

CITIZEN PORTAL INSTRUCTIONS

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ACCOUNT REGISTRATION

<https://www.civicgov2a.com/culpeper/portal/index.php>

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Includes 'Inbox - inspectorbob00@gmail.com', 'CIVICGOV PORTAL - Dashboard', 'Mail - BOrr@CULPEPERCOUNTY.GC', and 'Citizen Portal'.
- Address Bar:** Displays the URL `civicgov2a.com/culpeper/portal/index.php`.
- Page Header:** A blue bar with 'Citizen Portal', 'Login', and 'Register' links.
- Central Content:** Features the Culpeper County seal (Liberty or Death, 1749, Culpeper 1775, Minute Men, Virginia) and two white buttons labeled 'Permits' and 'Inspections'.
- Bottom Buttons:** Two blue buttons labeled 'Log In' and 'Register'.
- Page Footer:** 'Copyright © 2022 CivicPlus' on the left and 'CivicGov 2.0 Citizen Portal' on the right.
- Taskbar:** Shows the Windows taskbar with a search bar and various application icons. The system tray shows the time as 7:25 AM on 11/4/2022.

ACCOUNT REGISTRATION
REQUIRES DEPARTMENT
APPROVAL,
A CONFIRMATION EMAIL
WILL BE SENT FROM THE
BUILDING DEPARTMENT.
ONCE APPROVED YOUR
LOGIN WILL TAKE YOU TO
YOUR DASHBOARD

The screenshot shows a web browser window displaying the CivicGov 2.0 Citizen Portal. The browser's address bar shows the URL <https://www.civicgov2a.com/culpeper/portal/index.php?r=site/dashboard>. The browser's taskbar at the bottom shows various application icons and the system clock indicating 7:31 AM on 11/4/2022.

The portal interface features a dark blue header with the text "Citizen Portal" on the left and a user profile "Robert P. Orr, CBO" on the right. Below the header, a sidebar on the left contains a "MAIN NAVIGATION" menu with the following items: "My Dashboard" (selected), "Permits Directory", "Inspections", and "Logout".

The main content area is titled "My Dashboard" and contains a list of links with right-pointing chevrons:

- ▶ My Permits
- ▶ My Complaints
- ▶ My Inspections
- ▶ My Projects
- ▶ My Invoices

At the bottom of the page, there is a copyright notice "Copyright © 2022 CivicPlus" and the text "CivicGov 2.0 Citizen Portal".

FOR PERMIT SUBMITTAL, SELECT PERMITS DIRECTORY THEN SELECT PERMIT TYPE.

Citizen Portal

50 x 50 **Hello, Robert P. Orr, CBO**
Online

MAIN NAVIGATION

- My Dashboard
- Permits Directory**
- Inspections
- Logout

My Dashboard

- ▶ My Permits
- ▶ My Complaints
- ▶ My Inspections
- ▶ My Projects
- ▶ My Invoices

Filter By:

Permit Application / Use

Rows Per Page:

250

Enter search terms here..

Permit Application / Use ^	Permit Type	Checklist/Instructions	PDF Application	Apply Online
Accessory Structure	Commercial Construction	Checklist/Instructions	PDF Application	Apply Online
Addition	Commercial Construction	Checklist/Instructions	PDF Application	Apply Online

SELECT LOCATION AND PERMIT TYPE AND USE

► Step 2: Select Land, Building or Suite Location

To search for land records or buildings and suites (stores/classrooms/offices or areas within a building), users can enter any field information below and generate the search.

Once the location is identified, clicking the live link id number will create the permit application at the location selected.

If the user cannot find the required location, please contact the municipality for assistance.

Building Name

Land Address

Suite Name

Parcel Number

Owner Name

Generate Search Results

Apply For Permit

▼ Step 1: Select Permit Type & Use

Permit Type *

Residential Construction

Permit Use *

Residential Home - Single Family Dwelling

► Step 2: Select Land, Building or Suite Location

PLEASE FULLY COMPLETE APPLICATION
INCOMPLETE FORMS WILL BE REJECTED CAUSING AN UNECESSARY DELAY
IN YOUR PROJECT SUBMISSION.

▶ Step 3: Click the Create button to store the application and complete the remaining steps

Create

▼ Step 4: Enter the Required Information in the Forms Below

1) Portal Application - Residential Building Application

Portal Application - Residential Building Application

Residential Package Application

OWNER INFORMATION:

Property Owner's Email Address:

CONTRACTOR INFORMATION:

OWNER/ LESSEE if owner is the contractor

Business Name:

Address

Phone: Email:

UPLOAD PLANS ALONG WITH SUPPORTING DOCUMENTATION AND SUBMIT

NOTE: FOR PLANS PREPARED BY OTHER THAN A REGISTERED DESIGN PROFESSIONAL, THE PLANS SHALL BEAR THE NAME AND ADDRESS OF THE AUTHOR AND HIS OR HER OCCUPATION.

PLANS PREPARED BY A REGISTERED DESIGN PROFESSIONAL SHALL BE STAMPED WITH VERIFIABLE ELECTRONIC SEAL AND SIGNATURE.

