# 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

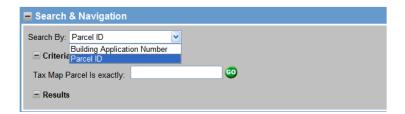
To select a search option, point to your choice and click to display the white search box. (Choose your search criteria based on the information you have about the property)

### 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 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





## 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 I 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.

