

How to Use the Website Template

The website template is meant to serve as jumping off point for a jurisdiction to use when considering updating the structure and content of the building permit section of their web site. It is intended to reduce common, repetitive questions that staff receive from permit applicants, while improving the quality of application and plan submissions.

The template attempts to distill the information applicants may search for into easy to navigate sections – Permits, Inspections, Resources, and FAQs. While the permit process and specific details will likely vary jurisdiction to jurisdiction, the information that applicants are looking for will be fairly consistent. Some of the question's applicants may be seeking answers to are:

- What does the overall process look like?
- How do I apply for a permit?
- What information should be included in the plans?
- What are the necessary inspections and when/how do I schedule them and find out results?
- How do I get the Certificate of Occupancy?
- What fees will I pay and when?

The language in the template is not intended to be used verbatim. It is provided in a form that can easily be copied, pasted, and edited.

Links

Links are included in three forms:

- Links to outside websites that provide valuable information for applicants (e.g., a link to the DPOR Contractor License look-up page)
- Links to resources developed by Viridian that are templates for you to freely use and edit (e.g. the [Permit Process Overview](#))
- Links to examples of resources developed by other Virginia Building Permit Departments that serve as good examples (e.g., the James City County [deck guide](#))

In some spots in will appear that there should be a link because there is underlined text but clicking the text does not take you to a resource. These are spots where the information is highly specific to your jurisdiction and it was not considered valuable to provide a resource because of this. There are also spots that refer to another section within the template and are therefore unable to be linked.