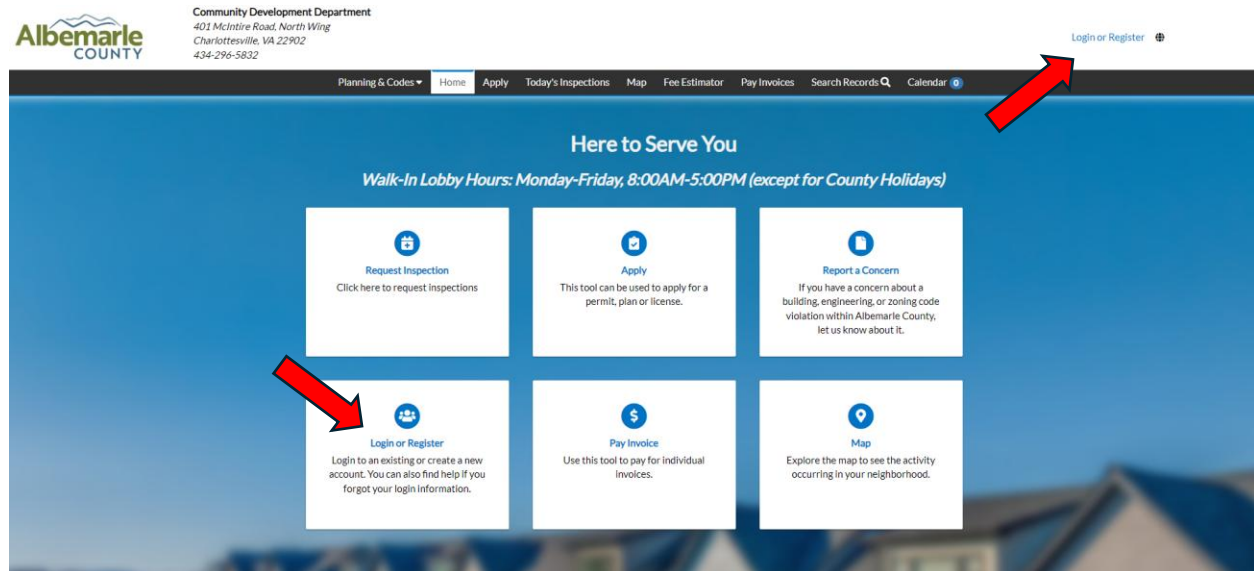


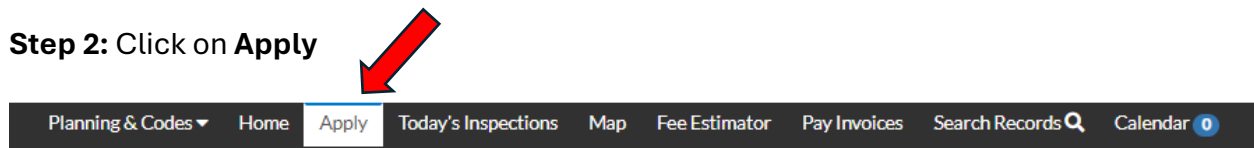


How to Apply for an Application

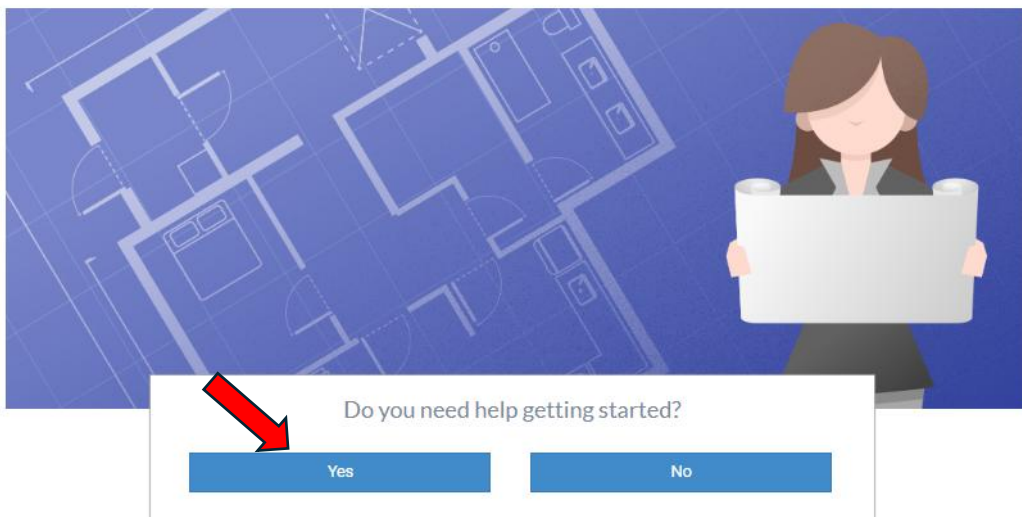
Step 1: Log In



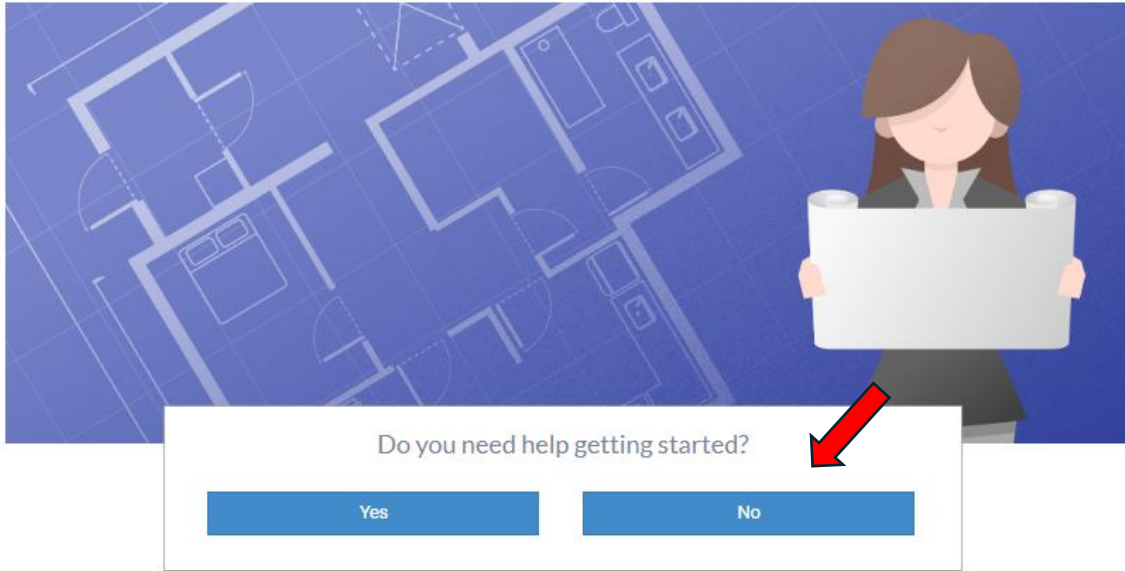
Step 2: Click on Apply



