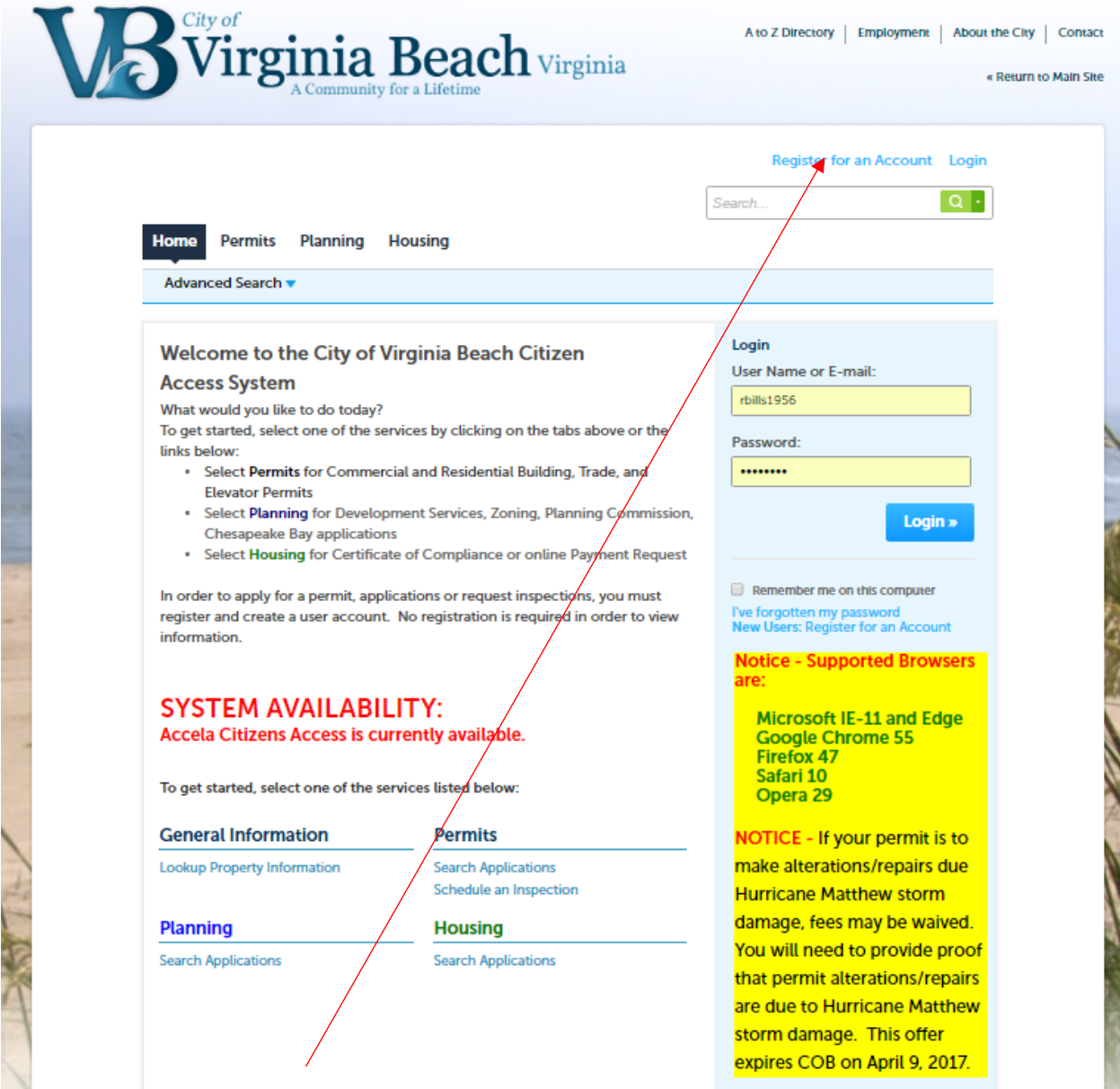


# Register for an Account



Click on the link "Register for an Account" on the upper right corner of the screen.

[Register for an Account](#) [Login](#)

Search...

**Home** Permits Planning Housing

Advanced Search ▾

### Account Registration

**\*\*Please note that registration is not required to perform a general permits search.**  
 You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

**Why can't I log in: Important instructions for Internet Explorer users, [click here](#).**

**General Disclaimer**  
 Under Virginia State Law, these permit and inspection records are public information. While the City of Virginia Beach attempts to keep its web information accurate and timely, the City neither warrants nor makes representations as to the functionality or condition of this website, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the City as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Registration »](#)

Read the Disclaimer. You need to check the Box that you have read and accepted the terms of the General Disclaimer and select “Continue Registration” button.

