



eTRAKiT User Guide

The Town of Leesburg’s eTRAKiT online portal allows residents and contractors to apply and pay for certain types of Permits, Land Development Projects, and Legislative Applications. It also provides the ability to monitor the progress of your applications as well as schedule/cancel inspections and download/upload documents.

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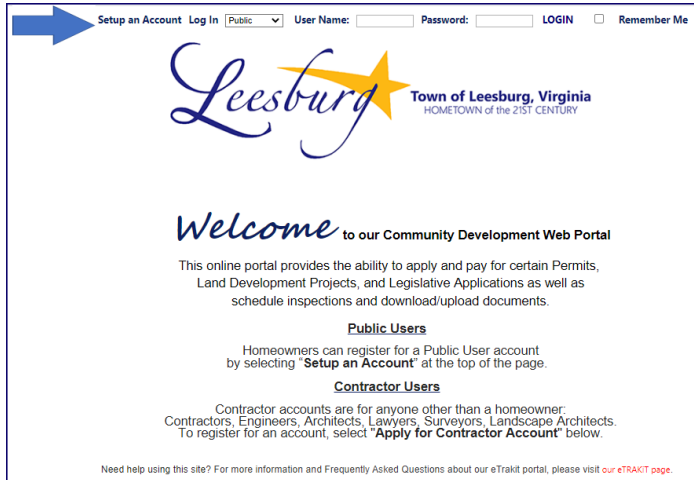
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Creating a Public Account (Residents / Homeowners)

Public accounts are intended for homeowners and the general public. If you are a licensed contractor or design professional, see [Creating a Contractor Account](#) below for more information.

Signing Up for a Public Account

1. At the top of the Leesburg eTRAKiT page click **Setup an Account**.



Setup an Account Log In Public User Name: Password: LOGIN Remember Me

Leesburg Town of Leesburg, Virginia
HOMETOWN of the 21ST CENTURY

Welcome to our Community Development Web Portal

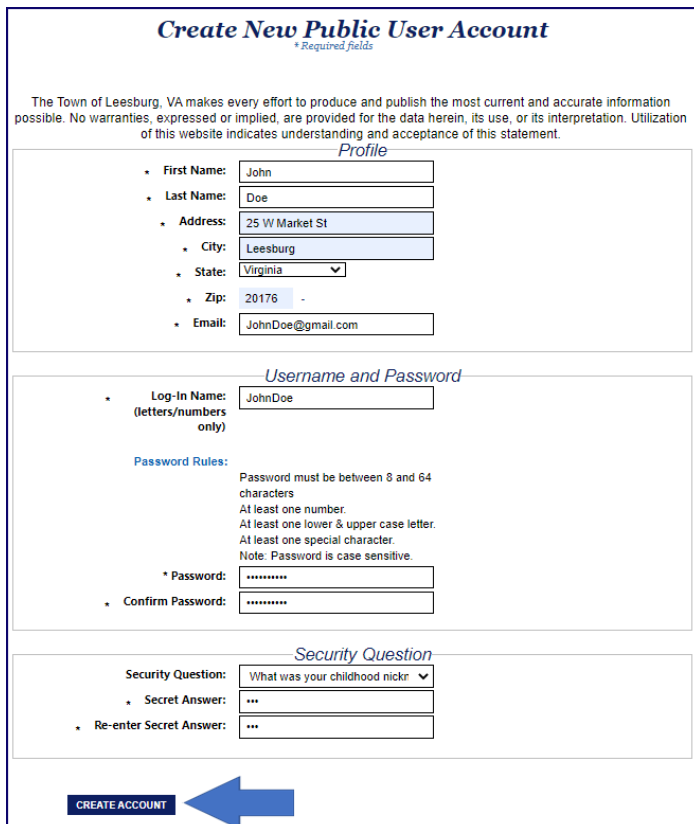
This online portal provides the ability to apply and pay for certain Permits, Land Development Projects, and Legislative Applications as well as schedule inspections and download/upload documents.

Public Users
Homeowners can register for a Public User account by selecting "Setup an Account" at the top of the page.

