

Submit a Plan or Permit Application Online

Staunton Community Development Department | City Hall, 3rd Floor | 540.332.3862

Step 1: Navigate to Staunton's Civic Access Site



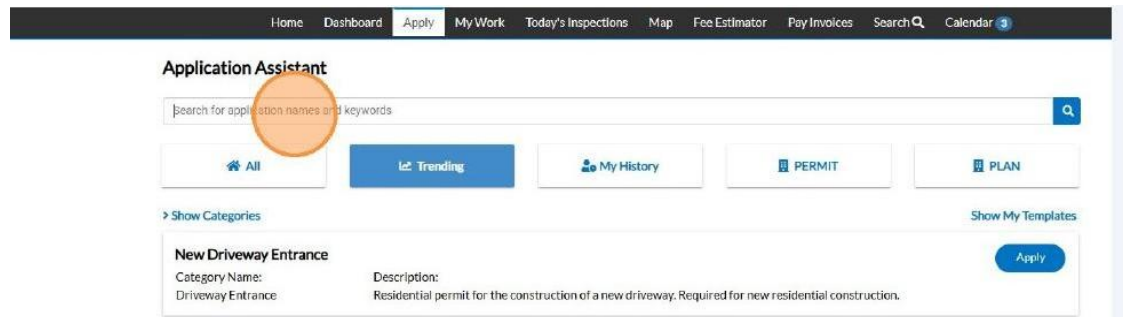
Step 2: Click "Login or Register"



Step 3: Click "Apply"

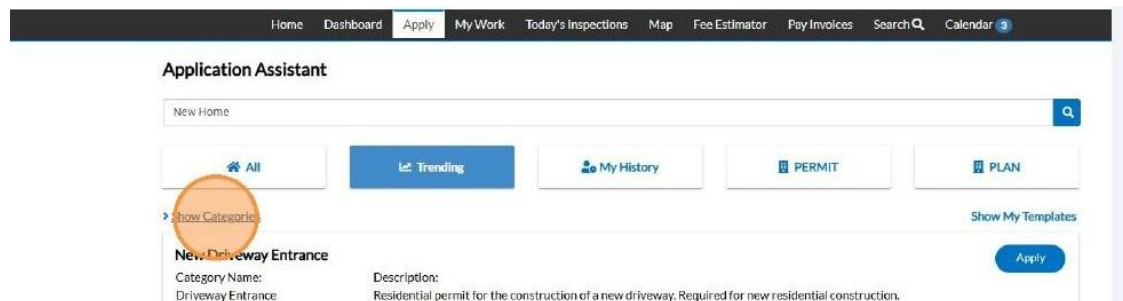


Step 4: Click the "Search Bar" to search for the type of plan or permit you need.



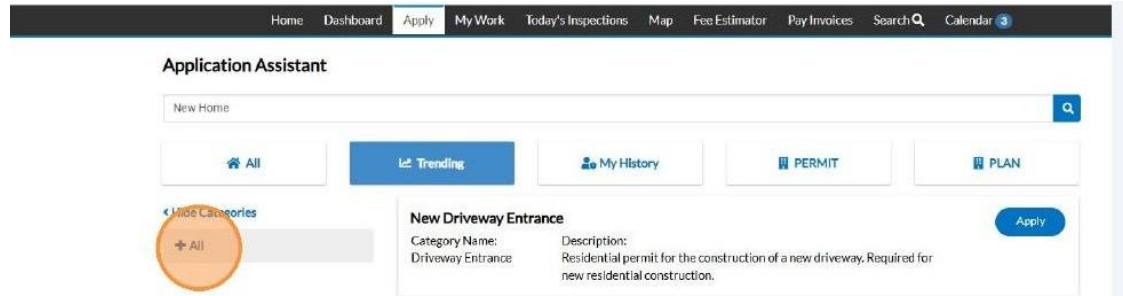
The screenshot shows the 'Application Assistant' interface. At the top is a navigation bar with links: Home, Dashboard, Apply (active), My Work, Today's Inspections, Map, Fee Estimator, Pay Invoices, Search, and Calendar. Below the navigation bar is a search bar with the placeholder text 'Search for application names and keywords'. An orange circle highlights the search input field. Below the search bar are five buttons: All, Trending, My History, PERMIT, and PLAN. Below these buttons are two links: 'Show Categories' and 'Show My Templates'. Below these links is a card for 'New Driveway Entrance' with the following details: Category Name: Driveway Entrance, Description: Residential permit for the construction of a new driveway. Required for new residential construction. There is an 'Apply' button next to the card.