► Step 5: Click the link below to attach documents, plans and other permit related files

[Click here to attach files to the case record](#)

Only jpg, pdf, png, gif, tif, doc, docx, ppt, pptx, xls, xlsx, txt, eml, mbox, msg, ogg, mp3, wma, wav, mp4, mkv, avi, mpeg, webm, mov, zip are allowed.

File Name	Uploaded Date	Action
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No results found.

► Step 6: Click Submit to submit the forms & documents to the application record

Complete Application

SUBMISSION RECEIVED

The submission will appear in our system and notify the Permit Technicians.

A Permit Technician will review the application for completeness and a cursory review of the plans for critical information.

Once this step is completed, an email will be sent requesting the Administrative Fee. Once paid, the submission will be placed in line for plan review.

Please note this process takes time as applications are processed in the order they are received.

Applications not requiring plans, will be processed without an Administrative Fee.

We appreciate your patience as we know projects can be time sensitive.





CULPEPER COUNTY, VIRGINIA

Building Department • 302 N. Main St., Culpeper VA 22701 • 540-727-3405

www.culpepercounty.gov

Permit Type : Residential Construction

Permit Use: Residential - MSTR - Single Family Dwelling

Owner: LTL CLEVENGER'S VILLAGE LLC

Parcel No.: 3E 1 B7

Issued: October 21, 2022

Expired: April 21, 2023

BUILDING PERMIT

22-2303

Address: 2083 ARMSTRONG TERRACE

Unit/Lot No.:

Lien Agent: - Lien Agent Phone No.:

This notice is to be posted visible from the public right of way open for public inspection until work is completed. All work at this location must be done in accordance with the VUSBC and applicable laws and ordinances.

Description of Work: NEW 2 STORY SFD, 5BD/3.5BA W/MORNING RM ON PART FIN BSMT TO INCLUDE REC RM,BD,BA, 2 CAR GAR REAR LOAD, FRONT COVERED PORCH. MSRT#LH10-201822. COTTAGE ELEV.

Kendra Eckman
Permit Technician



ONCE THE PERMIT IS APPROVED, ALONG WITH YOUR CONSTRUCTION DOCUMENTS YOU WILL RECEIVE A PERMIT PLACARD TO BE POSTED VISIBLY FROM A PUBLIC WAY. THE QR CODE CAN BE SCANNED WITH A SMART PHONE AND TAKES YOU DIRECTLY TO YOUR ACCOUNT LOGIN TO SCHEDULE OR VIEW INSPECTION RESULTS.

PLAN AMENDMENTS

COMPLETE THE AMENDMENT SHORT FORM AND SAVE
ON YOUR PC, DO NOT ATTACH TO REVISED PLANS.

DESCRIPTION OF AMENDMENT RESIDENTIAL COMMERCIAL CONTRACT AMOUNT: _____

TYPE OF PERMIT AMENDING BUILDING ELECTRICAL MECHANICAL PLUMBING OTHER _____

DESCRIBE IN DETAIL THE CHANGE PROPOSED FOR THE AMENDMANE WRITE LEGIBLY) _____

I hereby certify that I have the authority to make the foregoing application, that the information given is correct, and that all construction will comply with the Virginia Uniform Statewide Building Code and applicable ordinances. The permit holder is the responsible party for compliance with the VUSBC and other ordinances. The permit holder is responsible to call for an inspection when construction reaches a stage of completion that requires an inspection per Section 113.1.2 of the USBC. The permit holder is responsible to provide any ladder, scaffolding or test equipment necessary to conduct or witness a requested inspection per Section 113.1.1 of the USBC.

Print Name: _____ Owner Contractor Authorized Agent

Signature: _____ Date: _____

Application reviewed and accepted by _____ Permit Tech.

PLAN AMENDMENT SUBMISSION

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Online

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My Dashboard

- My Permits**
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Residential Construction	Residential Deck Installation	Approved	Update View Inspect
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UPLOAD AMENDMENT FORM AND REVISED PLANS (DO NOT CLICK "COMPLETE APPLICATION")

▼ Step 5: Click the link below to attach documents, plans and other permit related files

[Click here to attach files to the case record](#)

Only jpg, pdf, png, gif, tif, doc, docx, ppt, pptx, xls, xlsx, txt, eml, mbox, msg, ogg, mp3, wma, wav, mp4, mkv, avi, mpeg, webm, mov, zip are allowed.

Displaying 1-6 of 6 results.

File Name	Uploaded Date	Action
WIN_20200608_10_14_51_Pro.jpg	09/23/2020	View
20221021_A_30559_BuildingPermitDocumentPlacard61.pdf	10/27/2022	View
Residential House Wrap.jpg	11/05/2022	View
Roof trusses.png	11/05/2022	View
Chimney Thimble.jpg	11/05/2022	View
Footing Forms.jpg	11/05/2022	View

CLICK ON STEP 7 and SEND MESSAGE STAFF WILL NOT BE NOTIFIED WITHOUT THE MESSAGE.

