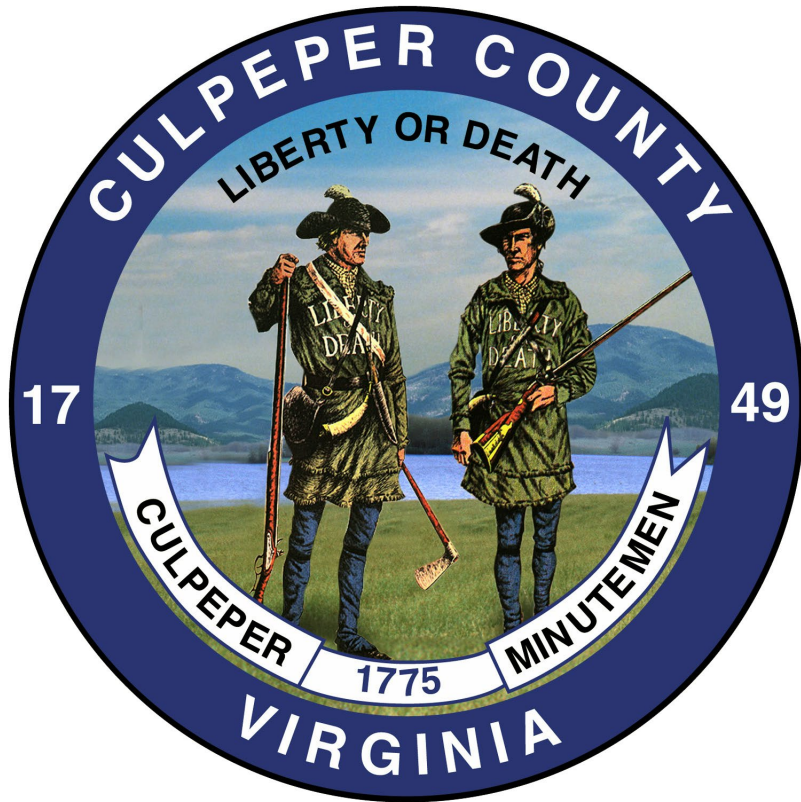


# CITIZEN PORTAL INSTRUCTIONS

---



**civicgov**<sup>®</sup>

POWERED BY CIVICPLUS<sup>®</sup>

---

# ACCOUNT REGISTRATION

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

The screenshot shows a web browser window with the URL [civicgov2a.com/culpeper/portal/index.php](https://www.civicgov2a.com/culpeper/portal/index.php). The browser tabs include 'Inbox - inspectorbob00@gmail.com', 'CIVICGOV PORTAL - Dashboard', 'Mail - BOrr@CULPEPERCOUNTY.GC', and 'Citizen Portal'. The browser's address bar shows the URL and navigation icons. Below the browser window, the website's header is a blue bar with 'Citizen Portal', 'Login', and 'Register' links. The main content area features the Culpeper County seal, which includes the text 'CULPEPER COUNTY', 'LIBERTY OR DEATH', '17 49', 'CULPEPER 1775 MINUTEMEN', and 'VIRGINIA'. Below the seal are two white buttons: 'Permits' and 'Inspections'. At the bottom of the main content area are two blue buttons: 'Log In' and 'Register'. The footer of the page contains 'Copyright © 2022 CivicPlus' on the left and 'CivicGov 2.0 Citizen Portal' on the right. The Windows taskbar at the bottom shows the search bar, task view, and various application icons, with the system tray displaying the time '7:25 AM' and date '11/4/2022'.

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

The screenshot shows a web browser window with the URL `civicgov2a.com/culpeper/portal/index.php?r=site/dashboard`. The browser's address bar and tabs are visible at the top. The page content includes a dark blue header with the text "Citizen Portal" and a user profile for "Robert P. Orr, CBO" with a status of "Online". A left-hand navigation menu lists "My Dashboard", "Permits Directory", "Inspections", and "Logout". The main content area, titled "My Dashboard", contains a list of links: "My Permits", "My Complaints", "My Inspections", "My Projects", and "My Invoices". At the bottom of the page, there is a copyright notice for "CivicPlus" and the text "CivicGov 2.0 Citizen Portal". The Windows taskbar at the bottom shows the search bar and various application icons, with the system clock indicating 7:31 AM on 11/4/2022.

