

SUBMITTING A Permit ONLINE

Updated 9/30/2025

How to Submit a Permit Online

1. Please log into your ePortal account and click on the APPLY menu item.

*If you do not already have an account, you will need to select “Login or Register” button on the home page to create one. Newly created accounts will be approved during regular business hours.



Dashboard Home **Apply** My Work Today's Inspections Map Re

Application Assistant

Search for application names and keywords

2. Choose a permit type from the list. You can use the category filter to help you find it faster. When you find the one you need, click the **APPLY** button to begin.

Note: Each submittal type has a detailed description listed. Please take a moment to read the description to make sure you have selected the appropriate category.

Dashboard Home **Apply** My Work Today's Inspections Map Report Fee Estimator Search Calendar

Application Assistant

Search for application names and keywords

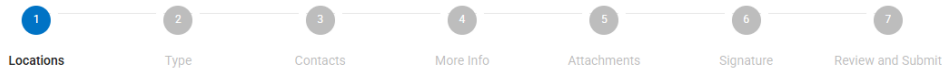
All Trending My History **PERMITS** PLANS

Show Categories Show My Templates

Deck Category Name: Permit Description: Application for adding a deck to an existing structure.	Apply
Residential Alteration Category Name: Permit Description: Residential Alteration	Apply
Trades Permit Category Name: Permit Description: Trades Permit	Apply
Administrative - Home Occupation Category Name: Permit Description:	Apply

3. Next, add the location where the work will take place. At least one location is required. Click the **ADD LOCATION** button to continue.

Please note: There will be messages or instructions listed at the top of each page. In most cases it will provide direction on what we expect you to do on this page.



LOCATIONS

Please enter the Parcel Identification Number/Address of the property.

A blue modal box with a white border. At the top is a dropdown menu labeled 'Parcel Address'. Below it is the text 'Add Location' and a large white plus sign icon. At the bottom, the word 'REQUIRED' is written in white capital letters.

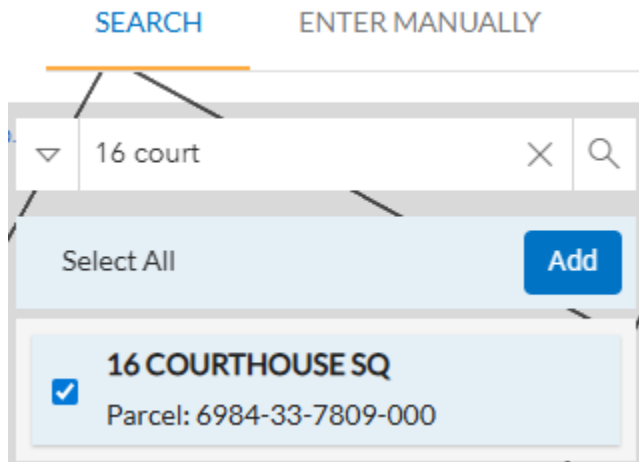
Create Template

Save Draft

Next

Click the white “+” to open the county map. You may either add a location using the parcel number or address.

In the search box enter the address you are looking for. Please limit the information to just the street number and street name. **DO NOT enter a unit or suite or street type (like DR, ST, RD, etc.).** You do not need to enter the full address it can be a partial address.



From the results of the search, select the address you want to add to the submission (the **ADD** button will not appear until an address is selected). Once you have verified the location information is correct, click **NEXT** to go to the next step.

Apply for Permit - Building Commercial Accessory Structure

*REQUIRED



LOCATIONS

When searching for an address, please just enter the street number and street name. Do not enter a street type or Units/Suites.

Type: Parcel Address
16 COURTHOUSE
WARRENTON, VA 20186

Main Address

Parcel Number
6984-33-7809-000

Main Parcel

Remove

Site Address

Add Location

+

Create Template

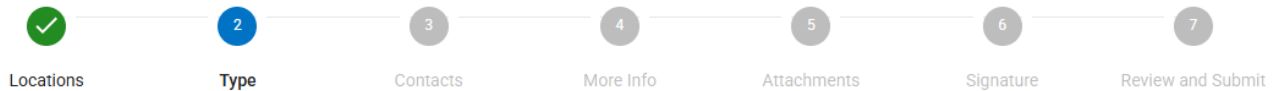
Save Draft

Next

4. After verifying the location, the next step is Permit Type. You'll notice the "Permit Type" is already populated for you based on the submission type you selected to apply for. The fields with an asterisk, such as the Description, are required.

