

County of Albemarle
**COMMUNITY DEVELOPMENT
DEPARTMENT**

**401 McIntire Rd, North
Wing**

Charlottesville, VA 22902
Telephone: 434-296-5832
www.Albemarle.org

How to Complete an Application:

Each application consists of the following sections:

Location, Type (Details), Contacts, More Info, Attachments, Signature, and Review and Submit.

Throughout the application, certain questions are marked with a red asterisk (*). These fields are **required** and must be completed to proceed. Questions without a red asterisk are optional and can be skipped if they are not relevant to your project.

Below is a step-by-step guide to completing each section:

1. Location

- Click the **plus (+)** icon to add a location.

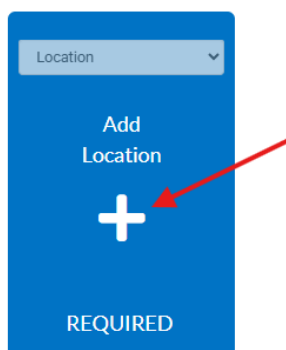
LOCATIONS

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

When entering the address, include only the address number and name of the street—do not add terms such as road, lane, or court. Example: 123 East Main.

For Parcel ID entry, ensure that dashes (-) are not included.

NOTE: Do not use the "Enter Manually" option. Using this option may result in delays with processing your application. If you do not know your Parcel ID, you may use our GIS Web Viewer to find this information here: - <https://gisweb.albemarle.org>

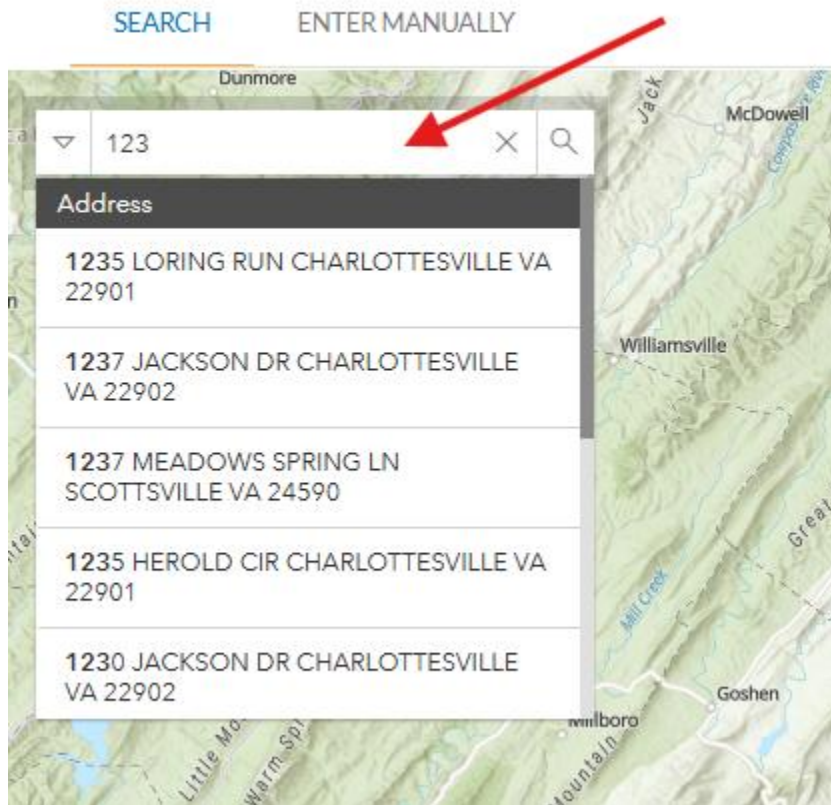


Create Template

Save Draft

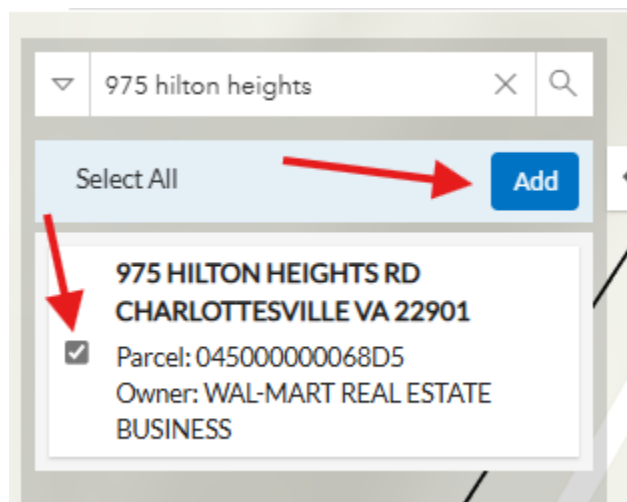
Next



- A map interface will open with a search bar.
- In the search bar, begin typing the **address** or **tax map parcel number**.