Step 5: Or click "Show Categories" to browse the permit and plan categories.



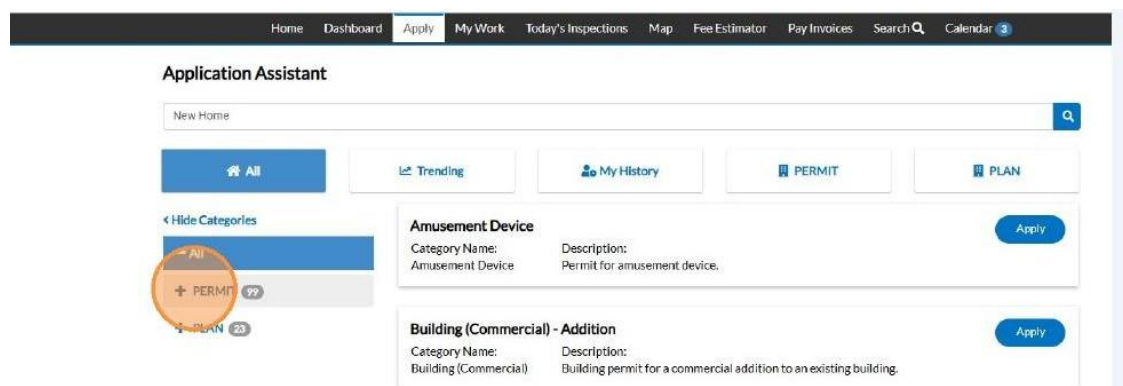
The screenshot shows the 'Application Assistant' interface. The search bar contains the text 'New Home'. Below the search bar are five buttons: All, Trending, My History, PERMIT, and PLAN. Below these buttons are two links: 'Show Categories' and 'Show My Templates'. An orange circle highlights the 'Show Categories' link. Below these links is a card for 'New Driveway Entrance' with the following details: Category Name: Driveway Entrance, Description: Residential permit for the construction of a new driveway. Required for new residential construction. There is an 'Apply' button next to the card.

Step 6: Click "All"



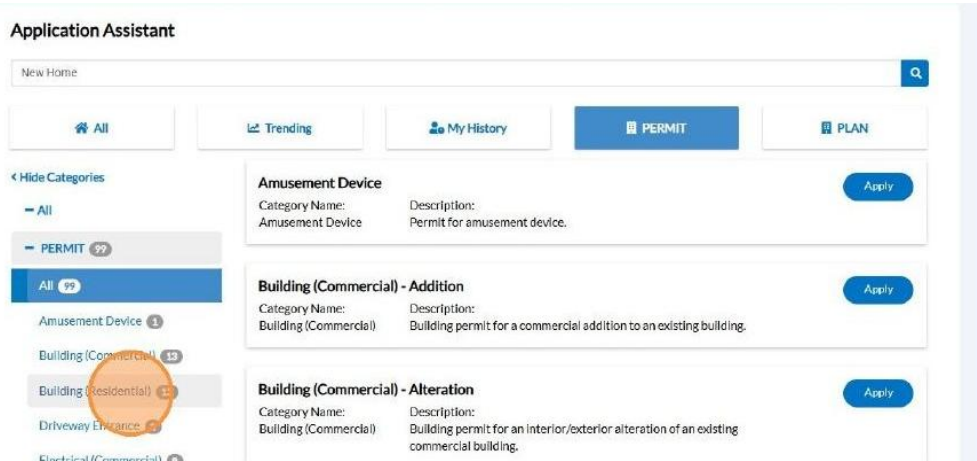
The screenshot shows the 'Application Assistant' interface. The search bar contains the text 'New Home'. Below the search bar are five buttons: All, Trending, My History, PERMIT, and PLAN. Below these buttons are two links: 'Show Categories' and 'Show My Templates'. An orange circle highlights the 'All' button. Below these links is a card for 'New Driveway Entrance' with the following details: Category Name: Driveway Entrance, Description: Residential permit for the construction of a new driveway. Required for new residential construction. There is an 'Apply' button next to the card.