Contractor Users
Contractor accounts are for anyone other than a homeowner: Contractors, Engineers, Architects, Lawyers, Surveyors, Landscape Architects. To register for an account, select "Apply for Contractor Account" below.

Need help using this site? For more information and Frequently Asked Questions about our eTrakit portal, please visit our [eTRAKiT page](#).

2. Complete all the information on the form. Fields marked with an asterisk (*) are required. When finished, click **CREATE ACCOUNT**.



Create New Public User Account
* Required fields

The Town of Leesburg, VA makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. Utilization of this website indicates understanding and acceptance of this statement.

Profile

- * First Name: John
- * Last Name: Doe
- * Address: 25 W Market St
 - * City: Leesburg
 - * State: Virginia
 - * Zip: 20176
- * Email: JohnDoe@gmail.com

Username and Password

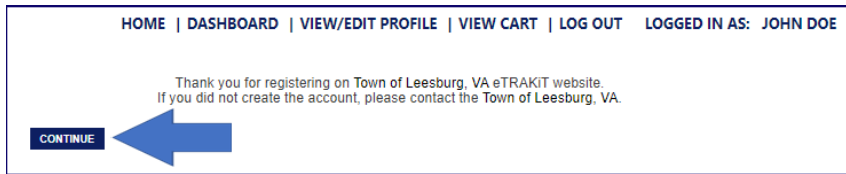
- * Log-In Name: (letters/numbers only) JohnDoe
- Password Rules:
 - Password must be between 8 and 64 characters
 - At least one number.
 - At least one lower & upper case letter.
 - At least one special character.
 - Note: Password is case sensitive.
- * Password:
- * Confirm Password:

Security Question

- Security Question: What was your childhood nickn...
- * Secret Answer: ...
- * Re-enter Secret Answer: ...

CREATE ACCOUNT

You will now be logged into your new account. Click **CONTINUE** to return to the [Home](#) page.



3. Continue to **Dashboard**

When you log in to your account, you will be directed to your dashboard. You can also click **DASHBOARD** at the top of the page at any time to return to this page.



As you begin to create applications on the eTRAKiT Portal or link your new account to existing permits and projects, all linked permits will appear on the dashboard. From this dashboard you can schedule and manage inspections, pay fees, or review comments and notes from staff.

Hello John Doe.
Below is a Dashboard of your current activities.

LINK TO PERMIT, PROJECT, AND LICENSES

My Open Permit Applications

1 total record(s)

Applications In Progress	Permit Type	Created Date	Delete
Continue Application	SIGNS	4/15/2023	Delete

My Active Permits

3 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEES DUE	ATTACHMENT	PRINT	UNLINK
TLHSTY2023-0009	334 LOUDOU...	HOME OCCUPATION HOMESTAY	ISSUED		Request	\$0.00	Link		
TLRESS2023-0015	921 RHONDA...	RESIDENTIAL SYSTEMS	ISSUED		Request	\$0.00	Link		
TLTMPU2023-0004	19360 COMP...	TEMPORARY USE PERMIT	RECEIVED			\$0.00	Link		

My Active Inspections

3 total record(s)

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
TLHSTY2023-0009	PERMIT	ISSUED	334 LOUDOU...	HOMESTAY INSPECTION	Schedule
TLRESS2023-0015	PERMIT	ISSUED	921 RHONDA...	**RESIDENTIAL SOLAR PANEL FINAL	Schedule
TLRESS2023-0015	PERMIT	ISSUED	921 RHONDA...	AS BUILT FINAL SURVEY	Schedule

My Active Projects

3 total record(s)

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE	ATTACHMENT	UNLINK
TLDMOD2023-0009	120 EDWARD...	DCSM MODIFICATION	APPLIED ONLINE	\$1,250.00	Link	
TLPMTG2023-0012	404 EDWARD...	PREAPPLICATION MEETING	INITIAL SETUP	\$0.00		
TLZNOM2023-0001	104 CATOCT...	ORDINANCE MODIFICATION	RECEIVED	\$0.00		