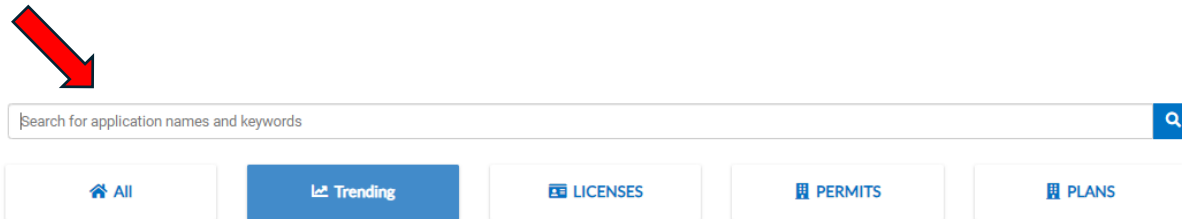
If you are unsure which permit you need, use the **Search Assistant** for guidance.



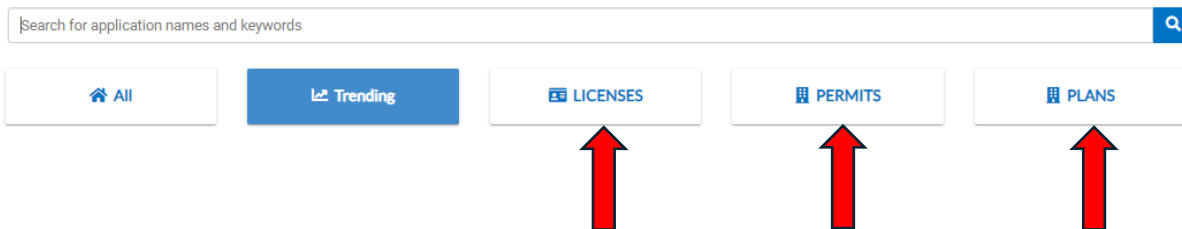
If you already know the type of permit required, select **NO**, to skip the assistant.