Step 7: Click "Permit" or "Plan"



The screenshot shows the 'Application Assistant' interface. The search bar contains the text 'New Home'. Below the search bar are five buttons: All, Trending, My History, PERMIT, and PLAN. Below these buttons are two links: 'Show Categories' and 'Show My Templates'. Below these links are two cards: 'Amusement Device' and 'Building (Commercial) - Addition'. The 'Amusement Device' card has the following details: Category Name: Amusement Device, Description: Permit for amusement device. The 'Building (Commercial) - Addition' card has the following details: Category Name: Building (Commercial), Description: Building permit for a commercial addition to an existing building. Both cards have an 'Apply' button. An orange circle highlights the 'PERMIT' button, and another orange circle highlights the 'PLAN' button.

Step 8: Click the category you need.



Application Assistant

New Home

All Trending My History **PERMIT** PLAN

< Hide Categories

All

PERMIT

Amusement Device

Building (Commercial)

Building (Residential)

Driveway Entrance

Electrical (Commercial)

Amusement Device

Category Name: Amusement Device

Description: Permit for amusement device.

Apply

Building (Commercial) - Addition

Category Name: Building (Commercial)

Description: Building permit for a commercial addition to an existing building.

Apply

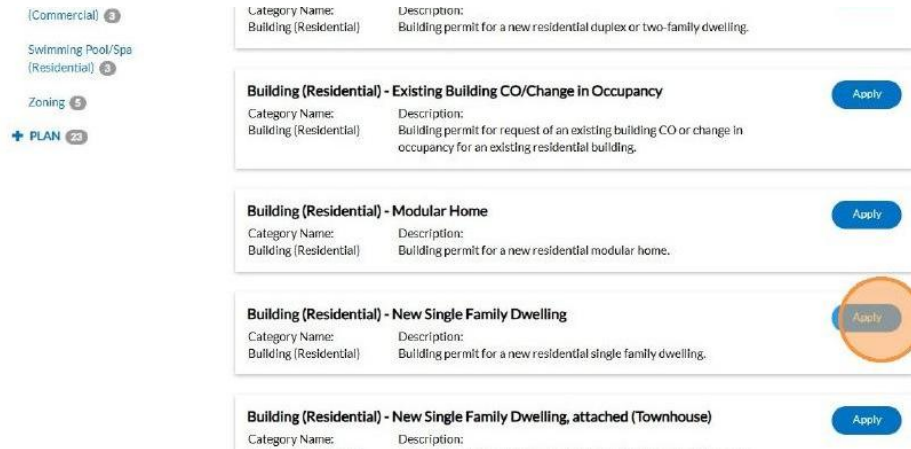
Building (Commercial) - Alteration

Category Name: Building (Commercial)

Description: Building permit for an interior/exterior alteration of an existing commercial building.

Apply

Step 9: Click "Apply" on the type of permit or plan you are applying for.



(Commercial)

Swimming Pool/Spa (Residential)

Zoning

+ PLAN

Building (Residential) - Existing Building CO/Change in Occupancy

Category Name: Building (Residential)

Description: Building permit for request of an existing building CO or change in occupancy for an existing residential building.

Apply

Building (Residential) - Modular Home

Category Name: Building (Residential)

Description: Building permit for a new residential modular home.

Apply

Building (Residential) - New Single Family Dwelling

Category Name: Building (Residential)

Description: Building permit for a new residential single family dwelling.

Apply

Building (Residential) - New Single Family Dwelling, attached (Townhouse)

Category Name: Building (Residential)

Description: Building permit for a new residential single family dwelling, attached (Townhouse).

Apply

Step 10: Click the "plus sign" to add the location.

Step 11: Click the "Address & Parcel Search" field and type in the address. You can type in partial addresses as well.

Step 12: Click the "magnifying glass" to search for the property.

Step 13: Click the checkbox by your property.

Add Address As Location

SEARCH

116 W Beverley

Select All

- ☐ 1116 W BEVERLEY ST Parcel: 4824
- ☐ 1116 W BEVERLEY ST A Parcel: 4824
- ☐ 1116 W BEVERLEY ST B Parcel: 4824
- ☐ 1116 W BEVERLEY ST C Parcel: 4824
- ☐ 1116 W BEVERLEY ST D Parcel: 4824
- ☒ 1116 W BEVERLEY ST Parcel: 4744
- ☐ 1116 W BEVERLEY ST

Step 14: Click "Add"

