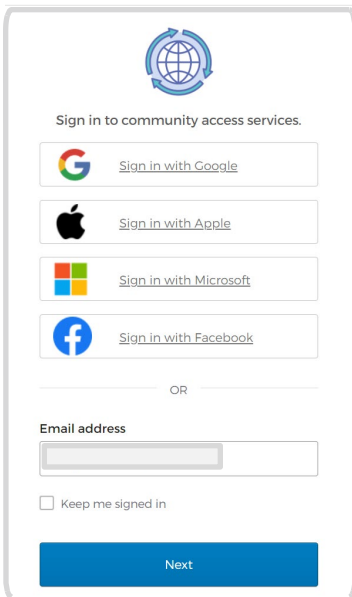


Create Template

To get started, go to loudoun.gov/landmarc and select Access LandMARC.

STEP 1

Log in to Self-Service Public Portal



Sign in to community access services.

Sign in with Google

Sign in with Apple

Sign in with Microsoft

Sign in with Facebook

OR

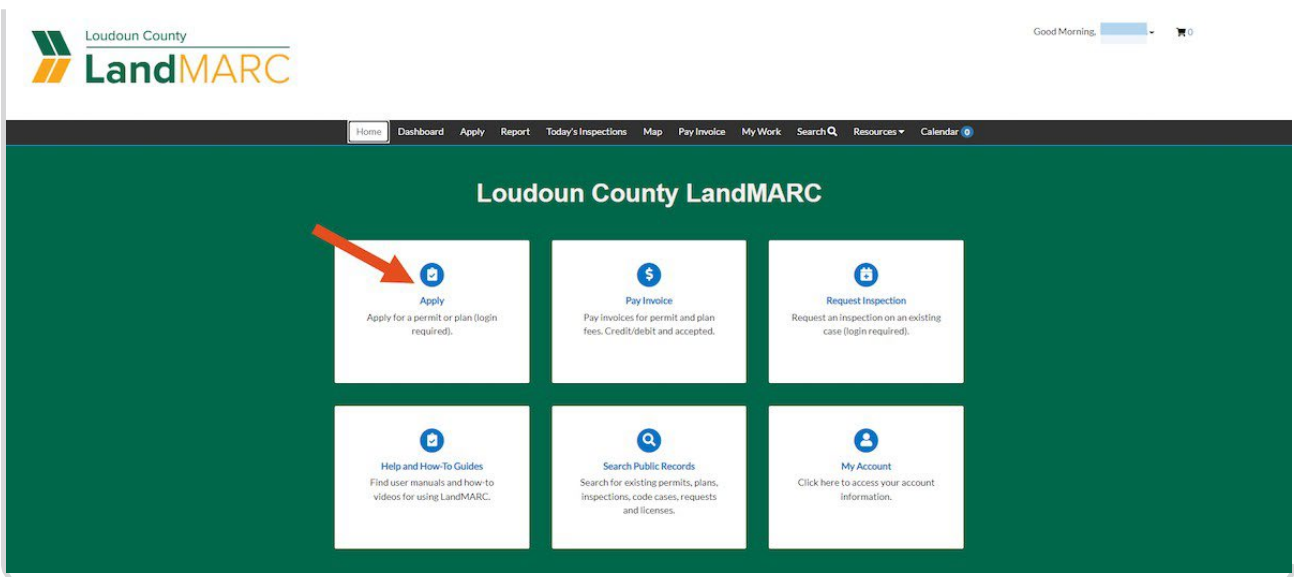
Email address

Keep me signed in

Next

STEP 2

Select the APPLY tile



Good Morning, [User Name]