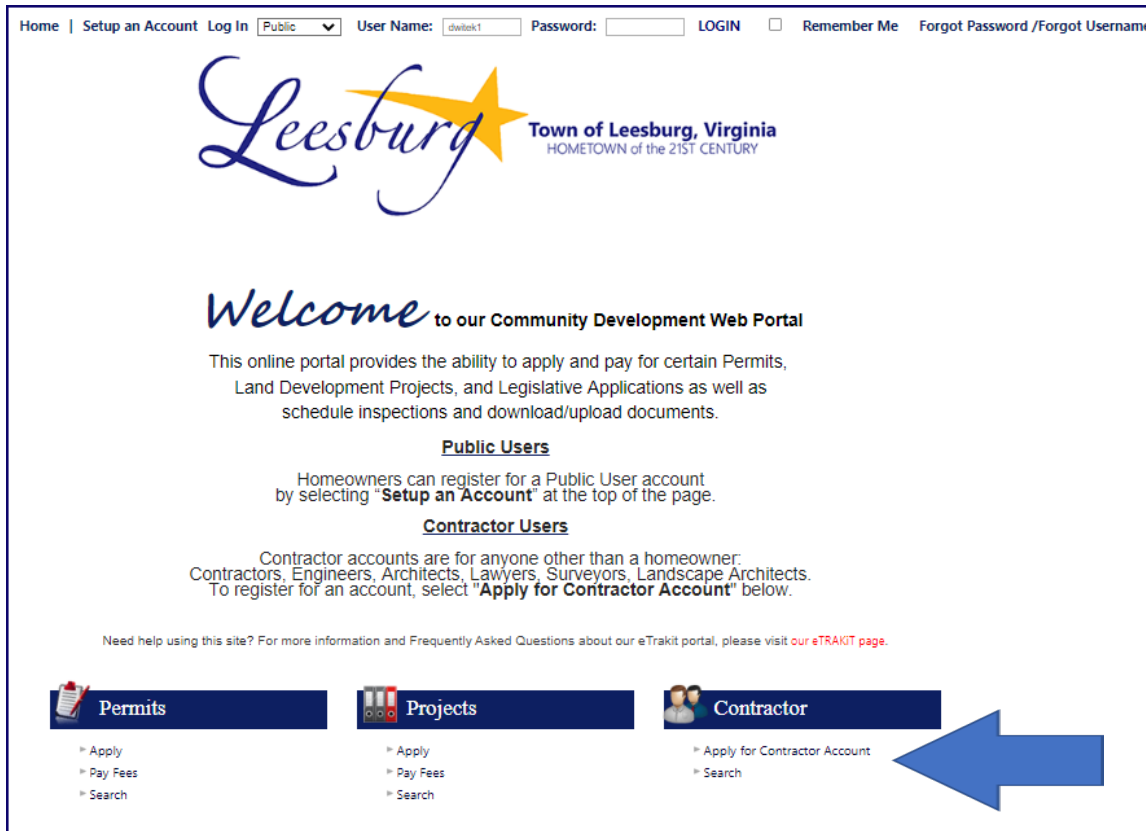
Creating a Contractor Account

All licensed contractors, engineers, or design professionals must have a **Contractor** account in eTRAKiT.

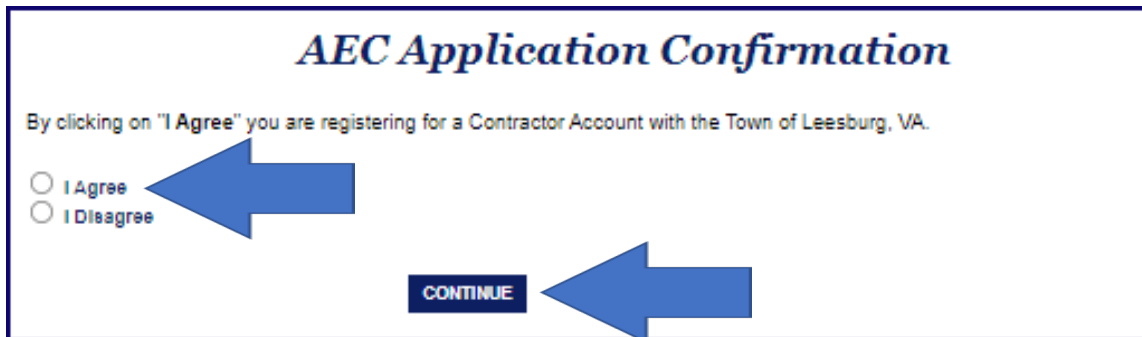
Note: eTRAKiT refers to the module for Contractor Accounts as **AEC** (Architect, Engineer, Contractor).