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

**Citizen Portal**

Hello, Robert P. Orr, CBO  
Online

50 x 50

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	<a href="#">Checklist/Instructions</a>	<a href="#">PDF Application</a>	<a href="#">Apply Online</a>
Addition	Commercial Construction	<a href="#">Checklist/Instructions</a>	<a href="#">PDF Application</a>	<a href="#">Apply Online</a>

# 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
-----------	---------------	--------

*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. [The applicant will receive an email through Civicgov when the plan review process has started.](#)

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

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





# PLAN REVIEW COMMENT RESPONSE

The screenshot displays the 'Citizen Portal' interface. The top navigation bar is blue with the text 'Citizen Portal' and a hamburger menu icon. Below this, a dark grey sidebar contains user information: a circular profile picture placeholder (50 x 50), the name 'Hello, Robert P. Orr, CBO', and a green dot indicating 'Online' status. The 'MAIN NAVIGATION' section includes links for 'My Dashboard', 'Permits Directory', 'Inspections', and 'Logout'. A secondary navigation menu is open, listing 'My Dashboard', 'My Permits' (highlighted in yellow), 'My Complaints', 'My Inspections', 'My Projects', and 'My Invoices'. A large blue arrow originates from the 'My Permits' menu item and points to a table of permit items.

Residential Construction	Residential Addition	Pending	<a href="#">Update View</a>
--------------------------	----------------------	---------	-----------------------------

# UPLOAD PLAN REVIEW COMMENT RESPONSE DOCUMENTS (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	<a href="#">View</a>
20221021_A_30559_BuildingPermitDocumentPlacard61.pdf	10/27/2022	<a href="#">View</a>
Residential House Wrap.jpg	11/05/2022	<a href="#">View</a>
Roof trusses.png	11/05/2022	<a href="#">View</a>
Chimney Thimble.jpg	11/05/2022	<a href="#">View</a>
Footing Forms.jpg	11/05/2022	<a href="#">View</a>

# 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

▶ 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 #20-3166 Location : [REDACTED]

Message

Please see plan review comment responses.

Send



**CULPEPER COUNTY, VIRGINIA**

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

[www.culpepercounty.gov](http://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 AMENDMENT SUBMISSION

**Citizen Portal**

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

Residential Construction	Residential Deck Installation	Approved	<b>Update</b> <a href="#">View</a> <a href="#">Inspect</a>
--------------------------	-------------------------------	----------	--



# 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	<a href="#">View</a>
20221021_A_30559_BuildingPermitDocumentPlacard61.pdf	10/27/2022	<a href="#">View</a>
Residential House Wrap.jpg	11/05/2022	<a href="#">View</a>
Roof trusses.png	11/05/2022	<a href="#">View</a>
Chimney Thimble.jpg	11/05/2022	<a href="#">View</a>
Footing Forms.jpg	11/05/2022	<a href="#">View</a>

# 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



# PERMIT #'S AND INSPECTION SCHEDULING

Inspections need to be scheduled to the applicable permit. A footing inspection will be scheduled under the Building Permit, an electrical rough-in needs to be scheduled under the Electrical Permit etc. On multiple permit projects the permit numbers are assigned auto generated numbers for example 23-0012 for Building, 23-0012-01 for Electrical, 23-0012-02 for Plumbing and 23-0012-3 for Mechanical.

Note: The ending category number may change predicated on the application date.