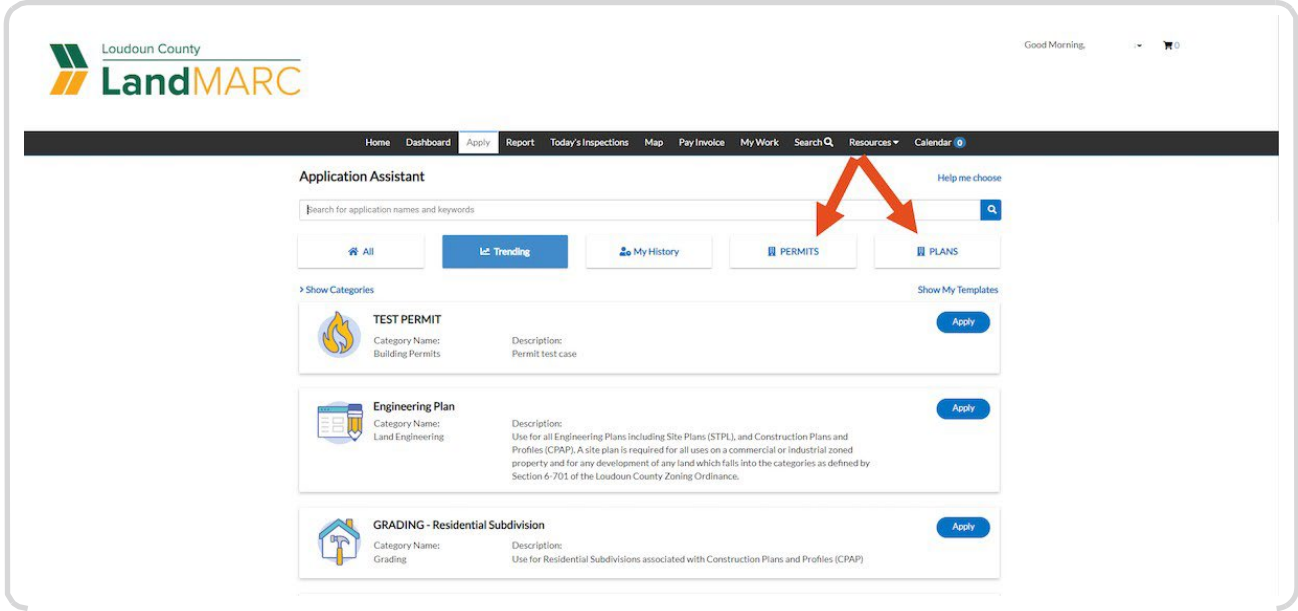
Home Dashboard Apply Report Today's Inspections Map Pay Invoice My Work Search Resources Calendar

Loudoun County LandMARC

- Apply**
Apply for a permit or plan (login required).
- Pay Invoice**
Pay invoices for permit and plan fees. Credit/debit and accepted.
- Request Inspection**
Request an inspection on an existing case (login required).
- Help and How-To Guides**
Find user manuals and how-to videos for using LandMARC.
- Search Public Records**
Search for existing permits, plans, inspections, code cases, requests and licenses.
- My Account**
Click here to access your account information.