Apply for Permit - Deck - Residential

*REQUIRED



PERMIT DETAILS

Please provide some basic info below:

Dimensions - Stairs or no stairs - Other relevant information (Examples: Free Standing, Solar Lights, etc.)

* Permit Type

* Description

Back

Create Template

Save Draft

Next

5. The next step is to add contacts related/required to your submission. You, as the person logged into the ePortal, are automatically added as the Applicant. You are the only person/contact that cannot be removed. You will need to add the recorded owner as a contact by first selecting the contact type from the dropdown list, then click on the “+” to add contact.

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

Apply for Permit - Deck *REQUIRED

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

CONTACTS
Please add the owner of the property and contractor name below.
(The applicant should have been generated from your account info)

Applicant

Test 123 (You)

16 courthouse square,
Warrenton, VA, 20186

Contractor

Add Contact

+

REQUIRED

Owner

Add Contact

+

REQUIRED

Select Type

Add Contact

+

Back Create Template Save Draft Next

6. The Contact Type you selected appears at the top. There are two ways to find the contact you want to add... first by searching for a contact using the name, email or company.

Search Enter Manually My Favorites

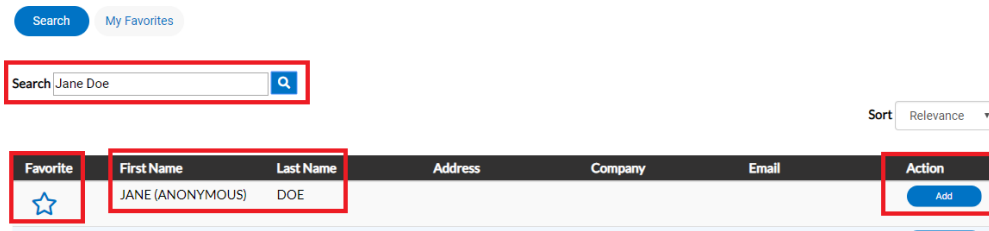
Search

Sort Relevance

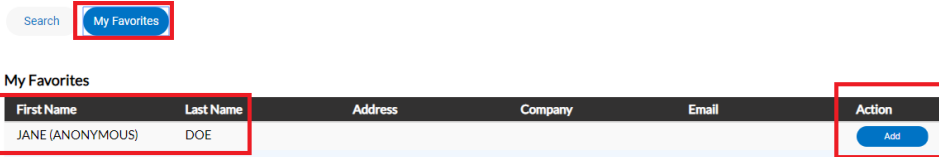
Favorite	First Name	Last Name	Address	Company	Email	Action
				Test 123		<input type="button" value="Add"/>

Results per page 1 - 1 of 1 << < 1 > >>

The second way is to “ADD” a new contact and if it’s a contact you use on a regular basis, you can also ADD that contact to your Favorites by clicking on the STAR in the Favorites column.



Note! If you add the contact to your favorites, then the next time you need to add that contact to a plan, select MY FAVORITES, and your list of most used contacts appears and you don't have to search for them.



Once you have finished adding in your contacts, select NEXT to move on.

CONTACTS

Please add the owner of the property and contractor name below.
(The applicant should have been generated from your account info)

Applicant

Test 123 (You)

16 courthouse square ,
Warrenton, VA , 20186

Contractor

Test Testington

Remove

Owner

Testing Inc.

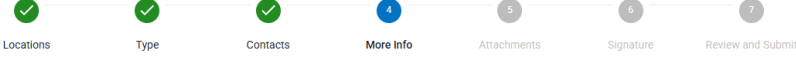
Remove

Select Type

Add Contact

+

7. No information is required on the “More Info Instructions” page, please scroll to the bottom and click next.



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

MORE INFO

No information is required on this page, please scroll to the bottom and click next

General Info [Next Section](#) | [Top](#) | [Main Menu](#)

Water Service:

Sewer/Septic:

Electric Provider:

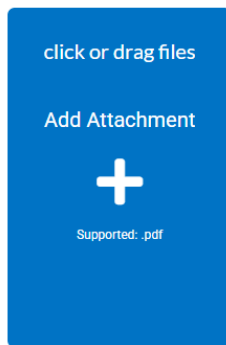
<input type="checkbox"/>	Grading
<input type="checkbox"/>	Sign
<input type="checkbox"/>	Structure
<input type="checkbox"/>	Use

8. This section is for uploading your attachments. **It is VERY IMPORTANT** that you carefully read the note or message displayed at the top of this section. The note provides a list of required documents that must be attached to your plan. These documents are necessary to pass quality control and to avoid delays in the review of your application. Once you have uploaded all the required documents, click **NEXT**.

Attachments

Below please attach digital copies of the following:

1. Building Permit Application
2. Contractor Information Form
3. Building Plans with all details depicting how the deck will be constructed
4. Plat showing the proposed deck drawn to scale



9. Prior to getting to the final “Summary” page for your review, you will be required to “sign” the application you are submitting. Please read the statement and sign the application in order to continue. Depending on the submittal type you are applying for, the signature statement will be different with each type of application.

SIGNATURE

- I have read and examined this application and know the information provided is true and correct.
- I acknowledge that the granting of a permit does not presume to give authority to violate or cancel the provisions of any local or state law regulating construction or the performance of construction, and by applying for this permit I hereby agree to adhere to all County and State laws.
- I acknowledge that an application for a permit for any proposed work shall be deemed to have been abandoned six months after the date of filing unless such application has been pursued in good faith or a permit has been issued.
- I acknowledge that the Building/Zoning Official shall be permitted to revoke a permit if work on the site authorized by the permit is not commenced within six months after issuance of the permit, or if the authorized work on the site is suspended or abandoned for a period of six months after the permit is issued. I acknowledge that the permit holder is responsible to call for an inspection within the 1st six months as proof work has commenced. Inspections will be required at six month intervals as proof of continuance of construction and shall extend the permit six months from that date. If no inspections are performed within the six month interval a request for an extension of the permits may be made, with additional fees charged.
- I acknowledge that the Building Official shall be permitted to require a three year time limit to complete construction of new detached single-family dwellings, additions to detached single-family dwellings and residential accessory structures. The time limit shall begin from the issuance date of the permit.
- I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as their agent.

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

Enable Type Signature

Test 123
September 30, 2025

X Draw Signature Here

10. The final page is a Summary page for your review. Carefully scroll down the information and confirm everything is correct prior to submitting. If you need to make changed you can go “BACK” by clicking on the BACK button at the bottom of the page. ([Back](#))Once you are satisfied with the application, click on the SUBMIT button.

✓ ✓ ✓ ✓ ✓ ✓ 7

LocationsTypeContactsMore InfoAttachmentsSignatureReview and Submit

[Submit](#)

Locations

Parcel Address	16 COURTHOUSE WARRENTON, VA 20186
Parcel Number	6984-33-7809-000

Basic Info

Type	Deck
Description	
Applied Date	09/29/2025

Contacts

Applicant	16 courthouse square , Warrenton, VA , 20186
Contractor	Test Testington
Owner	Testing Inc.

Please note: Do not click on the browser “back” button or you will lose the updates you have made up until that point. If you need to go back to fix something, please click on the “BACK” button at the bottom of the screen

11. After a short wait, the permit screen will re-appear with a permit number and all the information that was submitted. Note that the permit Status is shown as Draft. At this point, the permit with its plan has been submitted to the county to be processed. It may take 1-3 business days for quality control to be completed. You will receive notification when your filing fee has been invoiced for payment. The plans will not be distributed for review until payment is received.

✔ Your application was successfully submitted!

Thank you for submitting your application. A completeness review will be conducted on the next business day. If the application is deemed complete, an invoice will be added to your account for payment. The review process will begin once payment has been received. If you have any questions

[Continue to permit](#)

For assistance please contact the Fauquier Department of Community Development at [540-422-8230](tel:540-422-8230).

Permit Number: BLDR-25-028063

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Deck - Residential	Status:	Online Submission
Applied Date:	09/30/2025	Issue Date:	
District:	Cedar Run District	Assigned To:	Expire Date:
Finalized Date:			
Description:	Build 20x24 deck with stairs on rear of my house.		