

# Certificate of Occupancy

Log into your account. Select “Advanced Search” and a drop-down menu will appear.

The screenshot shows a navigation bar with the following items: Home, Permits, Planning, Housing, Dashboard, My Records, My Account, and Advanced Search. A red arrow points to the 'Advanced Search' dropdown menu, which is currently open. Below the navigation bar, the user is greeted with 'Hello, Dragas Management'. There are two main sections: 'Saved in Cart (0)' with a 'View Cart' button, and 'My Collection (39)' with a 'View Collections' button. The 'My Collection' section displays two items: '4 Records FS Bldg 26 Last Updated 12/20/2016' and '4 FS Bldg 25'.

Then hover over “Search Records/Applications” and another drop-down menu will appear. Select “Permits”.

This screenshot shows the same user interface as the previous one, but with the 'Advanced Search' dropdown menu open. A second red arrow points to the 'Search Records/Applications' option within this menu. A third red arrow points to the 'Permits' option in a sub-menu that has appeared to the right of the 'Search Records/Applications' option. The sub-menu also includes 'Planning' and 'Housing' options. The rest of the interface, including the 'Hello, Dragas Management' greeting and the 'My Collection' section, remains the same.

You should see a screen similar to the one below. Scroll towards the bottom until you can see the “General Search” area.

The screenshot shows a navigation menu with 'Home', 'Permits', 'Planning', and 'Housing' tabs. Below it is a secondary menu with 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. The 'Records' section is active, displaying a table with columns: Date, Record Number, Record Type, Status, Address, Action, and Short Notes. Two records are visible, both with dates of 01/11/2017 and record numbers starting with 2017-BDRN-.

Date	Record Number	Record Type	Status	Address	Action	Short Notes
01/11/2017	2017-BDRN-00651	Building New Residential	Active	1745 WETTENHALL DR, VIRGINIA BEACH VA 23456		
01/11/2017	2017-BDRN-	Building New	Active	1749 WETTENHALL DR, VIRGINIA BEACH		

In the “General Search” area enter the Permit Number that you would like to obtain the Certificate of Occupancy for in the “Record Number” field and select the “Search” button.

The 'General Search' form includes a dropdown menu set to 'General Search'. Below it are checkboxes for 'Search my records only' and 'Search All Records'. The 'Record Number' field contains '2016-bdm-30316' and is highlighted with a red box. The 'Record Type' dropdown is set to '--Select--'. Other fields include 'Start Date' (03/31/2014), 'End Date' (03/30/2017), 'License Type', 'State License Number', 'Name', 'Street No.', 'Direction', 'Street Name', 'Street Type', 'Unit No.', 'Parcel/GPIN #', 'City', 'State', 'Zip', 'Business License #', and 'Country'. A red arrow points from the 'Record Number' field down to the 'Search' button.

Click “Record Info”, this will cause a drop-down menu to appear.

Home **Permits** Planning Housing

Create an Application Search Applications Schedule an Inspection

**Record 2016-BDRN-30316:**  
**Building New Residential**  
Record Status: Closed [Add to cart](#)  
[Add to collection](#)

Record Info ▼ Payments ▼ Custom Component

**Work Location**

4420 TURNWORTH ARCH  
VIRGINIA BEACH VA 23456

**Permit Details**

Select “Attachments” from the drop-down menu.

Home **Permits** Planning Housing

Create an Application Search Applications Schedule an Inspection

**Record 2016-BDRN-30316:**  
**Building New Residential**  
Record Status: Closed

Record Info ▼ Payments ▼ Custom Component

Permit Details

Processing Status

Related Records

**Attachments**

Inspections

**Applicant:** **Licensed Professional:**

Click on the file that's "Type" is "Certificate of Occupancy".

Home **Permits** Planning Housing

Create an Application Search Applications Schedule an Inspection

**Record 2016-BDRN-30316:**  
**Building New Residential**  
Record Status: Closed

Add to cart  
Add to collection

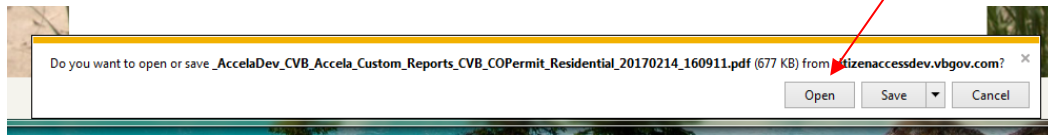
Record Info Payments Custom Component

**Attachments**

The maximum file size allowed is 150 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update
<a href="#">/AccelaDev/CVB_Accela_Custom_Reports/CVB_COPermit_Residential_20170214_160911.pdf</a>	Certificate of Occupancy	677.31 KB	02/14/2017

You should see a message similar to the one below. If you want to save it to your computer, select "Save" and save it to the folder of your choice. For this example, we will click "Open" which opens the file.



You should see a report similar to the one below. At this point you can still save it to your computer or print it out.



**RESIDENTIAL CERTIFICATE OF USE AND OCCUPANCY**

CITY OF VIRGINIA BEACH  
PERMITS AND INSPECTIONS  
2405 Courthouse Drive, Building 2  
Virginia Beach, VA 23456  
757-385-4211

This Certificate issued pursuant to the requirements of the Uniform Statewide Building Code and the City Zoning Ordinance certifying that at the time of issuance this structure and use was in compliance with these codes and ordinances. This Certificate is issued for the following address:

Permit Issue Date: 11/18/2016  
Building Permit Number: 2016-BDRN-30316 Owner: EAGLE CONSTRUCTION OF VA LLC  
Site Address: 4420 TURNWORTH ARCH VIRGINIA BEACH, VA 23456  
USBC: 2012 Zoning: R30  
Use Group: R5 RESIDENTIAL Type of Construction: 5B COMBUSTIBLE UNPROTECTED USE:  
NEW SEP 2012 USBC EAGLE CONST CORP ALL US MODEL