Signing Up for a Contractor account

1. Click **Apply for Contractor Account** under the Contractor section on the [Home](#) page.



2. Read disclaimer, choose **I Agree** and click **CONTINUE**. If you choose **I Disagree** you will be taken back to the **HOME** page.



3. Enter company name, choose contractor/design professional type (**AEC Type**) and complete required information, upload any documentation, and click **NEXT STEP**. Fields marked with an asterisk (*) are required.


AEC Application

Step 1 **AEC INFORMATION** Step 2 Step 3 Step 4

AEC Registration Information

AEC Information

*Company Name

*AEC Type 

Company Information

*Email

eTRAKiT License

*Password Rules Password must be between 8 and 64 characters.
At least one number.
At least one lower & upper case letter.
At least one special character.
Note: Password is case sensitive.

*Password

*Confirm Password

Secret Question


*Secret Answer

*Re-enter Secret Answer:

Attachments

Filename

Description



4. Provide contact information and click **NEXT STEP**.

AEC Application

Step 1 Step 2 **Contact Information** Step 3 Step 4

Application for a ENGINEERING Aec

Owner Information

Name: John Doe Phone: (571) 510-5555
Address: 900 Monroe Hwy Email Address: JohnDoe@leng.net
City: Chantilly
State: VA Zip: 20180

Owner 02 Information

Name: Address: City: State: Phone: Email Address: Zip:

Owner 03 Information

Name: Address: City: State: Phone: Email Address: Zip:

CANCEL PREVIOUS STEP **NEXT STEP**

5. Review information and click **NEXT STEP**.

Note: The Town of Leesburg does **not** charge a fee for creating a contractor account.

AEC Application

Step 1 Step 2 Step 3 **Review and Submit** Step 4

Application for a ENGINEERING AEC

Review the information below prior to submitting the application

AEC Information EDIT

Type: ENGINEERING
Company: Leesburg Engineers
Name: Leesburg Engineers
Email: leesburgengineers@leng.net

Contacts EDIT

Owner Information
John Doe (571) 510-5555
900 Monroe Hwy JohnDoe@leng.net
Chantilly, VA 20180

Owner 02 Information

Owner 03 Information

Fees

Total Fees: \$0.00

Attachments

To upload additional attachments click on Upload. Upload

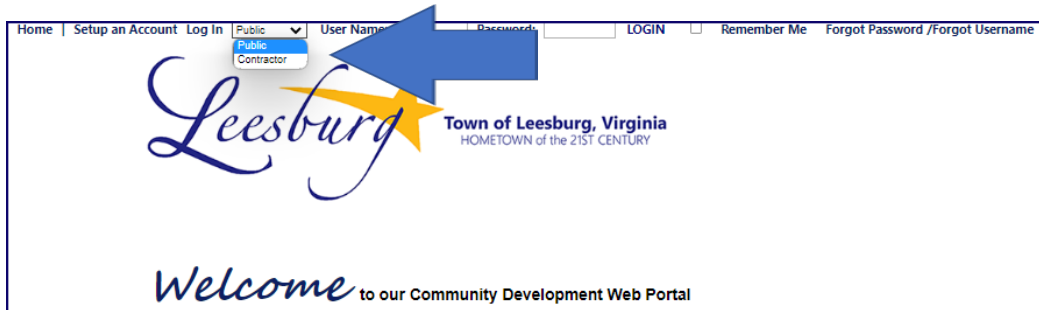
CANCEL PREVIOUS STEP **NEXT STEP**

6. Your account will now be created with the information provided and assigned an automatic "Contractor Number", for example AEC664. You will be taken directly to your **DASHBOARD** where you will be able to schedule and manage inspections, pay fees, or review comments and notes from staff once you create or link a project or permit to our account.