Add Address As Location

SEARCH

116 W Beverley

Select All

- ☐ 1116 W BEVERLEY ST Parcel: 4824
- ☐ 1116 W BEVERLEY ST A Parcel: 4824
- ☐ 1116 W BEVERLEY ST B Parcel: 4824
- ☐ 1116 W BEVERLEY ST C Parcel: 4824
- ☐ 1116 W BEVERLEY ST D Parcel: 4824
- ☒ 1116 W BEVERLEY ST Parcel: 4744
- ☐ 1116 W BEVERLEY ST

Add

Step 15: Click "Next"

Apply for Permit - Building (Residential) - New Single Family Dwelling

*REQUIRED

1 2 3 4 5 6 7

Locations Type Contacts More Info Attachments Signature Review and Submit

LOCATIONS

Enter the address of the property where the work is being completed.

Type: Location

116 W BEVERLEY ST
STAUNTON, VA 24401

Main Address ☒

Parcel Number

4744

Main Parcel ☒

Remove

Create Template Save Draft Next

Step 16: Fill out the fields for Permit Details. Required fields have a red asterisk by them. Then click "Next."

Apply for Permit - Building (Residential) - New Single Family Dwelling *REQUIRED

Progress: 1. Locations (checked), 2. Type (active), 3. Contacts, 4. More Info, 5. Attachments, 6. Signature, 7. Review and Submit

PERMIT DETAILS
Enter the scope of the work in the description box below. The square footage is only for the area where the work is being completed. The valuation includes materials and labor cost associated with the project.

* Permit Type: Building (Residential) - New Single Fam

* Description:

* Square Feet:

* Valuation:

Buttons: Back, Create Template, Save Draft, Next (highlighted)

Step 17: Your contact information will be automatically added as the Applicant. If you need to add additional contacts who are already in the system, click the "plus symbol" to look them up. Once everyone is added. Click "Next."

Apply for Permit - Building (Residential) - New Single Family Dwelling *REQUIRED

Progress: 1. Locations (checked), 2. Type (checked), 3. Contacts (active), 4. More Info, 5. Attachments, 6. Signature, 7. Review and Submit

CONTACTS
Please add all contacts associated with the project. To apply for a permit, the applicant must be the Owner, Contractor or Authorized Agent.

Applicant



(You)

City of Staunton

116 W Beverley St., Staunton, VA, 24401

Applicant

Add Contact

+

Buttons: Back, Create Template, Save Draft, Next (highlighted)

Step 18: In the MORE INFO field, enter the information requested. Required fields have a red asterisk by them.

Step 19: Once the information is entered, click "Next"

Step 20: Click on the "Plus symbol" to add the required documents. Browse to the documents on your PC and add each required document. Use the "Select Type" dropdown box to add optional attachments. The application attachment is for internal use only. You do not need to upload an application.

Step 21: Click "Next"

Attachments

Building plans must be in pdf form and combined into one document. Ensure that your document is not a locked pdf. Once you have submitted your plans, you cannot upload any changes until the review has been completed.



Building Plan

BuildingPlan.pdf
Size: 32.53 KB

Remove



Site Sketch/Plat

SiteSketch.pdf
Size: 32.53 KB

Remove

Select Type

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf...

Back

Create Template

Save Draft

Next

Step 22: Enter your name to electronically sign the application. You can draw your signature in the signature box, or click "Enable Type Signature" to type your signature.

SIGNATURE

I hereby submit this application for a Building Permit, and acknowledge that the plans, specifications, and other information attached hereto, together with the statements made hereon, are all a part of this application, and acknowledge that I have read these statements and agree, that when the permit herein applied for is issued, that the work will be done as stated or as shown on the attached plans and specifications as required by City Ordinances, and State and Federal Laws and Regulations. Failure to comply with any part or terms of this application shall be sufficient cause to revoke the permit so issued. Any change to the work as shown on the attached plans and specifications must be re-approved.

I hereby authorize the building inspector or an authorized agent to enter upon my property during normal business hours to inspect the work authorized by this permit. I understand this permit is not an approval for occupancy and that an occupancy permit must be obtained prior to occupancy for a change in use or new occupancy. (Permit void if construction not started within six (6) months of permit issuance.)

I affirm that I am familiar with the prerequisites of section 54.1-1111 and 54.1-1101 of the Code of Virginia and I am not subject to licensure as a contractor or subcontractor and that I accept the responsibility for ensuring that all workmen hired in conjunction with this job are properly licensed, registered or certified with applicable local, State and Federal agencies.

