

Section 4: View Selected Building Application

Step 1: Go to the View Selected Building Application page

From the County View home page, press **View Selected Building Application**.

The blue *Search and Navigation area* should appear.

Step 2: Select Search Criteria

Go to *Search By* and click on the drop-down menu to view the options for search criteria:

- *Building Application Number*
- *Parcel ID*

To select a search option, point to your choice and click to display the white search box. (Choose your search criteria based on the information you have about the property)

Step 3: Enter Search Criteria

Enter the appropriate information in the white search box. (Please see the *County View Tips* box for assistance with entering search criteria)

Step 4: Start Search

Click on the **GO** button to start your search. (If you change your search criteria, you must press the **GO** button again.)

County View Tips

Building Application Search Criteria

Building Application Number:

Include full number including prefix:
B200800426NC

You can find the building application number on your County application paperwork or by using the **Parcel Activity** feature from the County View Home Page or Project Information Page. See Tutorial Section 5 for details.

Parcel ID: 14-digit #: 06100000013100
(do not use dashes)

The screenshot shows a web interface titled "Search & Navigation". It features a "Search By:" dropdown menu currently set to "Parcel ID". Below this, there is a "Criteria:" section with a list of options: "Building Application Number" and "Parcel ID". The "Parcel ID" option is currently selected. To the right of the "Criteria:" list is a text input field labeled "Tax Map Parcel Is exactly:" followed by a green "GO" button. At the bottom of the interface, there is a "Results" section which is currently collapsed.

The Building Application Information Page

The Building Application Information page is the first page of information displayed after a successful search. The right-hand Navigation bar will show buttons for several options when this page (*Building Application*) is on the screen. If you select another Navigation option, you can return to the Building Application Information Page by selecting the **View Application** button on the right-hand Navigation Bar.

The Building Application Information page includes the following information:

- Application Information—Application Number, Type, Application Dates, Application Status, Sub-Application Type
- Building Work Information—Work Class, Frame Type, Water Supply Type, Sewage Disposal Type, Footing/Foundation Type, Work Description
- Application Contact Information
- View All Inspections
- **Schedule Inspections**

Sub-Contractor Info

The Sub-Contractor/Work Information Page

Select **Sub-Contractor Info** from the right-hand **Navigation** bar to display the Subcontractor/Work Information Info page. Information includes:

- Subcontractors for Electrical, Mechanical and Plumbing Systems

Inspections and Reviews

The Inspections and Review Information Page

Select **Inspections and Reviews** from the right-hand **Navigation** bar to display the Inspections and Review Information page. Information includes:

- Current Status of Inspections—Inspection Type, Status, Date Scheduled, Date Inspected
- Current Status of Reviews—Review Type, Status, Date Completed

Navigation

I would like to view:

Sub-Contractor Info

Inspections & Reviews

I would like to schedule an Inspection for this Building Application:

Schedule Inspection

Property Information

I would like to return to:

Application Home

Parcel Activity

If you have questions regarding County View please send an e-mail to: [COUNTY VIEW FAQ](#)

Navigation

I would like to view:

View Application

Inspections & Reviews

I would like to schedule an Inspection for this Building Application:

Schedule Inspection

Property Information

I would like to return to:

Application Home

Parcel Activity

Schedule Inspection

Once you are issued a building permit, you can schedule an inspection online after you have an active *building application* displayed on your screen (see beginning of Section 4 for steps to **View Selected Building Application**).

To Schedule an Inspection:

Step 1: From the Building Application Information Page, select **Schedule Inspection** from the right-hand Navigation bar.

*A list of **Pending Inspections Available for Scheduling** will appear at the top of the screen. Note: If an inspection list is not shown, or if the particular inspection you want to schedule does not appear on the screen, please call 434-296-5832.*

*The **Schedule an Inspection** form will appear at the bottom of the screen.*

Step 2: Select the pending inspection you wish to schedule from the drop-down menu.

Step 3: Enter the requested inspection date and your contact information.

Step 4: Select the **Submit Request** button. (*Your request is complete*)

Property Information

Select **Property Information** to display the information from Page 1 of the Property Information search.

Application Home

Select **Application Home** to return to the County View Home Page.

Parcel Activity

Select **Parcel Activity** to list all of the building and planning applications for the parcel.

Questions? Click on the [County View FAQ](#) link to send an email to a Community Development staff person.

The screenshot shows a vertical navigation bar with a red border. At the top, it is titled "Navigation" in red. Below the title, there are two sections. The first section is titled "I would like to view:" and contains two buttons: "Sub-Contractor Info" and "Inspections & Reviews". The second section is titled "I would like to schedule an Inspection for this Building Application:" and contains two buttons: "Schedule Inspection" and "Property Information". Below these sections is a third section titled "I would like to return to:" which contains two buttons: "Application Home" and "Parcel Activity". At the bottom of the navigation bar, there is a small red text box that reads: "If you have questions regarding County View please send an e-mail to: [COUNTY VIEW FAQ](#)".