Permit Application Process

The process for submitting permit applications will be the same for public users (residents and homeowners) and contractors/engineers/design professionals.

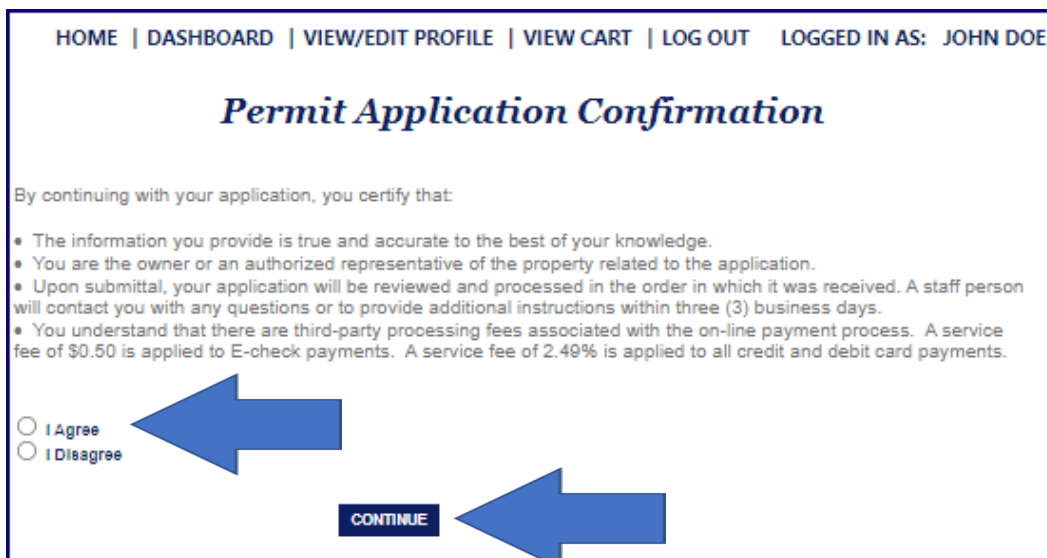
1. Log in to your account by selecting **Public** Log In if you are a homeowner or **Contractor** Log In. Enter your **User Name** (public account) or choose your User Name from the list (contractor account) depending on your account type, enter your **Password**, and click **LOGIN**.



2. From your **DASHBOARD**, select **Apply** under the **Permits** menu.



3. Read the Town certification. Choose **I Agree** and click **CONTINUE** to proceed. If you choose **I Disagree** you will be taken back to the **Home** page.



STEP 1: Permit Information

1. Fill out the following fields. Fields marked with an asterisk (*) are required.

Permit Application

Step 1 Permit Information Step 2 Step 3 Step 4

Permit Type Information

*PERMIT Type: RESIDENTIAL SYSTEMS

PERMIT Subtype: SOLAR PANEL

*Short Description: Add Solar Panels to roof

2. The following information will vary depending on permit type. ? indicates there is a ToolTip which provides more information for this field. Either hover over or click on this symbol to read the tip.

ADDITIONAL INFORMATION

ZONING RESD

? *Purpose of this Permit: Add Solar Panel to roof for energy efficiency.

? *Proposed Square Footage: 500

? BAR Case No., if applicable:

Development Plan No., if applicable:

? *Property Owner's Consent Provided: Yes

? *Plans Provided: NO

Any plans associated with the proposal should be included as an attachment with the permit submission.

3. In the Search By box choose Address to search by address or Parcel to search by Parcel ID #. Enter all or part of the address or parcel ID in the Search Value and click **SEARCH**.

Location

*Enter part or all of your address and press search

Search By: Address

Search Value: 921 RHONDA

SEARCH

- Expand the resulting picklist and choose your address from the list.

Location

*Enter part or all of your address and press search

Search By

Search Value

Select address below

Attachments

Permits must be linked to a valid Town of Leesburg parcel or address.

If your address or parcel number is not found, please check to make sure you are using the correct address format. Example, directional streets please use W instead of West. If the address does not populate and you have verified the address is within town limits, please contact the Department of Planning and Zoning.