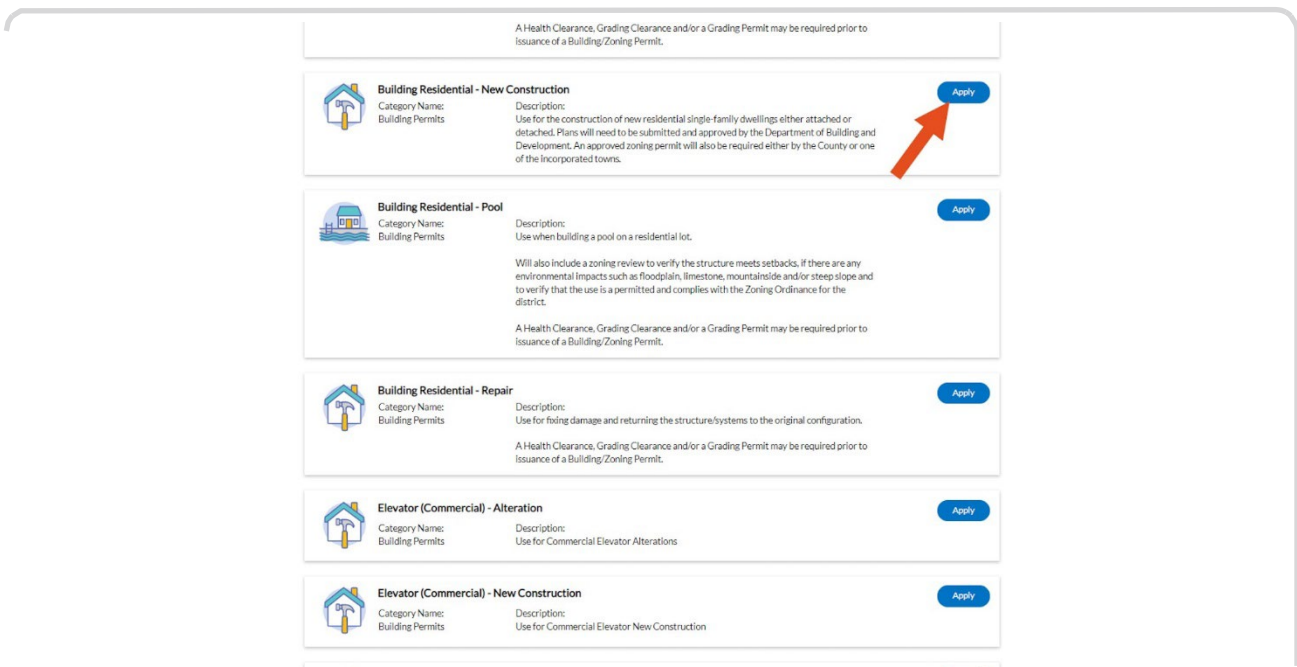
STEP 3

Select PERMITS or PLANS, depending on which type of template you wish to create



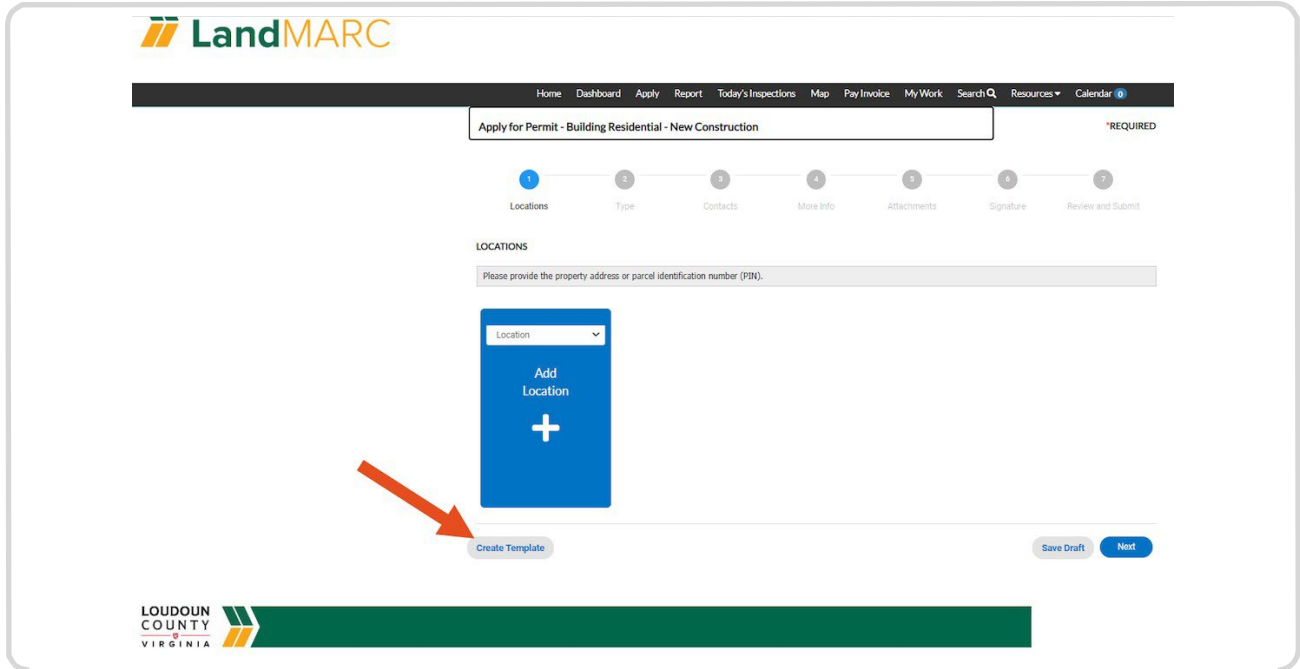
STEP 4

Select APPLY for the type of permit or plan you want to use