* Please type your name as consent to electronically sign this application.

Enable Type Signature ☐

March, 10 2026

X Draw Signature Here

Step 23: Click "Next"

* Please type your name as consent to electronically sign this application.

Enable Type Signature ☒

March, 10 2026

X Enter Name

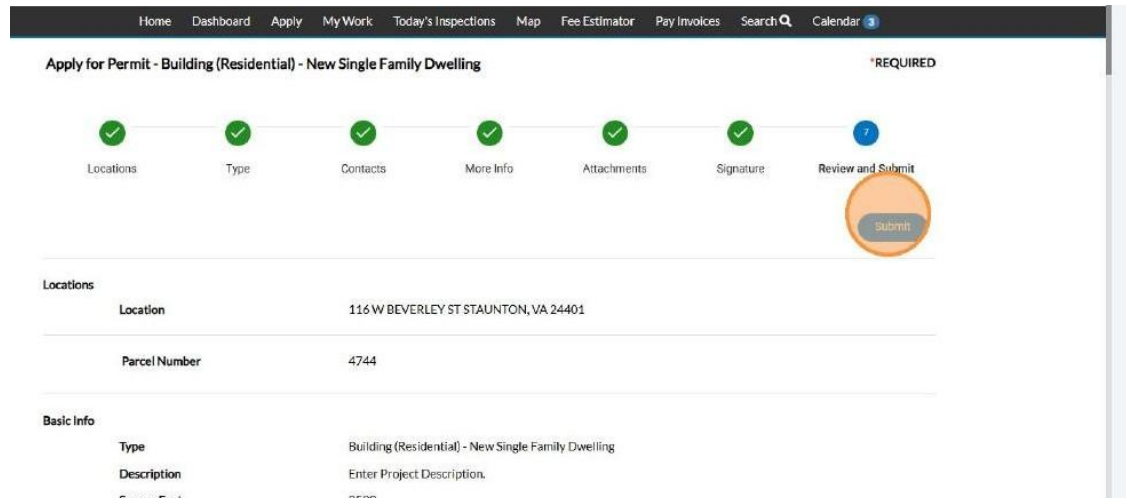
Back

Create Template

Save Draft

Next

Step 24: Review the details of your application and then Click "Submit" to complete the application.



Home Dashboard Apply My Work Today's Inspections Map Fee Estimator Pay Invoices Search Calendar

Apply for Permit - Building (Residential) - New Single Family Dwelling *REQUIRED

Locations Type Contacts More Info Attachments Signature **Review and Submit**

Locations

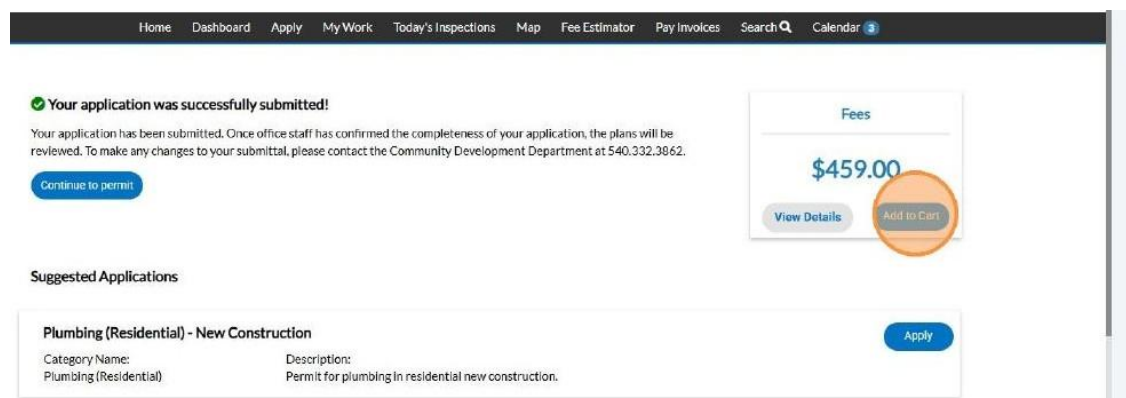
Location	116 W BEVERLEY ST STAUNTON, VA 24401
Parcel Number	4744

Basic Info

Type	Building (Residential) - New Single Family Dwelling
Description	Enter Project Description.
Square Feet	2500

Submit

Step 25: If there are fees associated with the application you can pay them online. Click "Add to Cart"



Home Dashboard Apply My Work Today's Inspections Map Fee Estimator Pay Invoices Search Calendar

Your application was successfully submitted!

