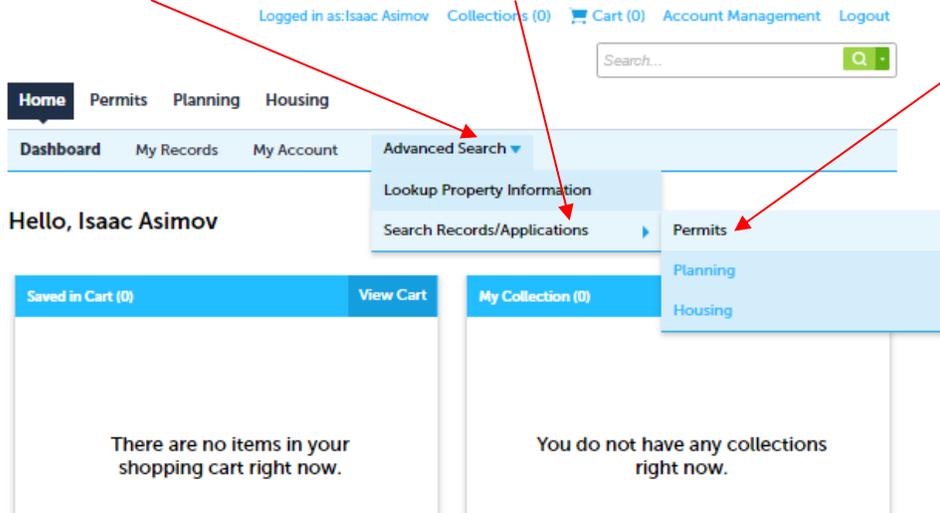


# Search Directions

Below is the Home Page for Accela Citizen Access (ACA). You may search applications by hovering over “Advanced Search”, then “Search Records/Applications” and then click on the “Permits” link.



You will see a screen that will list your permits. If that is what you are looking for, click on the permit number. If you are looking for a permit number that is not listed, scroll down.

Dashboard My Records My Account <b>Advanced Search</b>							
<b>Records</b>							
Showing 1-10 of 100+   <a href="#">Download results</a>   <a href="#">Add to collection</a>   <a href="#">Add to cart</a>							
<input type="checkbox"/>	Date	Record Number	Record Type	Status	Address	Action	Short Notes
<input type="checkbox"/>	05/10/2017	17TMP-001448	Utilities/Right-of-Way		4509 LODGEPOLE DR, VIRGINIA BEACH VA 234624715	<a href="#">Resume Application</a>	
<input type="checkbox"/>	05/10/2017	2017-UTIL-01895	Utilities/Right-of-Way	Closed	701 LYNNHAVEN MALL LOOP 1003, VIRGINIA BEACH VA 23452		Yes
<input type="checkbox"/>	05/07/2017	2017-ELEC-01987	Electrical Commercial	Closed	701 LYNNHAVEN PKWY, 1003, VIRGINIA BEACH VA 23452		
<input type="checkbox"/>	02/28/2017	2017-ELER-01842	Electrical Residential	Active	213 OVERHOLT DR, VIRGINIA BEACH VA 234626018		
<input type="checkbox"/>	02/28/2017	2017-MECR-01845	Mechanical Residential	Active	4504 YARMOUTH CT, VIRGINIA BEACH VA 234555531		Yes
<input type="checkbox"/>	02/22/2017	2017-BDRS-01823	Building Roof and or Siding	Closed	5565 BACCALAUREATE DR, VIRGINIA BEACH VA 234621079		Yes
<input type="checkbox"/>	02/19/2017	2017-BDRS-01817	Building Roof and or Siding	Closed	213 OVERHOLT DR, VIRGINIA BEACH VA 234626018		Yes
<input type="checkbox"/>	02/19/2017	2017-BDRS-01816	Building Roof and or Siding	Closed	4504 YARMOUTH CT, VIRGINIA BEACH VA 234555531		Yes
<input type="checkbox"/>	02/15/2017	2017-BDRS-01807	Building Roof and or Siding	Pending	717 WOLFTRAP LN, VIRGINIA BEACH VA 234621167		
<input type="checkbox"/>	02/15/2017	2017-BDRS-01808	Building Roof and or Siding	Closed	213 OVERHOLT DR, VIRGINIA BEACH VA 234626018		
<a href="#">&lt; Prev</a>   <a href="#">1</a>   <a href="#">2</a>   <a href="#">3</a>   <a href="#">4</a>   <a href="#">5</a>   <a href="#">6</a>   <a href="#">7</a>   <a href="#">8</a>   <a href="#">9</a>   <a href="#">10</a>   ...   <a href="#">Next &gt;</a>							

**Search for Records**  
Enter information below to search for records.

After scrolling to the bottom, enter your search criteria.

## General Search

General Search ▼

- Search my records only
- Search All Records

Record Number:  Record Type: --Select-- ▼

Start Date:  03/15/2014 ? ? End Date:  03/14/2017 ? ?

License Type: --Select-- ▼ State License Number:

Name:

Street No.:  2405 - To  --Select-- ? ▼ Direction: --Select-- ? ▼

Street Name:  ? ? Street Type: --Select-- ▼ ?

Unit No.:  ? Parcel/GPIN #:

City:  State:  Zip:

Business License #:

Country: --Select-- ▼

[▶ Search Additional Criteria](#)

In this example I will be looking for permits on 2405 Courthouse Dr. So I enter “2405” in the “Street No.” field and “cour” in the “Street Name” field and then click the “Search” button. In this case less is more so only use the first 3 or 4 letters of the street name and never enter the “Street Type”.