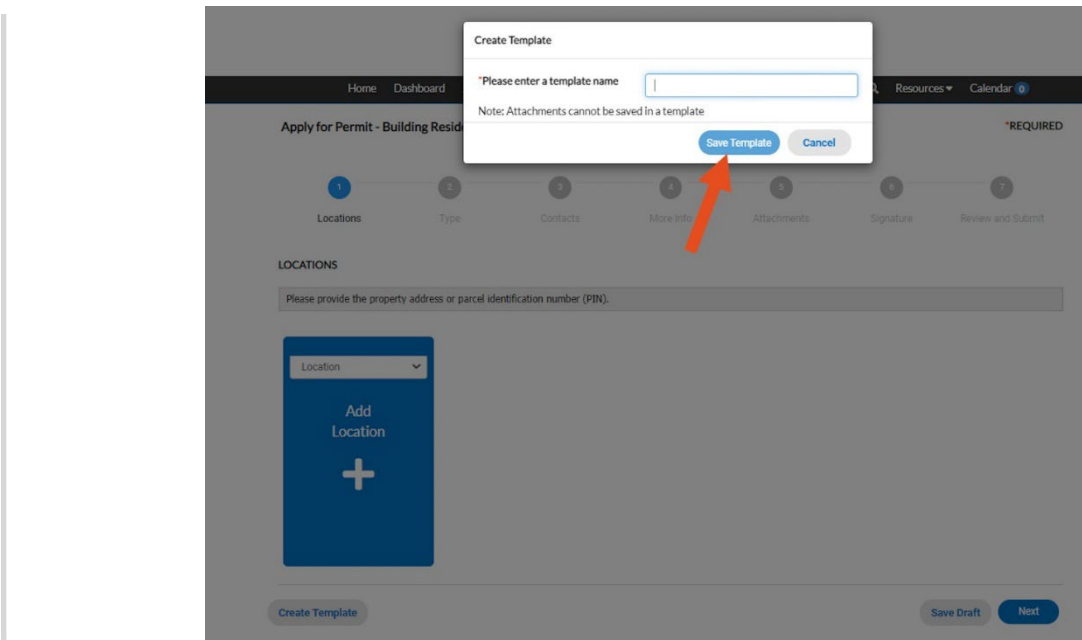
STEP 5

Select **CREATE TEMPLATE**



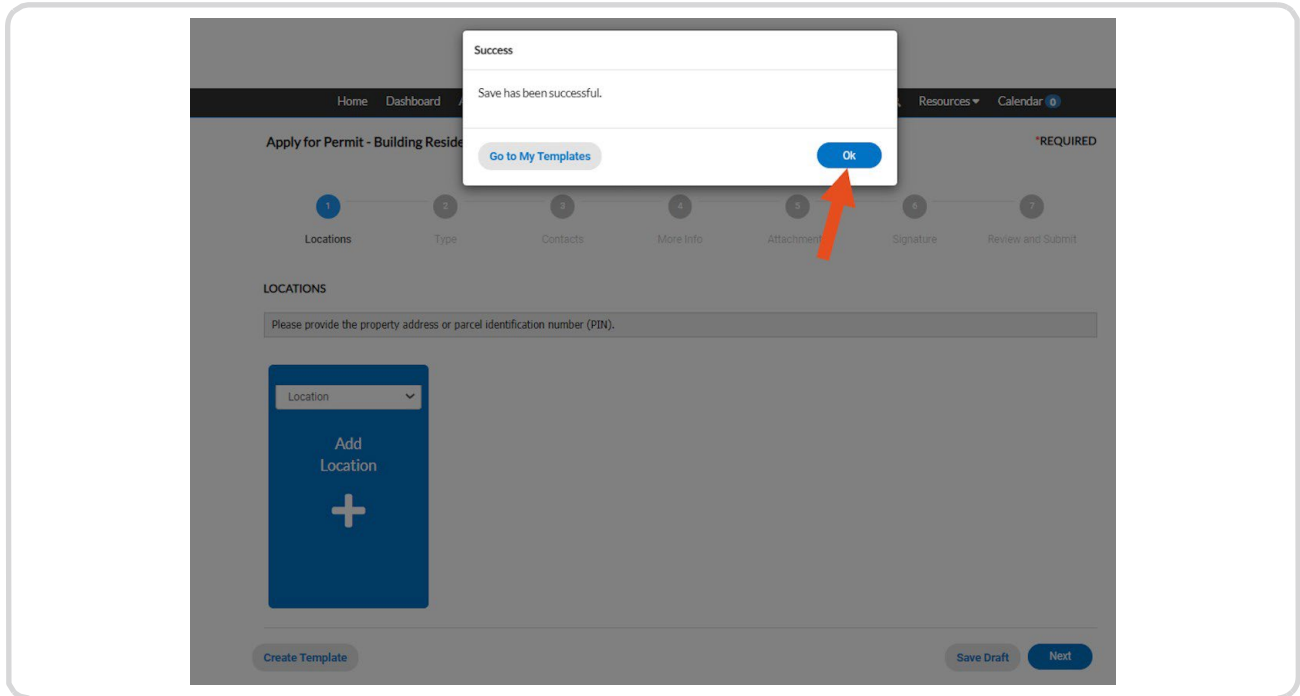
STEP 6

Enter a template name and select **SAVE TEMPLATE**



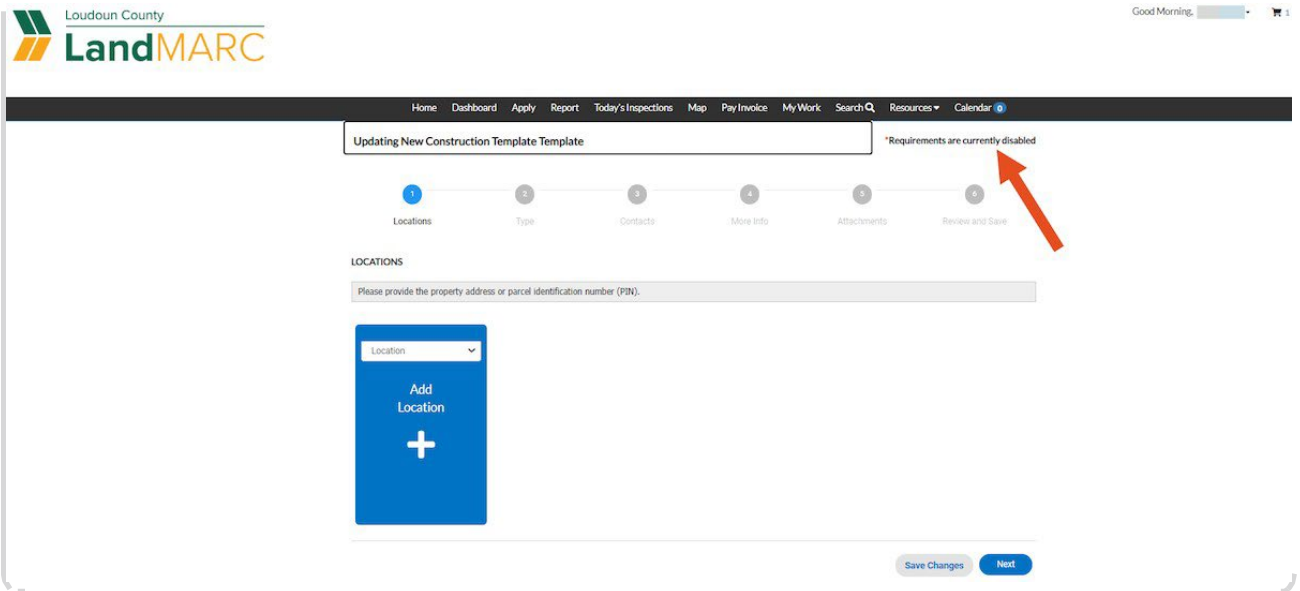
STEP 7

A screen will indicate a successful save, then select OK



STEP 8

Required information has been disabled



STEP 9

Enter information that will be the same for all applications using this template, then select NEXT