Note: When entering a tax map parcel number, omit any dashes.

- From the dropdown list, select the correct location.
- The selected location will appear on the map.
- Check the box next to the address displayed below the search bar and click **Add**.



- **Do not** use the "Enter Manually" option, as it may delay application processing.
- If you cannot locate the address, contact Application Services at
 applicationservices@albemarle.org
 (434) 296-5832.
- Once the location is added, click **Next** to proceed.

2. Type (Details)

PERMIT DETAILS

Please verify your permit type before proceeding. You will NOT be able to change it beyond this point.

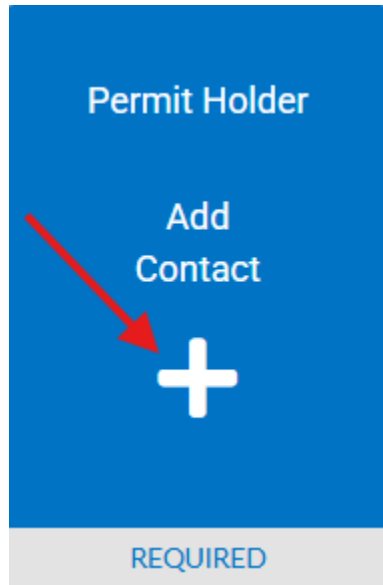
* Permit Type	<input type="text" value="Building - Residential Detached Single"/>
Description	<input type="text" value="You can add a brief description here. A more detailed description is required on the More Info Page."/>
* Square Feet	<input type="text" value="1234"/>
* Valuation	<input type="text" value="1234"/>

<input type="button" value="Back"/>	<input type="button" value="Create Template"/>	<input type="button" value="Save Draft"/>	<input type="button" value="Next"/>
-------------------------------------	--	---	-------------------------------------

- The **Permit Type** will be automatically populated and displayed as read-only (grayed out).
- **Description:** Provide a brief description of the proposed project.
- **Square Feet:** Enter the total square footage of the project.
- **Valuation:** Enter the total estimated value of the project work.
- Click **Next** to proceed.

3. Contacts

- Required contacts for each application type are indicated by a **REQUIRED** label in the blue information boxes.
- Click the **plus (+)** icon to add a contact.

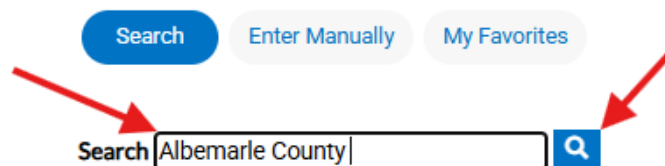


- In the search box that appears, type the contact's first and last name and select the magnifying glass.



[← Back to Application](#)

Add Contact

Add Contact As : Permit Holder



- Select the correct contact from the list. If the contact does not appear, you may enter the information manually.
- To save a frequently used contact, click the **blue star** next to the contact information to add it to your favorites.

Favorite	First Name	Last Name	Address	Company	Email	Action
			401 MCINTIRE ROAD 149 Charlottesville VA 22902	Albemarle County C/O Finance Administration Rm 149		

- In the future, you can access saved contacts from the **Favorites** tab.
- The **Permit Holder** is the individual responsible for the permit and who has paid the associated fees.
- Once all required contacts have been added, click **Next**.

4. More Info

- The fields on this page vary depending on the application type. Complete all relevant sections to the best of your ability.

Important Note:

The question “Are you submitting ECS or ICC approved plans?” should only be answered **Yes** if you are submitting plans preapproved by **ECS** or **ICC**. Plans stamped by a licensed architect or professional engineer do **not** qualify as ECS or ICC approved.