[Register for an Account](#) [Login](#)

Search...

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### Account Registration Step 2: Enter/Confirm Your Account Information

\* indicates a required field.

#### Login Information

---

\*User Name:

\*E-mail Address:

\*Password:

\*Type Password Again:

\*Enter Security Question:

\*Answer:

#### Contact Information

---

Choose how to fill in your contact information.

[Add Now](#)

---

[Continue Registration »](#)

Information that is required is shown with a Red asterisk. The password must be 8 to 21 characters in length.

[Register for an Account](#) [Login](#)

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### Account Registration Step 2: Enter/Confirm Your Account Information

\* indicates a required field.

#### Login Information

\*User Name:

\*E-mail Address:

\*Password:

\*Type Password Again:

\*Enter Security Question:

\*Answer:

#### Contact Information

Choose how to fill in your contact information.

Enter the appropriate data and click on the “Add New” button.

Select Contact Type

\*Type: --Select--

- Select--
- Agent
- Agent for Applicant
- Applicant
- Backflow Tester
- Board Member
- Business Operator
- Company
- Complainant
- Contact
- Contract Purchasers
- Current Owner
- Developer
- Developer/Applicant
- Hauling Company
- Individual
- Insurance Agent
- Mail Address

Click on the drop-down arrow for the “Type” field and select the appropriate one.

A dialog box titled "Select Contact Type" with a close button (X) in the top right corner. It contains a dropdown menu labeled "\*Type:" with "Applicant" selected. Below the dropdown are two buttons: "Continue" (highlighted in blue) and "Discard Changes".

After selecting one, click the "Continue" button.

A form titled "Contact Information" with a close button (X) in the top right corner. The form contains several fields:

- \*First: Isaac
- Middle: Y
- \*Last: Asimov
- Name of Business: (empty)
- Country: United States
- \*Address Line 1: 2405 Courthouse Drive
- \*City: Virginia Beach
- \*State: VA
- \*Zip: 23456-
- Home Phone: (empty)
- Work Phone: 757-385-4211
- Mobile Phone: (empty)
- Fax: (empty)
- E-mail: (empty)

Fill out the form. Remember fields with a red asterisk are required. Then click "Continue".

Account Registration Step 2:  
Enter/Confirm Your Account Information

**Contact Information**

\* First:  Middle:  \* Last:

Name of Business:

Country:

\* Address Line 1:

\* City:

\* State:

The information you entered is not found. Click Continue to create a new account. Click Cancel to change the information.

Click the “Continue” button again if you want to continue; “Cancel” if not.

[Register for an Account](#) [Login](#)

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Advanced Search ▾

**Account Registration Step 2:  
Enter/Confirm Your Account Information**

\* indicates a required field.

**Login Information**

---

\* User Name:  ?

\* E-mail Address:

\* Password:  ?

\* Type Password Again:

\* Enter Security Question:  ?

\* Answer:  ?

**Contact Information**

---

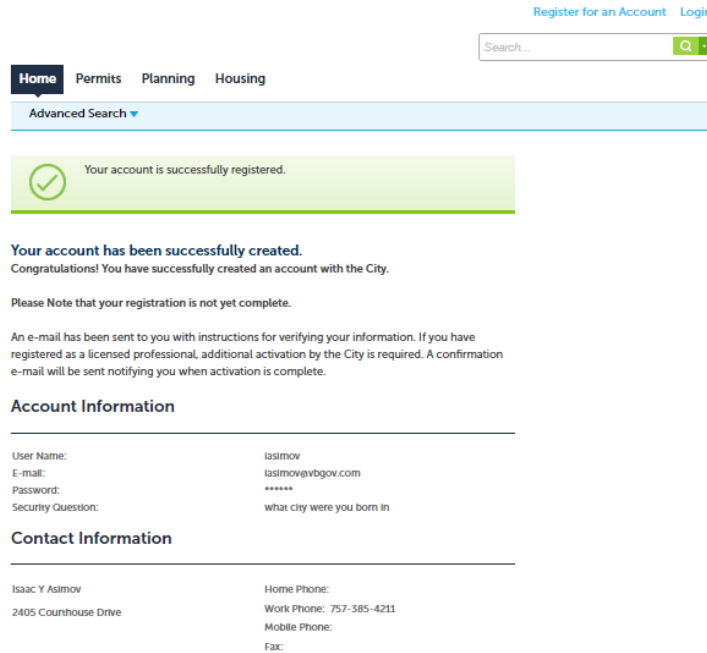
Choose how to fill in your contact information.