▶ Step 6: Click Submit to submit the forms & documents to the application record

~~Complete Application~~

▶ Step 7: Communicate with the Agency

Send Message

You can communicate with the signatory user of this permit or anyone who has sent you a message in the permit routing. ×

To User

Subject

Permit Application #20-2468 Location : [REDACTED]

Message

Please see submitted plan amendment.

Send

INSPECTIONS

Citizen Portal

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My Dashboard

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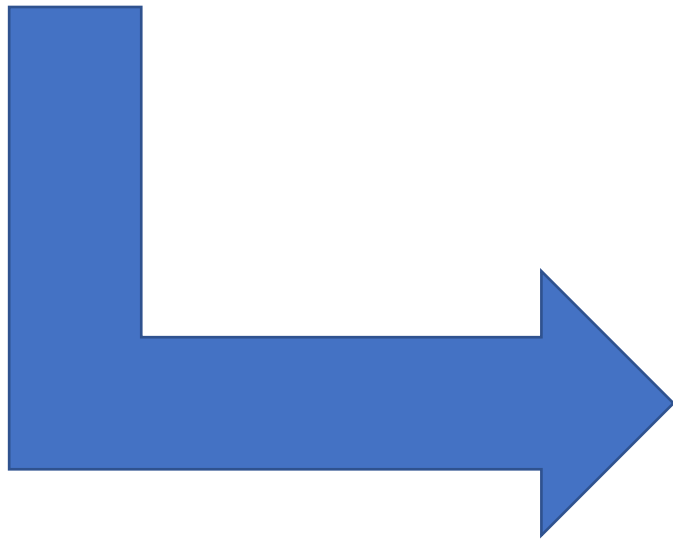


Residential Construction	Residential Deck Installation	Approved	Update View Inspect
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SCHEDULING INSPECTIONS

▼ Step 2: Inspection Information – Click on an existing inspection to make a change request or click "schedule new inspection"

Schedule a New Inspection

A screenshot of a web browser displaying the CivicGov 2.0 Citizen Portal. The browser's address bar shows the URL: civictgov2a.com/culpeper/portal/index.php?r=inspections/search&permit_number=A20-2468. The page content includes a dark sidebar with a 'Logout' link. The main area features a blue header for 'Step 3: Select Inspection Type and Desired Date (select up to 3)'. Below this, there is a dropdown menu for 'Select Inspection Type' with a list of options: 'MISC / OTHER', 'FOOTING' (highlighted in blue), 'SETBACK', 'FRAMING', and 'FINAL INSPECTION'. To the right of the dropdown are three yellow input fields. Below these fields is a text area with the instruction 'Enter a description of the inspection requested' and a red warning message: 'Please insert contact name and cell # along with brief description.' At the bottom of the form area, there is a grey bar for 'Step 4: Click Submit' and a blue 'Submit' button. The footer of the page contains 'Copyright © 2022 CivicPlus' and 'CivicGov 2.0 Citizen Portal'. The Windows taskbar at the bottom shows the time as 5:25 AM on 11/6/2022.

IF AVAILABLE, THE NEXTDAY INSPECTION REQUEST DEADLINE IS 2 PM THE PREVIUOS DAY

SELECT DESIRED AND
ALTERNATE INSPECTION
DATES
INSPECTION TIME IS NOT
AN OPTION AS
INSPECTIONS ARE
SCHEDULED IN 2 HOUR
TIME BLOCKS PREDICATED
ON THE INSPECTOR'S
ROUTE

The screenshot displays the 'Step 3: Select Inspection Type and Desired Date (select up to 3)' interface. A dropdown menu is set to 'FOOTING'. Below it, a 'Select 3 dates' section shows a date picker for '11/08/2022 05:21'. A calendar for November 2022 is open, showing the 8th as the selected date. The time is set to 05:21. Below the calendar, there are sliders for 'Hour' and 'Minute'. A 'Done' button is at the bottom of the date picker. The main form has a text area for 'Enter a description of the inspect' and a 'Submit' button. The browser address bar shows the URL: https://www.civicgov2a.com/culpeper/portal/index.php?r=inspections/search&permit_number=A20-2468. The system tray at the bottom shows the time as 5:31 AM on 11/6/2022.

DATE	
Monday, November 7, 2022	
Time	Permit Number
7:30 - 9:30	905, 1005, 1546, 1707, 1806, 1821, 1946, 2055, 2241, 2304
9:30 - 11:30	1505, 1809, 1996, 2045, 2063, 2227, 2238, 2249, 2310, 2393
12:30 - 2:30	840, 1053
2:30 - 4:30	2372
If there is an error in the date, please call 540-727-3405 and choose option 2 for a recorded message. Thank You.	
**Please note that the Inclement Weather Policy can be found on "How to Schedule an Inspection."	

INSPECTION TIME BLOCKS CAN BE FOUND ON OUR WEBSITE AFTER 4:30 THE DAY PRIOR
<https://web.culpepercounty.gov/building>
 INSPECTION TIME BLOCKS CAN ALSO BE HEARD BY CALLING (540)727-3405 OPTION #2

SUPPORT CAN
BE FOUND AT
(540)727-3405
OPTION #1