# INSPECTIONS

**Citizen Portal**

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

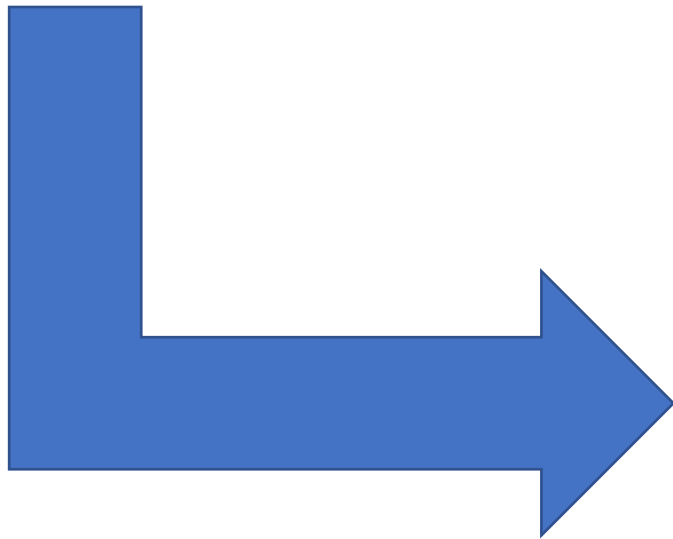


Residential Construction	Residential Deck Installation	Approved	<a href="#">Update View</a> <b>Inspect</b>
--------------------------	-------------------------------	----------	--

# 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**

The screenshot shows a web browser window with the URL [civicgov2a.com/culpeper/portal/index.php?r=inspections/search&permit\\_number=A20-2468](http://civicgov2a.com/culpeper/portal/index.php?r=inspections/search&permit_number=A20-2468). The page title is "Step 3: Select Inspection Type and Desired Date (select up to 3)". The form includes a dropdown menu for "Select Inspection Type" with options: MISC / OTHER, FOOTING (highlighted), SETBACK, FRAMING, and FINAL INSPECTION. Below the dropdown are three input fields for dates. A text area for "Enter a description of the inspection requested" contains the red text: "Please insert contact name and cell # along with brief description." At the bottom, there is a "Submit" button and a "Step 4: Click Submit" instruction. The footer shows "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 page footer includes 'Copyright © 2022 CivicPlus' and 'CivicGov 2.0 Citizen Portal'. The browser address bar shows the URL: https://www.civicgov2a.com/culpeper/portal/index.php?r=inspections/search&permit\_number=A20-2468#.

INSPECTION SCHEDULING  
CONFIRMATION  
ALL TIMES ARE AUTO  
GENERATED AND HAVE NO  
VALIDITY  
TIME BLOCKS POSTED ON  
BUILDING DEPARTMENT  
HOMEPAGE






CITIZEN PORTAL INSPECTION VIEW

<b>Inspection Start Date</b>	2023-04-13 08:20:00
<b>Request Date 1</b>	2023-04-13 05:45:00
<b>Request Date 3</b>	2023-04-17 05:45:00
<b>Inspection Type</b>	MISC/ OTHER
<b>Status</b>	Open


**EMAIL CONFIRMATIONS**

20-2273

 Culpeper County <donotreply@civicplus.com>  
To: BOB ORR

  Reply  Reply All  Forward 


Wed 4/12/2023 5:56 AM






 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

You have requested the inspection noted above with the following dates 04/13/2023 05:45:00, 04/14/2023 05:45:00, 04/17/2023 05:45:00. If required, staff will contact you to confirm the inspection date/time


Culpeper County  
302 N Main Street  
Culpeper, VA 22701  
540-727-3405

Inspection #23-4616

 CIVICgov Admin <webmaster@wagsys.com>  
To: BOB ORR

  Reply  Reply All  Forward 

Wed 4/12/2023 6:01 AM

 You forwarded this message on 4/12/2023 6:03 AM.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Inspection #23-4616 has been opened for 04/13/2023. The inspector Robert P. Orr, CBO is scheduled to be present on that date.

Culpeper County  
302 N Main Street  
Culpeper, VA 22701  
540-727-3405

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.	
<b>**Please note that the Inclement Weather Policy can be found on "How to Schedule an Inspection."</b>	

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