Updating New Construction Template Template *Requirements are currently disabled

Progress: 1. Locations (✓) 2. Type (●) 3. Contacts 4. More Info 5. Attachments 6. Review and Save

PERMIT DETAILS

Please provide a brief description of your project. For additional information please visit the [Permitting](#) page or call 703-777-0220 Option #1, Monday - Friday, 8:30 a.m. - 5:00 p.m.

* Permit Type: Building Residential - New Construct

* Description:

Square Feet:

Valuation:

Buttons: Back, Save Changes, Next

STEP 10

Documents can not be attached to templates

Updating New Construction Template Template *Requirements are currently disabled

Progress: 1. Locations (✓) 2. Type (✓) 3. Contacts (✓) 4. More Info (✓) 5. Attachments (●) 6. Review and Save

Attachments

Attachments cannot be saved in a template

Please provide the requested documents below

- Please provide building plans:
 - Electrical, gas, mechanical and plumbing plan review. Submit one set of plans via separate permits (may need to be stamped and sealed).
- Please provide Energy Calculations.
- Please provide Trust Drawings.
- Please attach a Site Location Survey showing distances from structure to Front, Rear, and Side property lines.
- If the property is within boundaries of one of Loudoun's incorporated towns, please attach a Town Zoning Clearance.
- Properties on Well and Septic will require a clearance from the Department of Environmental Health.

A Grading Permit for Erosion and Sedimentation Control will be required if disturbing an area greater than 5000 square feet. Contact Erosion and Sediment Control at 572-258-3123 for any questions on the Grading Permit approval process.

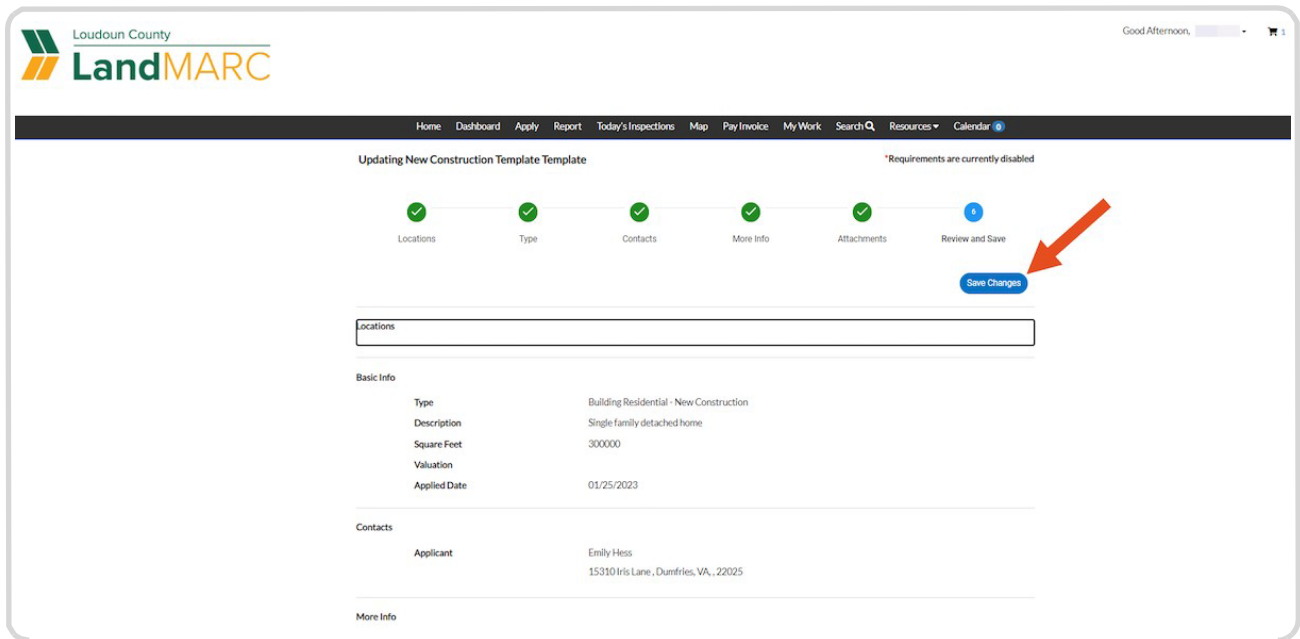
If Owner is signing an Contractor, please fill out and attach a Statement of Owner/Lessee Exemption form on the Attachments page.