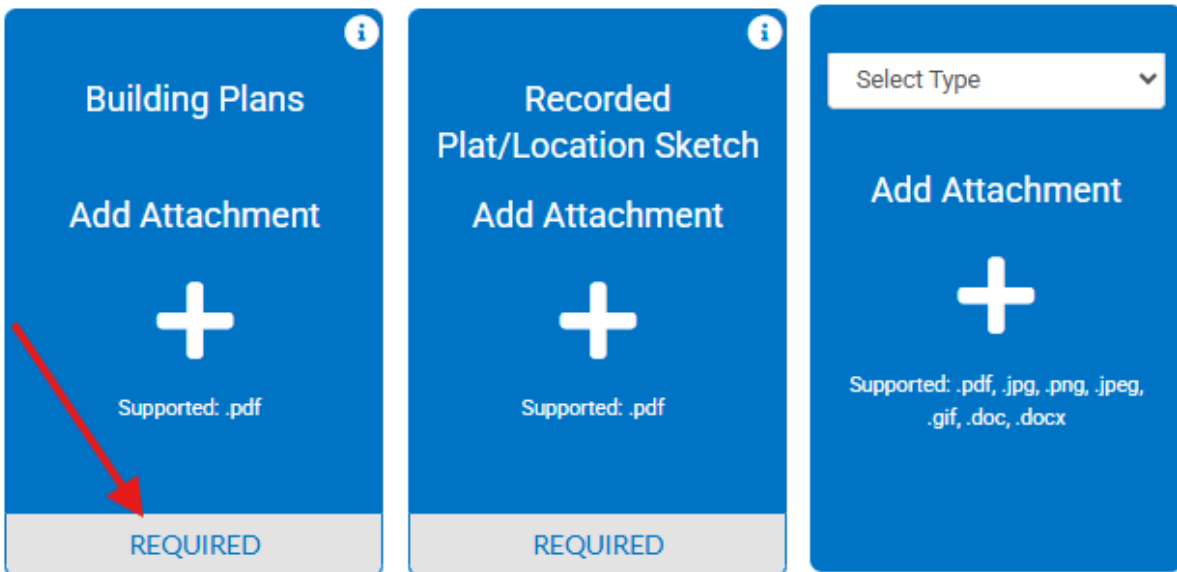
- The **Directions** field should include instructions to access the property:
 - If the property has an assigned address, simply enter the address.
 - If there is no assigned address, provide detailed directions.

- The last question on most application types refers to Square Footages. This is required if you see **At least one row of information is required. Click + Add Row to begin.** If the proposed project does not involve square footage, this still must be completed. Click on the + **Add Row.** A small box will appear. Answer the questions:

- Click **Next** to continue.

5. Attachments

- This section also varies by application type.
- Required documents are labeled **REQUIRED** at the bottom of each blue box.



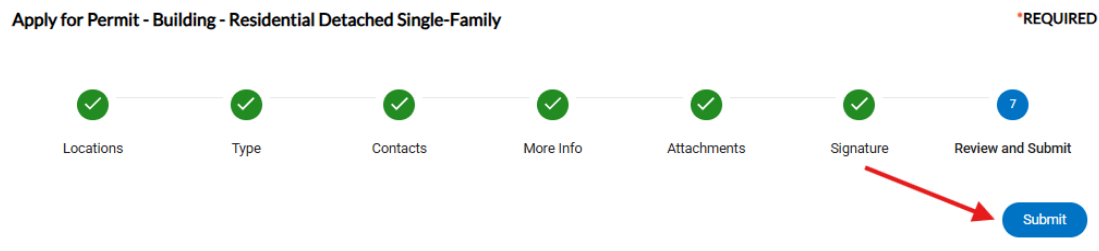
- Use the dropdown menu to upload additional documents as needed—either in anticipation of reviewer requests or for recordkeeping purposes.
- Click **Next** to proceed.

6. Signature

- You will be prompted to sign in **two** locations. Ensure both signatures are completed before continuing.
- Click **Next** to continue.

7. Review and Submit

- Carefully review all the information entered in the application.
- **Important:** You **must click the Submit button** to finalize the application.



If you close the page without submitting or saving as a draft, your application will be deleted.

- Upon successful submission, you will see a confirmation message: **“Thank you for your application”** and a button to continue.
- A permit number will be automatically assigned to your application.

If you have any questions, or need additional information, please contact Application Services at:

- [✉ applicationservices@albemarle.org](mailto:applicationservices@albemarle.org)
- 📞 (434) 296-5832