Permit under an Existing Building Permit

**STEP 1:** Log into Permit Link.

**STEP 2:** Click “Search” from the top toolbar.
STEP 3: Search for building permit number or work location address. Remember to enter the address number and only the first four letters of the street name.
STEP 4: Click on the building permit number.
**STEP 5**: Click on the “Sub Records” button to bring up sub permits that are available to issue.

**STEP 6**: Click “Apply” on the desired type of permit. (This will automatically link the trade permit to the building permit.)

Please note: Emails received related with trades will be sent through noreplay@jamescitycountyva.gov