✔ Contact added successfully.

**Isaac Y Asimov**  
 Home phone:  
 Mobile Phone:  
 Work Phone: 757-385-4211  
 Fax:  
[Edit](#) [Remove](#)

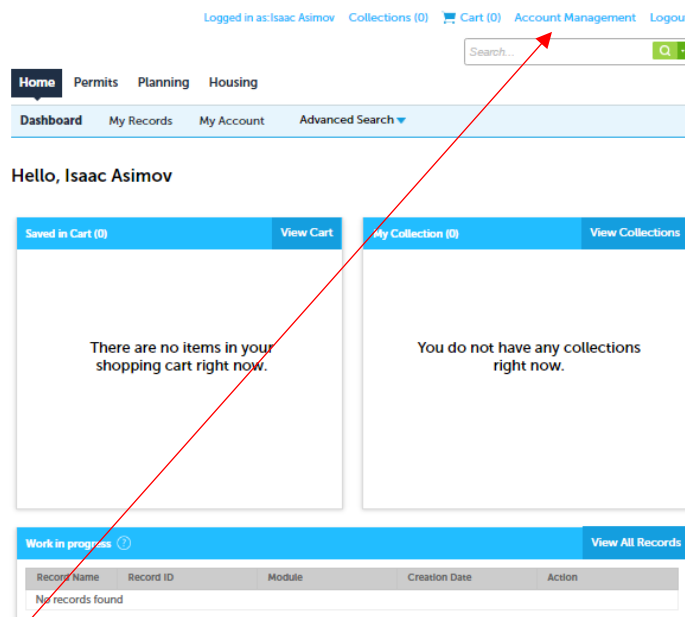
---

Click on the “Continue Registration” button.



This is the confirmation screen that you have successfully created an account. You will also receive an email confirmation from the City of Virginia Beach.

After successfully creating an Account you will need to Login with your “User Name or Email” and the “Password” you created.



At this point you are done unless you are a Contractor and want to connect to your entry in our Contractor table. If you are a Contractor, after you Login -- on the upper right side of this screen select “Account Management” next to Logout.

### Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

### Account Type

Citizen Account

### Login Information Edit

User Name: lasimov  
E-mail: lasimov@vbgov.com  
Password: \*\*\*\*\*  
Security Question: what city were you born in

### License Information Add a License

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

Showing 0-0 of 0

State License #	License Type	Issued On	Expired Date	Status	Action	Country
No records found.						

### Contact Information

Showing 1-1 of 1 | [Download results](#)

First Name	Middle Name	Last Name	Business Name	SSN	FEIN	Contact Type	Status
Isaac	Y	Asimov				Applicant	Approved

### Trust Account Information

Showing 0-0 of 0

Account ID	Agency	Balance	Description	Status	Ledger Account
No records found.					

### Delegates Add a Delegate

People who can access my account  
None

People whose account I can access  
None

This screen allows you to “Edit” your Login and Contact Information – in the middle of this screen click the “Add a License” button to add your contractor’s license to your account.

**Updating Your Account:  
Adding a License:**

By adding a professional license you may gain access to additional features in the Citizen Portal. Select a license type and enter a license number to look up your license. Your license must be valid and active to add it to your citizen account. If your license does not display contact the City.  
In certain circumstances, such as license-right by proxy through an employer even after identifying your license(s) a City employee must perform additional validation. In these cases, your access to certain features of the Citizen Portal may be limited pending approval.

Why can't I log in: [Important instructions for Internet Explorer users](#), [click here](#).  
\* indicates a required field.

**License Information**

\*License Type: \*State License Number:  
Contractor 2701010266

Find License

Click the drop-down arrow and select the "License Type". Then enter your "State License Number" and click the "Find License" button.

**Adding a License:**

\* indicates a required field.

