



How to Access Your Application

Step 1: Login: Select the LOGIN OR REGISTER TILE



Community Development Department
401 McIntire Road, North Wing
Charlottesville, VA 22902
434-296-5832

[Login or Register](#)


Planning & Codes ▾ Home Apply Today's Inspections Map Fee Estimator Pay Invoices Search Records 🔍 Calendar 📅

Here to Serve You

Walk-In Lobby Hours: Monday-Friday, 8:00AM-5:00PM (except for County Holidays)

- Request Inspection**
Click here to request inspections
- Apply**
This tool can be used to apply for a permit, plan or license.
- Report a Concern**
If you have a concern about a building, engineering, or zoning code violation within Albemarle County, let us know about it.
- 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.

STEP 2: Login: Enter your email address:



Sign in to community access services.





Email address

Keep me signed in

Next

OR

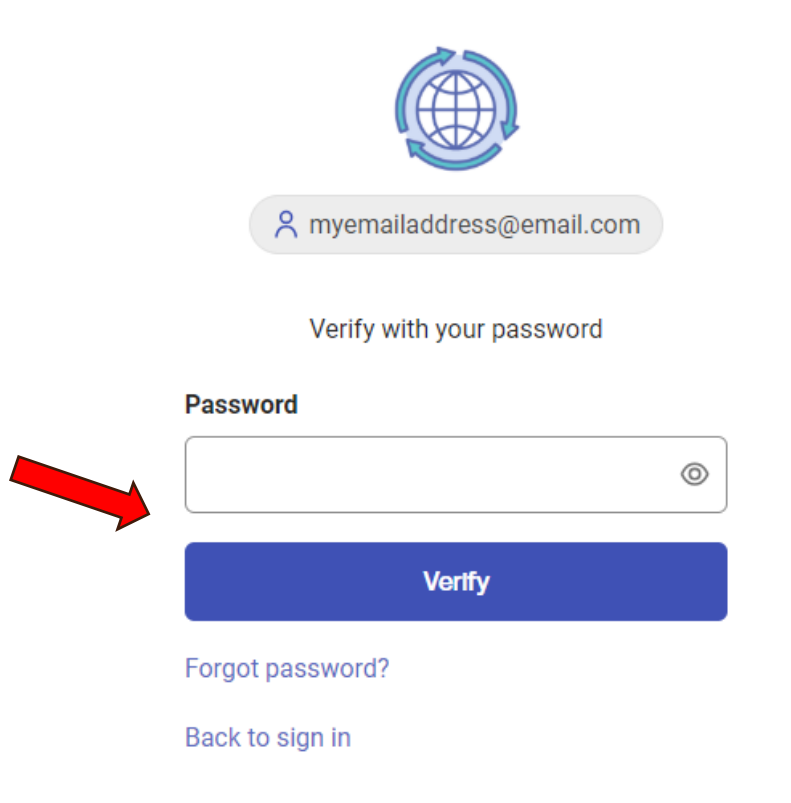
Sign in with...

[Unlock account?](#) [Help](#)

[Create an account](#)

Step 3: Verify it's you: It will prompt you to either verify with your password:



myemailaddress@email.com

Verify with your password

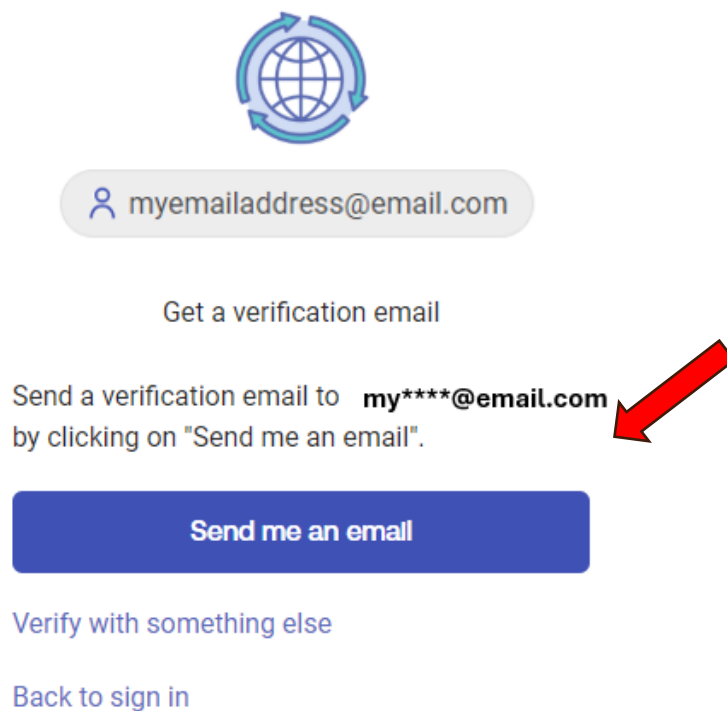
Password

Verify

[Forgot password?](#)

[Back to sign in](#)

Or it will prompt you to enter the code sent to the email address your registered with:



myemailaddress@email.com

Get a verification email

Send a verification email to **my****@email.com** by clicking on "Send me an email".

Send me an email

[Verify with something else](#)

[Back to sign in](#)

Step 4: Dashboard: Select **Dashboard** from the top ribbon



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The dashboard provides a comprehensive overview of all submitted applications, organized into two categories: **My Permits** and **My Plans**. Within each category, applications are further sorted by their status.

My Permits

| Attention | Pending | Active | Recent | Draft |
|---------------------------|---------------------------|------------------------|---------------------------|---------------------------|
| 23 | 13 | 4 | 27 | 1 |
| Building - Resident... 13 | Building - Resident... 7 | Plumbing - Fire Line 1 | Building - Resident... 14 | Building - Residenti... 1 |
| Building - Resident... 2 | Building - Residenti... 2 | Building - Commer... 1 | Building - Resident... 3 | |
| Other 8 | Other 4 | Other 2 | Other 10 | |

[View My Permits](#)

My Plans

| Attention | Pending | Active | Recent | Draft |
|----------------------|---------------------------|----------|----------------------|----------|
| 13 | 2 | 0 | 14 | 0 |
| Special Use Permit 3 | Home Occupation... 1 | | Special Use Permit 3 | |
| Special Exceptions 3 | Subdivision - Prelim... 1 | | Special Exceptions 3 | |
| Other 7 | | | Other 8 | |

[View My Plans](#)

My Inspections, My Invoices and My Licenses are located at the bottom of the dashboard.

My Inspections

| Requested | Scheduled | Closed |
|-----------|------------------|--------------------|
| 0 | 50 | 1 |
| | Above Groun... 7 | Preliminary Z... 1 |
| | Footing 4 | |
| | Other 39 | |

[View My Inspections](#)

My Invoices

| | | |
|---------------------------|--------------------|-----------------------------|
| Current 3 | \$4,967.60 | Add To Cart |
| Past Due 27 | \$37,405.88 | Add To Cart |
| Total 30 | \$42,373.48 | Add To Cart |

[View My Invoices](#)

My Licenses

| | | |
|-----------------------------------|-----------------------------------|-------------------|
| Expires in 999+ DAYS | Expires in 999+ DAYS | Draft 0 |
| No. _____ | No. _____ | |
| Type Short-Term Rental R... | Type Short-Term Rental R... | |

Step 5: View: To View Permits click on **View My Permits**. To View Plans, click on **View My Plans**

My Permits

| | | | | |
|--|---|--|---|---|
| Attention 23 | Pending 13 | Active 4 | Recent 27 | Draft 1 |
| Building - Resident... 13 Building - Resident... Other 8 | Building - Residenti... 7 Building - Residenti... 2 Other 4 | Plumbing - Fire Line 1 Building - Commerc... 1 Other 2 | Building - Resident... 14 Building - Resident... 3 Other 10 | Building - Residenti... 1 |

[View My Permits](#)

My Plans

| | | | | |
|---|--|--|---|---|
| Attention 13 | Pending 2 | Active 0 | Recent 14 | Draft 0 |
| Special Use Permit 3 Special Exceptions 3 Other 7 | Home Occupation ... 1 Subdivision - Prelim... 1 | | Special Use Permit 3 Special Exceptions 3 Other 8 | |

[View My Plans](#)

Step 6: Choose an application: Clicking on an application number (highlighted in blue) will direct you to the information page containing all relevant details for that specific application.

