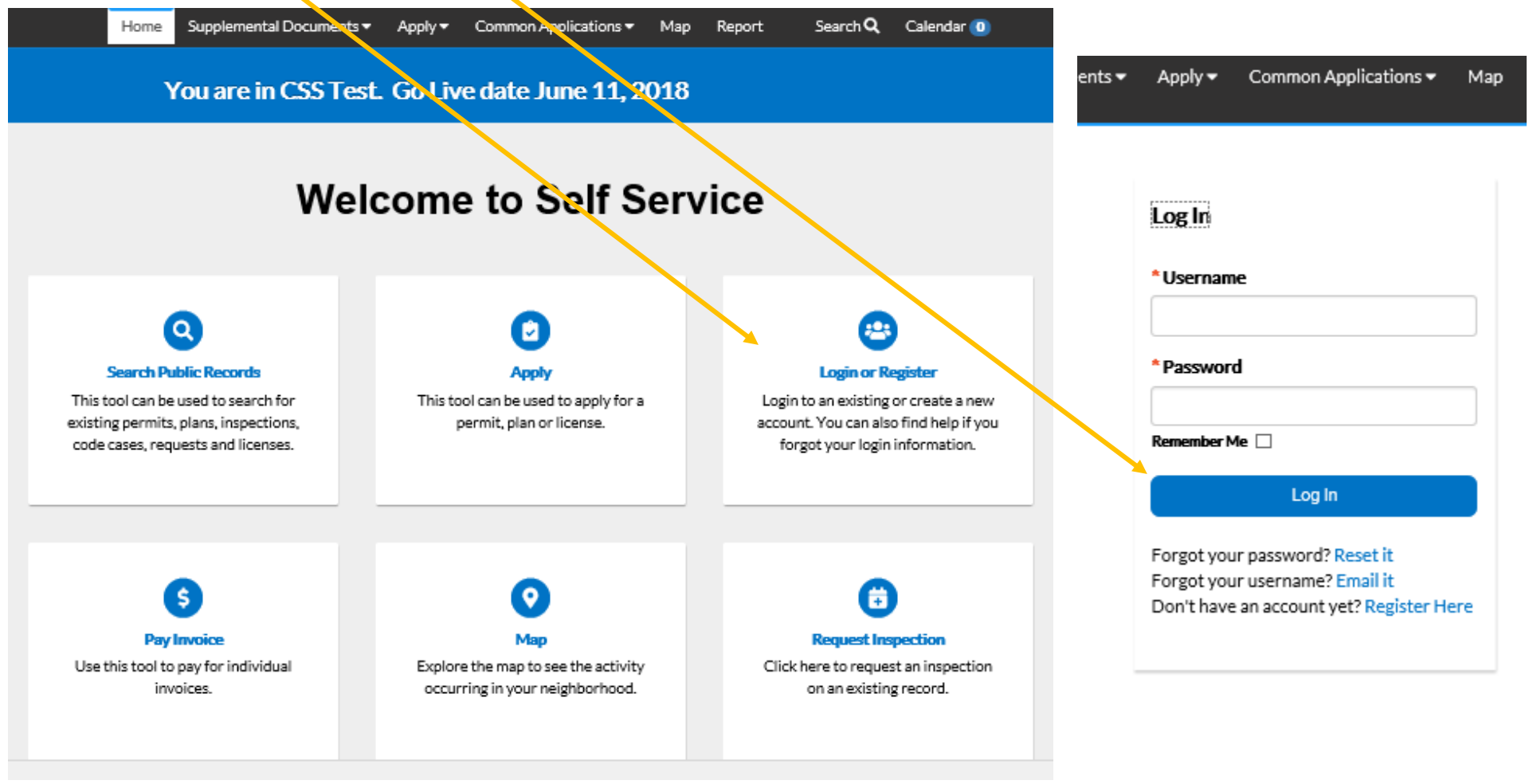


How to Schedule an Inspection

Access JCC PermitLink by selecting www.jamescitycountyva.gov/permitlink

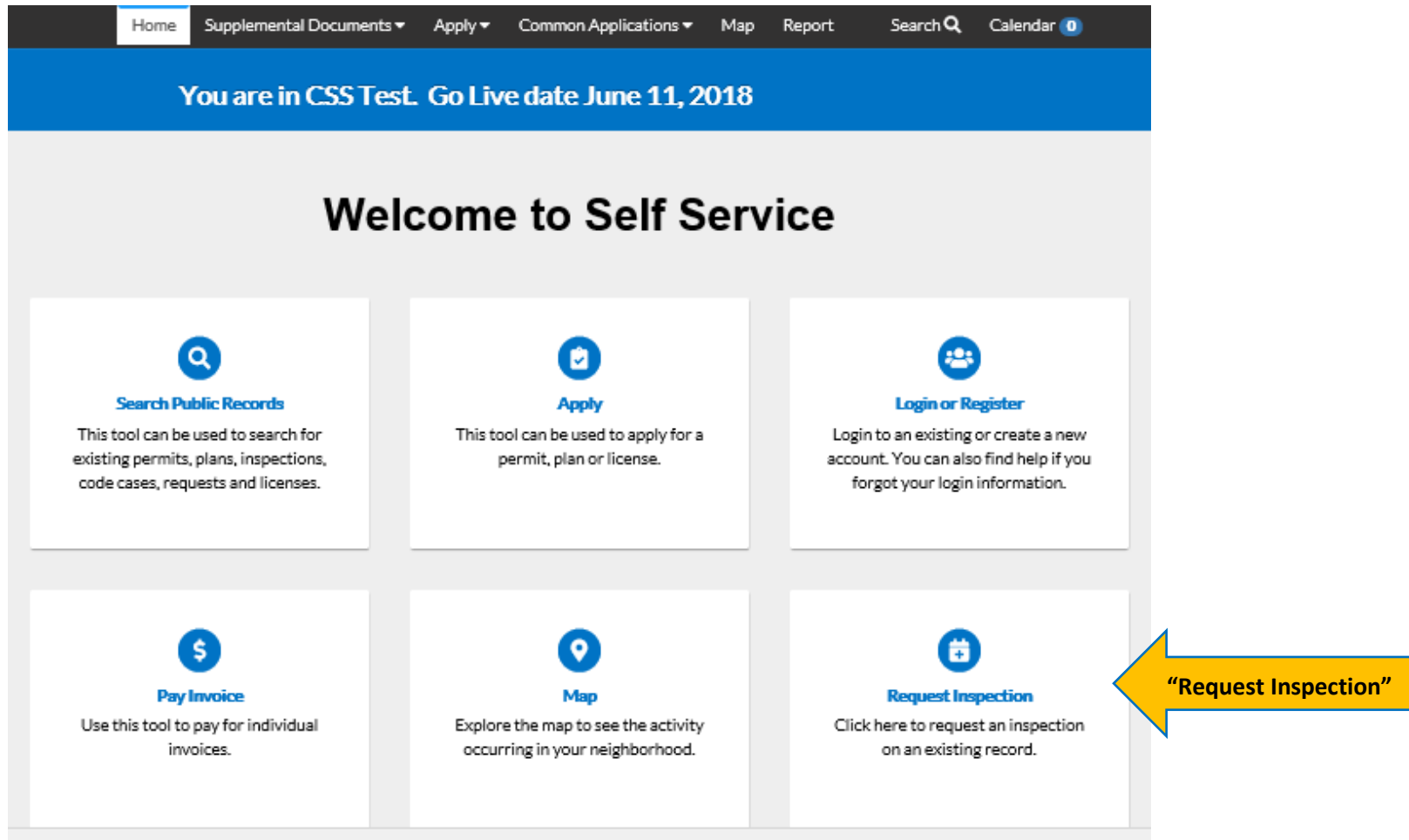
Note: If you are not yet registered on JCC PermitLink, please refer to the *How to Register in Permit Link* section of this guide.

STEP 1: Click “**Login or Register**”, then “**Log In**” to your account.



The screenshot displays the JCC PermitLink website interface. At the top, a navigation bar includes links for Home, Supplemental Documents, Apply, Common Applications, Map, Report, Search, and Calendar. A blue banner below the navigation bar reads "You are in CSS Test. Go Live date June 11, 2018". The main content area is titled "Welcome to Self Service" and features six service tiles: Search Public Records, Apply, Login or Register, Pay Invoice, Map, and Request Inspection. A yellow arrow points from the "Login or Register" tile to a detailed view of the login form on the right. The login form includes a "Log In" header, a required Username field, a required Password field, a "Remember Me" checkbox, and a blue "Log In" button. Below the button, there are links for "Forgot your password? Reset it", "Forgot your username? Email it", and "Don't have an account yet? Register Here".