Below are the results of my search. If I had wanted to I could have searched by start and end dates, record number, record type, etc. I can search by any of the fields that are available on the screen.

[Search](#) [Clear](#)

45 Record results matching your search results

Click any of the results below to view more details.

Showing 1-10 of 45 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Status	Address	Action	Short Notes
<input type="checkbox"/>	02/14/2017	<a href="#">2017-ELEC-01802</a>	Electrical Commercial	Active	2405 COURTHOUSE DR, 100, VIRGINIA BEACH VA 234569039		
<input type="checkbox"/>	01/18/2017	<a href="#">2017-ELVC-01228</a>	Elevator Commercial	Active	2405 COURTHOUSE DR, 100, VIRGINIA BEACH VA 234569039		
<input type="checkbox"/>	01/17/2017	<a href="#">2017-FIRE-01114</a>	Fire	Active	2405 COURTHOUSE DR, 100, VIRGINIA BEACH VA 234569039		
<input type="checkbox"/>	01/17/2017	<a href="#">2017-MECC-01124</a>	Mechanical Commercial	Active	2405 COURTHOUSE DR, 100, VIRGINIA BEACH VA 234569039		
<input type="checkbox"/>	01/17/2017	<a href="#">2017-CIVL-01127</a>	Civil Construction	Active	2405 COURTHOUSE DR, 100, VIRGINIA BEACH VA 234569039		
<input type="checkbox"/>	01/17/2017	<a href="#">2017-PLBC-01128</a>	Plumbing Commercial	Active	2405 COURTHOUSE DR, 100, VIRGINIA BEACH VA 234569039		
<input type="checkbox"/>	01/17/2017	<a href="#">2017-BDCA-01165</a>	Building Addition and of Alteration Commercial	Active	2405 COURTHOUSE DR, 100, VIRGINIA BEACH VA 234569039		
<input type="checkbox"/>	01/17/2017	<a href="#">2017-ELEC-01166</a>	Electrical Commercial	Active	2405 COURTHOUSE DR, 100, VIRGINIA BEACH VA 234569039		
<input type="checkbox"/>	01/06/2017	<a href="#">2017-BDCA-00454</a>	Building Addition and of Alteration Commercial	Active	2405 COURTHOUSE DR, B10, VIRGINIA BEACH VA 234569027		
<input type="checkbox"/>	01/06/2017	<a href="#">2017-ELEC-00501</a>	Electrical Commercial	Active	2405 COURTHOUSE DR, B10, VIRGINIA BEACH VA 234569027		

< Prev **1** 2 3 4 5 Next >

I am going to look at the last permit so I clicked on it and got the following screen. Clicking on the right pointing arrow for “More Details” will give me some more information about this permit.

Create an Application   Search Applications   Schedule an Inspection

---

**Record 2017-ELEC-00501:** [Add to cart](#)  
**Electrical Commercial** [Add to collection](#)  
**Record Status: Active**

Record Info ▾   Payments ▾   Custom Component

---

**Work Location**

2405 COURTHOUSE DR  
B10  
VIRGINIA BEACH VA 234569027

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**Permit Details**

**Applicant:**  
PW/BM- ELECTRICAL DIVISION  
2569 GEORGE MASON DRIVE  
VIRGINIA BEACH, VA, 23456  
Phone:7573854561

**Owner:**  
CITY OF VIRGINIA BEACH  
2401 COURTHOUSE DR  
VIRGINIA BEACH VA 234569120

**Project Description:**  
INSTALL PARTITION TO DIVIDE EXISTING CONF. ROOM

▶ **More Details**  
[Print/View Record](#)

We can click on the “+” to the left of the items under “More Details” to open them up.

**Permit Details**

---

**Applicant:**  
PW/BM- ELECTRICAL DIVISION  
2569 GEORGE MASON DRIVE  
VIRGINIA BEACH, VA, 23456  
Phone: 7573854561

**Project Description:**  
INSTALL PARTITION TO DIVIDE EXISTING CONF. ROOM

**Owner:**  
CITY OF VIRGINIA BEACH  
2401 COURTHOUSE DR  
VIRGINIA BEACH VA 234569120

▼ **More Details**

- Additional Information**
- Application Information**
- Application Information Table**
- Parcel Information**

[Print/View Record](#)

Here I have opened up all the additional details and we can see a lot more information about the permit.

▼ **More Details**

**Additional Information**

<b>Job Value(\$):</b>	<b>Number of Units</b>
\$4,500.00	1
<b>Number of Buildings:</b>	
1	

**Application Information**

**GENERAL**

<b>Building Type:</b>	EXISTING
<b>Release Required:</b>	No
<b>Generator:</b>	No
<b>Transfer Switch:</b>	No

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**ADDITIONAL INFO**

Additional Information:  
ROUGH IN AND INSTALL 10EA. NEW ELECTRICAL DUPLEX OUTLETS REUSE EXISTING CIRCUITS. ROUGH IN 277 VOLT LIGHT SWITCHES USING EXISTING CIRCUITS LOCATED IN BASEMENT OF BLDG#2 RMS B22 & B13

**Application Information Table**

**TYPE OF ELECTRICAL WORK**

<b>Description:</b>	0-30 AMP CIRCUIT
<b>Circuit_Amps_Each:</b>	5

**Parcel Information**

<b>GPIN:</b>	<b>Block:</b>
14948149580000	2
<b>Plat Instrument Nbr:</b>	<b>Council District Name:</b>
00000000	Princess Anne
<b>Legal Description:</b>	<b>Improved Value:</b>
COURTHOUSE 13.617 ACRES	14748800
<b>Year Built:</b>	
1968	

[Print/View Record](#)