My Work

[MY INVOICES](#)
 [MY PERMITS](#)
 [MY PLANS](#)
 [MY EXISTING INSPECTIONS](#)
 [REQUEST INSPECTIONS](#)

| Permit Number | Project | Address | Permit Type | Status | State |
|---------------------------------|----------|---------|---|---------------------|---|
| BLDR-2024-00075 | | | Building - Residential Storage Building Accessory Structure | Submitted | Recent, Pending |
| BLDR-2024-00007 | | | Building - Residential Detached Single-Family | Fees Due | Attention, Recent (On Hold) |
| BLDR-2024-00074 | | | Building - Residential Storage Building Accessory Structure | Submitted | Attention, Recent, Pending (Unpaid Fees) |
| BLDR-2024-00053 | | | Building - Residential Detached Single-Family | Fees Due | Attention, Recent, Pending (On Hold) |
| BLDR-2024-00073 | | | Building - Residential Detached Single-Family | Submitted - Onli... | Attention, Recent, Pending (Unpaid Fees) |
| BLDR-2024-00041 | | | Building - Residential Detached Single-Family | Fees Paid | Attention, Recent (Unpaid Fees) |
| BLDR-2024-00040 | | | Building - Residential Detached Single-Family | Fees Due | Attention, Recent (On Hold) |
| BLDR-2024-00058 | Parkside | | Building - Residential Detached Single-Family | Fees Paid | Attention, Recent (Inspection Not Passed) |

Showing 27 records.

Step 7: My Inspections, My Invoices, and My Licenses: By selecting **View My Inspections** or **View My Invoices**, you will be able to access detailed information for each respective category. If you choose **View My Invoices**, you will have the option to submit payment. Please note that **My Licenses**, refers to short-term rental licenses, not state certifications or state contractor licenses.

My Inspections

| Requested | Scheduled | Closed |
|-----------|------------------|--------------------|
| 0 | 50 | 1 |
| | Above Groun... 7 | Preliminary Z... 1 |
| | Footing 4 | |
| | Other 39 | |

[View My Inspections](#)

My Invoices

| | | |
|----------------|-------------|-----------------------------|
| Current 3 | \$4,967.60 | Add To Cart |
| Past Due 27 | \$37,405.88 | Add To Cart |
| Total 30 | \$42,373.48 | Add To Cart |

[View My Invoices](#)

My Licenses

| | | |
|---|---|-------------------|
| Expires in 999+ DAYS <hr/> 5387 Murrays Lane No. STR-2024-00024 Type Short-Term Rental R... | Expires in 999+ DAYS <hr/> 5387 Murrays Lane No. STR-2024-00026 Type Short-Term Rental R... | Draft 0 |
|---|---|-------------------|

Step 8: Access the application: By Clicking on the application number, you can monitor the status of your application, track its progress through the approval process, schedule inspections once approved, make any necessary payments, and upload additional documents as required. Once your application is approved, you will also have access to the approved documents here.

Permit Number: BLDR-2024-00075

[Add to Cart](#)

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

| | | | | | |
|---------------|---|--------------|-----------------------|-----------------|--|
| Type: | Building - Residential Storage Building Accessory Structure | Status: | Submitted | Project Name: | |
| Applied Date: | 11/20/2024 | Issue Date: | | Expire Date: | |
| District: | Samuel Miller | Assigned To: | Services, Application | Finalized Date: | |
| Square Feet: | 0.00 | Valuation: | \$123,423.00 | | |
| Description: | | | | | |

- [Summary](#)
- [Locations](#)
- [Fees](#)
- [Inspections](#)
- [Attachments](#)
- [Contacts](#)
- [Sub-Records](#)
- [More Info](#)

Progress

0% Completed

- Completed
- In Progress
- Not Started

Fees

\$0.00

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

Workflow

- Accessory Sleeping Unit Review
- Issue Permit
- Verify Blower Door Test and Duct Leakage has been provided
- Verify Health Department Approval
- Confirm All Inspections Complete
- Verify HVAC Certification has been provided
- Final Zoning -
- Final Building -
- Building Officials Review

Available Actions

[No Actions](#)

If you have any questions regarding a submitted application, please contact the Application Services Team at applicationservices@albemarle.org