Your application has been submitted. Once office staff has confirmed the completeness of your application, the plans will be reviewed. To make any changes to your submittal, please contact the Community Development Department at 540.332.3862.

[Continue to permit](#)

Fees

\$459.00

[View Details](#) **Add to Cart**

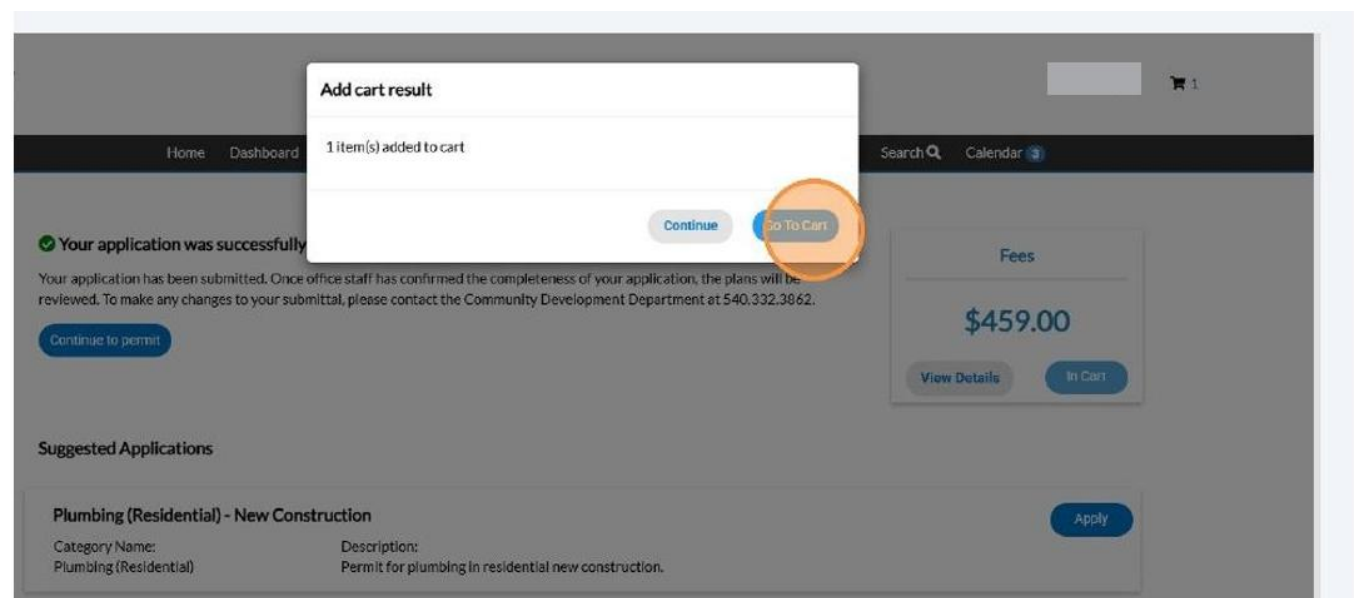
Suggested Applications

Plumbing (Residential) - New Construction

Category Name:	Description:
Plumbing (Residential)	Permit for plumbing in residential new construction.

[Apply](#)

Step 26: Click "Go To Cart"



Add cart result

1 item(s) added to cart

[Continue](#) **Go To Cart**

Your application was successfully submitted!

Your application has been submitted. Once office staff has confirmed the completeness of your application, the plans will be reviewed. To make any changes to your submittal, please contact the Community Development Department at 540.332.3862.

[Continue to permit](#)

Fees

\$459.00

[View Details](#) [In Cart](#)

Suggested Applications

Plumbing (Residential) - New Construction

Category Name:	Description:
Plumbing (Residential)	Permit for plumbing in residential new construction.

[Apply](#)

Step 27: Click "Check out"

Review your cart items

 Permit: BLDR-2026-0004 Invoice: INV-00000010	\$459.00	View details Remove
--	----------	---

Cart summary

Subtotal \$459.00

Additional fees may be applied at checkout

[Check out](#)

Find more items to pay

[Return to cityofstauntonvatest](#)

Step 28: Choose Enter new Credit card to enter your payment details. If you have used the system before you may choose to use an existing card.