**License Information**

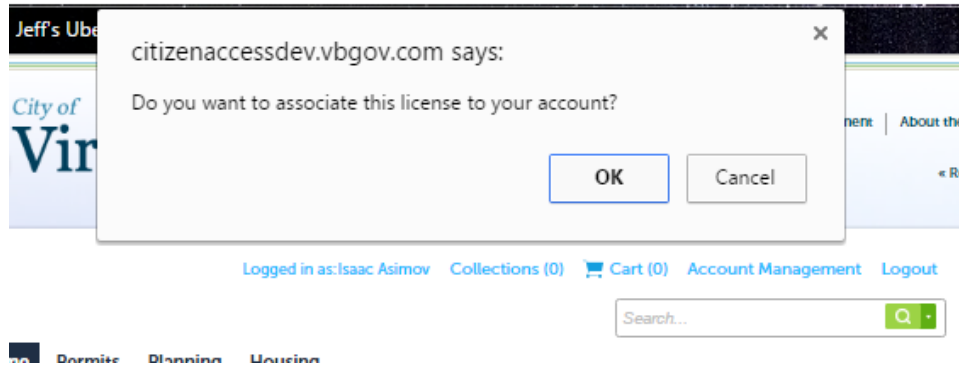
Showing 1-1 of 1

License Number	Type	Name	Action
2701010266	Contractor	KATHY IRVING	<a href="#">Connect</a>

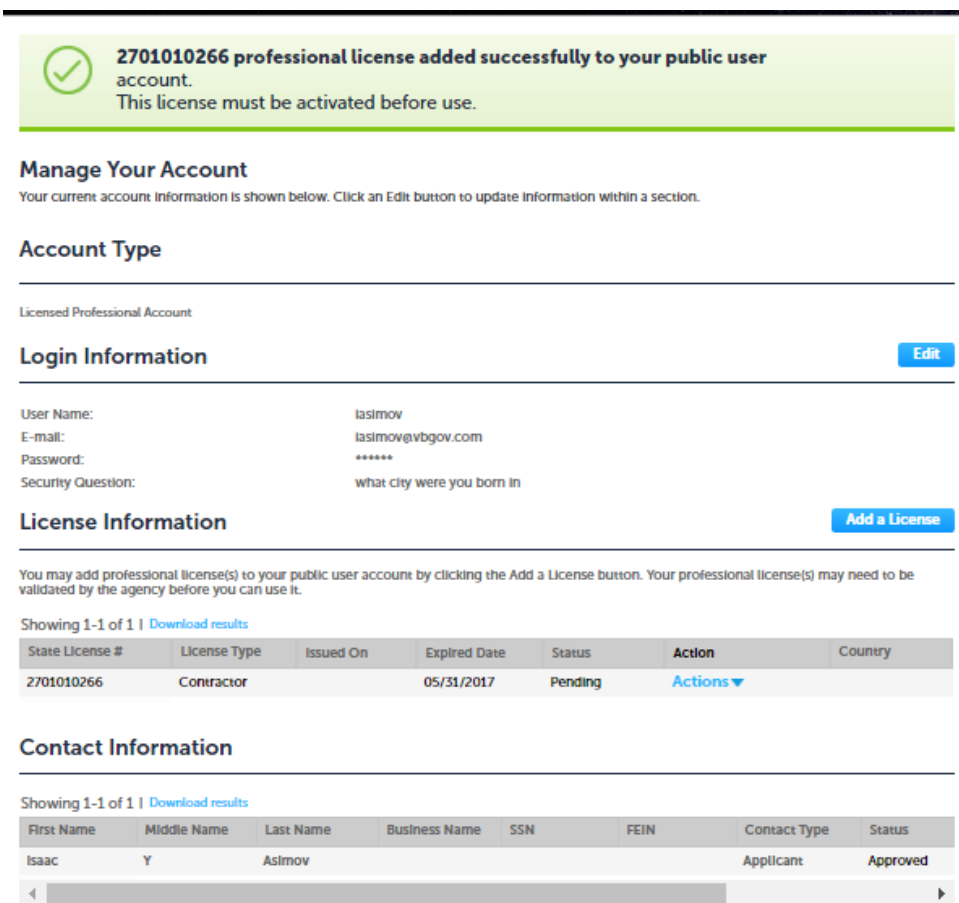
Search Again »

Click the "Connect" link. If it is the incorrect Contractor Number you have the option to select the "Search Again" button and enter another Contractor Number.





A screen will pop up asking “Do you want to associate the license to your account” and select either “OK” or “Cancel”.



After selecting “OK” a screen will display with a green confirmation box saying you have successfully added the contractor license to your account -- if you have another contractor’s license number to add follow the same steps to “Add a License”.

The office will send you an email after the account has been approved – upon receiving this email you can create applications, pay fees and schedule inspections online.