For additional information please visit the Residential Construction Permits page or call 703-777-0220 Option #1, Monday - Friday, 8:30 a.m. - 5:00 p.m.

Buttons: Back, Save Changes, Next

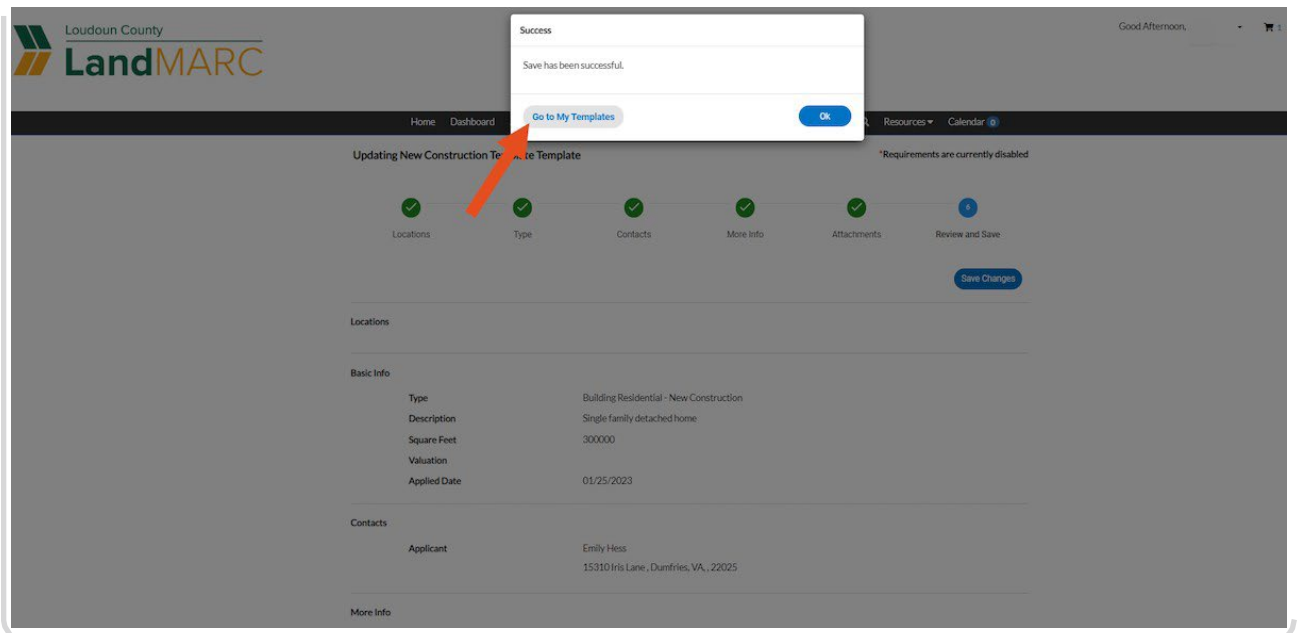
STEP 11

Select **SAVE CHANGES** after all information is entered



STEP 12

A screen will confirm the template has been saved, select **GO TO MY TEMPLATES** to view your template



STEP 13

Select USE to open a template