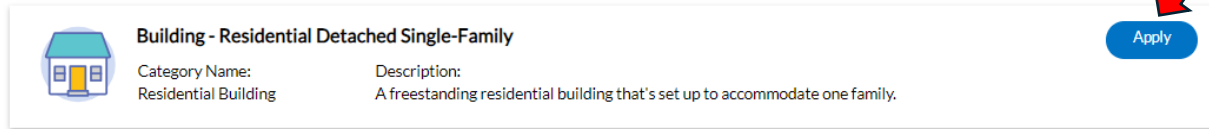
Use the **SEARCH BAR** to enter the application type or scroll through the list of available applications.



You can filter results by selecting **Permits, Plans, or Licenses**. to narrow down your search.



Once the application type is located, click on **Apply**.

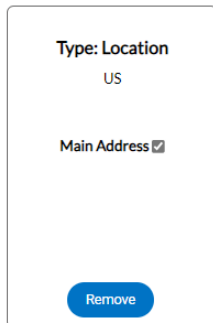


The screenshot shows a card for the application type "Building - Residential Detached Single-Family". On the left is a house icon. To the right of the icon, the text reads: "Category Name: Residential Building" and "Description: A freestanding residential building that's set up to accommodate one family." In the top right corner of the card, there is a blue button labeled "Apply". A red arrow points to this button.

You can save your progress as a draft if you cannot finish the application in one session. Each section of the application will have a **Save Draft** button. Please note that attachments cannot be saved in the draft.

LOCATIONS

Click "+" to add location, and enter in the address or parcel information to assign to this application.



The screenshot shows a card for managing a location. It contains the text: "Type: Location", "US", and "Main Address" with a checked checkbox. At the bottom of the card is a blue button labeled "Remove".

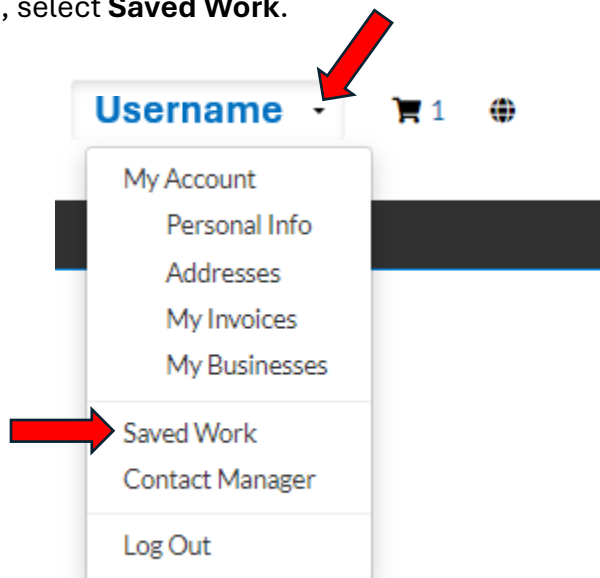
Create Template

Save Draft

Next

To access the drafts:

Click on the **down arrow** next to your name in the top right-hand corner. From the drop-down menu, select **Saved Work**.



The screenshot shows a user profile dropdown menu. At the top, the word "Username" is displayed with a small downward arrow to its right. A red arrow points to this arrow. Below the name is a shopping cart icon with the number "1" and a globe icon. The dropdown menu is open, showing a list of options: "My Account", "Personal Info", "Addresses", "My Invoices", "My Businesses", "Saved Work", "Contact Manager", and "Log Out". A red arrow points to the "Saved Work" option.

On the Saved Work page, select **My Drafts** to view all your saved drafts. Locate the draft you wish to continue working on and select it to resume your application.

Saved Work

MY TEMPLATES MY DRAFTS

My Drafts

Module All Sort Module

Module	Type	Last Update	Action
Permit	Building - Residential Detached Single-Family	10/21/2024 09:17:55 AM	Resume Delete
Permit	Building - Residential Detached Single-Family	01/03/2025 03:54:34 PM	Resume Delete
Permit	Building - Residential Detached Single-Family	01/03/2025 03:55:49 PM	Resume Delete
Plan	Subdivision - Family Divisions	12/27/2024 10:15:01 AM	Resume Delete

Results per page 10 1 - 4 of 4 << < 1 > >>

If you have any questions, please contact Application Services at applicationservices@albemarle.org