STEP 2 – Option A: Click on “Request Inspection”.



Home Supplemental Documents Apply Common Applications Map Report Search Calendar

You are in CSS Test. Go Live date June 11, 2018

Welcome to Self Service

Search Public Records
This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.

Apply
This tool can be used to apply for a permit, plan or license.

Login or Register
Login to an existing or create a new account. You can also find help if you forgot your login information.

Pay Invoice
Use this tool to pay for individual invoices.

Map
Explore the map to see the activity occurring in your neighborhood.

Request Inspection
Click here to request an inspection on an existing record.

“Request Inspection”

STEP 2.1 – Option A: Select the inspection number from the list of available inspections for your cases by checking the box, and then clicking “Request Inspection”. Any issues preventing the inspection from being requested will be noted in red to the right.

Request Inspections

Exact Match

[Export](#)

[Request Inspection](#)


Check the box to select

Sort Relevance ▾

| Case Number | Address | Type | Inspection Type | Select All <input type="checkbox"/> |
|--------------|---|---|-------------------------------|--|
| LDSW-20-0063 | 101 mounts bay | Land Disturbance | Surety Inspection | <input type="checkbox"/> |
| BLDR-18-2000 | 101 MOUNTS BAY RD Williamsburg, VA 23185 | Building Permits - Residential: Alteration | SRP Plan Review Inspection | <input type="checkbox"/> <i>There are unpaid fees on this case.</i> |
| SURE-20-0168 | 101 mounts bay RD williamsburg, VA 23185 | Surety - Surety | Surety Renewal Inspection | <input type="checkbox"/> |
| SURE-20-0168 | 101 mounts bay RD williamsburg, VA 23185 | Surety - Surety | Surety Inspection | <input type="checkbox"/> |
| SURE-20-0168 | 101 mounts bay RD williamsburg, VA 23185 | Surety - Surety | Surety Renewal Inspection | <input type="checkbox"/> |
| SURE-20-0168 | 101 mounts bay RD williamsburg, VA 23185 | Surety - Surety | Final SRP Field Inspection | <input type="checkbox"/> |

“Request Inspection”

STEP 2 – Option B: Open permit or plan summary for case you wish to request inspection for. In the **“Available Actions”** box on the summary tab, select **“Request”** from list of inspections available to be requested.

Permit Number: WELL-19-0064 

• Internet Explorer 11 is required to use the eReviews portal.

Permit Details | Tab Elements | Main Menu

Type: Well - New Work Status: Issued Project Name: ▼

Summary | Locations | Fees | Reviews | Inspections | eReviews | Attachments | Contacts | Sub-Records | Holds | Meetings | More Info

Progress

0% Completed

- Completed
- In Progress
- Not Started

Fees

\$0.00

[View Details](#) [Add to Cart](#)

Workflow

- Well - Backflow Cert. Review - Requested
- Well - Final Well Head -
- Well - VDH Uniform Water Well Compl. Report Review -
- Well - Water Test Reports Review -
- BSP Application Checklist
- Collect Fees
- Issue Permit
- Well - Grout -
- Case Closed

Available Actions

- Request Inspection
Well - VDH Uniform Water Well | [Request](#)
- Request Inspection
Well - Water Test Reports Review | [Request](#)
- Request Inspection
Final Well | [Request](#)

“Request” ↓

STEP 3: Chose an inspection date and add any information you would like the inspector to see. Click **“Submit”**.

Dashboard Home Supplemental Documents ▾ Apply ▾ Common Applications ▾ View ▾ Map Report Help ? Search 🔍 Calendar 📅

◀ Back

Request Inspections (1)

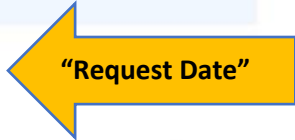
1 #WELL-19-0064 ✕ *REQUIRED

Inspection Type: Well - Backflow Cert. Review

Case Type: Well - New Work

Address: 3420 FREDERICK DR 1220600020 Toano, VA 23168

* Requested Date 📅



Comments/Gate Code



Submit