Enter your payment information

How are you going to pay?


Mastercard ...4444

☒ Enter new Credit card

Step 29: Click "Continue"

How are you going to pay?

☒ Mastercard ...4444

☐ Enter new Credit card

☐ Enter new eCheck

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply

Where should we send your receipt?

Email for receipt*

You will not be charged until you review your payment on the next step

[Back](#)
[Continue](#)

Subtotal \$459.00

An additional fee may be charged based on your method of payment

Step 30: Click "Submit payment"

Review your payment method

Mastercard ending in **4444**
Expiration date **8/27**

Summary of charges

Permit: BLDR-2026-0004 | Invoice: INV-00000010 \$459.00

Subtotal \$459.00

Processing fee \$18.13

Total \$477.13

By clicking **Submit payment**, you agree to the following [privacy policy](#) and [terms of use](#).

[Back](#) [Submit payment](#)

Your payment will be processed on your account statement.

Step 31: Click "Return to cityofstaunton"

Thank you for your payment

Thank you for your credit card payment. Allow up to 48 hours for your payment to be reflected on your account statement. An email confirmation was sent to zachshenry@gmail.com.

City of Staunton
116 W Beverly St. Staunton, VA 24401
540 332-3800
<https://www.ci.staunton.va.us/>

Transaction details
Date: March 10, 2026 09:37 AM EDT

Permit: BLDR-2026-0004 | Invoice: INV-00000010 \$459.00

Subtotal \$459.00
Processing fee \$18.13
Total \$477.13

Payment information

Zach Henry
Mastercard ending in 4444
Confirmation number: 4YV56LP6YV
Transaction type: Purchase

Thank you for your payment!!

[Return to cityofstauntonva](#)

Step 32: To view the status of your application click "My Work"

[Home](#)
[Dashboard](#)
[Apply](#)
[My Work](#)
[Today's Inspections](#)
[Map](#)
[Fee Estimator](#)
[Pay Invoices](#)
[Search](#)
[Calendar](#)

Welcome to Civic Access

Step 33: Click "My Permits"

[Home](#)
[Dashboard](#)
[Apply](#)
[My Work](#)
[Today's Inspections](#)
[Map](#)
[Fee Estimator](#)
[Pay Invoices](#)
[Search](#)
[Calendar](#)

My Work

MY INVOICES MY PERMITS MY PLANS MY EXISTING INSPECTIONS REQUEST INSPECTIONS

Search...

[Add to Cart](#) [Display](#) Unpaid for All Invoices [Export to Excel](#)

☐	Invoice Number	Amount Due	Due	Status	Case Number	Address
☐	INV-00000002	\$3,000.00	03/26/2026	Due	LDIS-2026-0004	101 BALDWIN ST STAUNT...

Step 34: Click the permit number of the application you submitted.

Home Dashboard Apply My Work Today's Inspections Map Fee Estimator Pay Invoices Search Q Calendar 3					
My Work					
MY INVOICES MY PERMITS MY PLANS MY EXISTING INSPECTIONS REQUEST INSPECTIONS					
Search... Export to Excel					
Display All Records Updated In Last 1 Year					
Permit Number	Project	Address	Permit Type	Status	State
BLDR-2026-0004		116 W BEVERLEY ST STAU...	Building (Residential) - New Single Family Dwelling	Submitted - Onli...	Attention, Recent, Pending (On Hold)
			Building (Residential) - New		

Step 35: You will see an overview of your permit or plan application. The hold will remain on the application until the office has reviewed and processed the payment.

Home Dashboard Apply My Work Today's Inspections Map Fee Estimator Pay Invoices Search Q Calendar 3												
Permit Number: BLDR-2026-0004					Add to Cart							
A hold currently exists on this permit.												
Permit Details Tab Elements Main Menu												
Type:	Building (Residential) - New Single Family Dwelling		Status:	Submitted - Online								
Applied Date:	03/10/2026		Issue Date:									
District:	City of Staunton		Assigned To:									
Square Feet:	2,500.00		Valuation:	\$400,000.00								
Description:	Enter Project Description.											
Project Name:												
Expire Date:												
Finalized Date:												
Summary Locations Fees Inspections Attachments Contacts Sub-Records Holds 1 More Info												
Progress 0% Completed Completed In Progress		Workflow ☐ Confirm Application Completeness ☐ Building Review (Residential) ☐ Driveway Entrance		Available Actions								