- Once you select a result you will see the selected address in the **Location** as shown below. If this is incorrect, click [Address Lookup](#) to search again.

Location

150351899000

921 RHONDA PL SE

LEESBURG, VA 20175

[Address Lookup](#)

- Upload all required documents in the **Attachments** section.

Visit [this web page](#) for information about what is required for submitting certain types of permits/projects. Please name your files in a way which describes the item submitted. Improperly named files may result in an incomplete application. If you need to submit additional documentation you will be notified upon review of your application by Town staff.

Note: *The following document types are accepted: PDF, DOC, DOCX, XLS, JPG and PNG*


7. Click the **Select** button to browse your files. Select one or more files.

Attachments

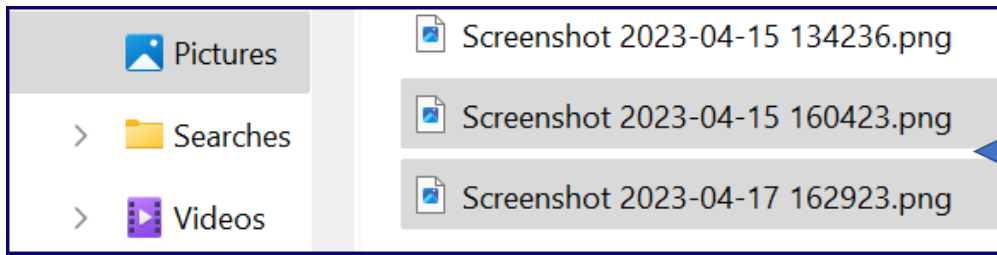
Please ensure you include all required attachments related to this application by uploading the documents below. Failure to include all required application materials may result in non-acceptance of the application.

**NOTE: The following file types are accepted: PDF DOC DOCX XLS JPG PNG
MAX FILE SIZE 300 MB**

****Please ensure that all fields marked with an asterisk (*) are completed before moving to the next step****

Filename 

Description



8. Click **UPLOAD** to attach the selected documents to the permit application.


Attachments


Please ensure you include all required attachments related to this application by uploading the documents below. Failure to include all required application materials may result in non-acceptance of the application.

**NOTE: The following file types are accepted: PDF DOC DOCX XLS JPG PNG
MAX FILE SIZE 300 MB**

****Please ensure that all fields marked with an asterisk (*) are completed before moving to the next step****


Filename

 Screenshot 2023-04-17 162923.png

 Screenshot 2023-04-15 160423.png

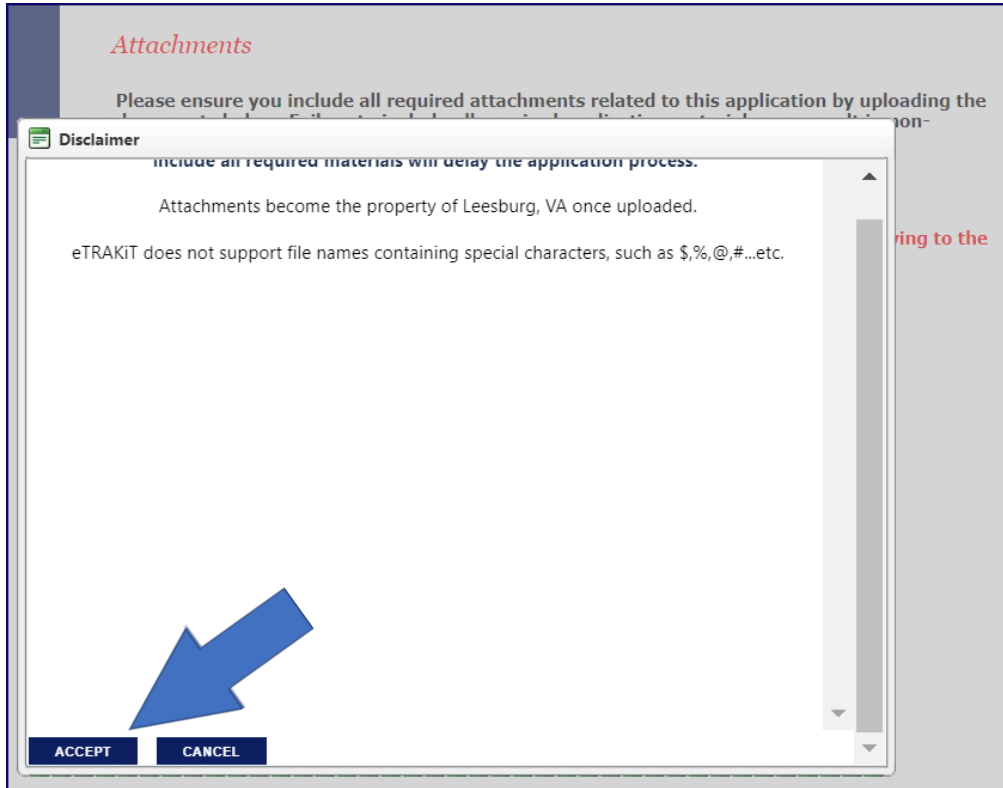
[Screenshot 2023-04-15 160423.png](#)
Description:

[Screenshot 2023-04-17 162923.png](#)
Description:

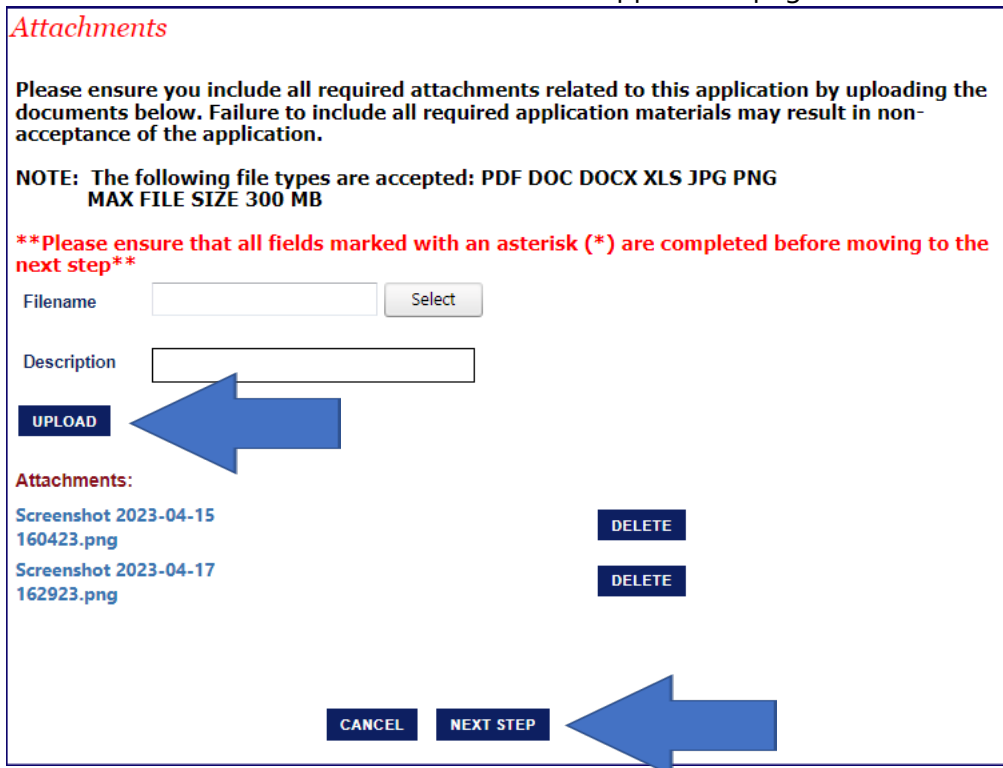


9. Read the Disclaimer and click **ACCEPT**.

Note: You may have to scroll down in the window to get to the **ACCEPT** and **CANCEL** buttons.



10. Click **NEXT STEP** at the bottom of the Permit Application page to continue.



STEP 2: Contact Information

1. Fill out the following fields, fields marked with * are required fields and click **NEXT STEP**.

Most of this information will be already completed based on your profile information.

Owner information should pre-populate based on the owner of record according to the Loudoun County Commissioner of the Revenue's Office. This may not reflect recent changes made in ownership.

Permit Application

Step 1 Step 2 Contact Information Step 3 Step 4

Application for a RESIDENTIAL SYSTEMS Permit

Applicant Information

*Name	<input type="text" value="John Doe"/>	*Phone	<input type="text" value="(571) 510-5105"/>
*Address	<input type="text" value="25 W Market St"/>	*Email Address	<input type="text" value="JohnDoe@gmail.com"/>
*City	<input type="text" value="Leesburg"/>	*Zip	<input type="text" value="20176"/>
*State	<input type="text" value="VA"/>		<input type="text"/>

Owner Information

Name	<input type="text" value="WHITING, DAVID & CORINNE MO"/>	Phone	<input type="text" value="() - -"/>
Address	<input type="text" value="921 RHONDA PL SE"/>	Email Address	<input type="text"/>
City	<input type="text" value="LEESBURG"/>	Zip	<input type="text" value="20176"/>
State	<input type="text" value="VA"/>		<input type="text"/>

Contractor Information

Name	<input type="text"/>	Phone	<input type="text" value="() - -"/>
Address	<input type="text"/>	Email Address	<input type="text"/>
City	<input type="text"/>	License#	<input type="text"/>
State	<input type="text"/>	Zip	<input type="text"/>

STEP 3: Review and Submit

1. Review Information. You will be able to review and make edits to your application if needed. When complete with any edits needed, click **NEXT STEP** (if no fees) or **SUBMIT** (if fees need to be paid).

Upon submission of your application, Town staff will review your application and notify you if the application is incomplete or if more information is needed.

Permit Application

Step 1 Step 2 Step 3 Review and Submit Step 4

Application for a RESIDENTIAL SYSTEMS Permit

Permit Information EDIT

Type	RESIDENTIAL SYSTEMS
Subtype	SOLAR PANEL
Description	Add Solar Panels to...
Job Value	\$0.00

Location EDIT

921 RHONDA PL SE
LEESBURG, VA 20175 KINCAID FOREST

Contacts EDIT

Applicant Information
John Doe (571) 510-5105
25 W Market St JohnDoe@gmail.com
Leesburg, VA 20176

Owner Information
WHITING, DAVID & CORINNE MORIATIS
921 RHONDA PL SE
LEESBURG, VA 20175

Contractor Information

Fee Information

Type	Amount
RESIDENTIAL	\$50.00
PER RESIDENTIAL ADDITION,...	50.00
Total Fees	\$50.00

Attachments

Attachments:


TLHP-2020-0081 220 NORTH KING - ROOF SOLAR PANELS Approved Plans.pdf DELETE

TLHP-2020-0081_APPROVAL_220 N King_amend TLHP-2019-0090 (2).pdf DELETE

To upload additional attachments click on Upload. Upload

Review the information prior to submitting.

CANCEL PREVIOUS STEP NEXT STEP



STEP 4: Checkout/Confirmation

1. Payment requirement will vary by application type. If there is no payment due at the time of submission the **Fee Information** section will show that **Total Fees** are zero (\$0.00). Click **SUBMIT** to proceed.

Permit Application

Step 1 Step 2 **Step 3 Review and Submit** Step 4

Application for a TEMPORARY USE PERMIT Permit

Permit Information [EDIT](#)

Type: TEMPORARY USE PERMIT
 Subtype: FESTIVAL OR FAIR
 Description: Leesburg BBQ Festiv...
 Job Value: \$0.00

Location [EDIT](#)

19360 COMPASS CREEK PKWY
 LEESBURG, VA 20175 LEESBURG AIRPORT
 ASSOCIATES

Contacts [EDIT](#)

Applicant Information

Leesburg Contracting Services
 (571) 510-5715
 15 Catocctin Cir SE
 leesburgcontractingservices@lcs.net
 Leesburg, VA 20175

Owner Information

Contractor Information

Leesburg Contracting Services
 (571) 510-5715
 15 Catocctin Cir SE
 leesburgcontractingservices@lcs.net
 Leesburg, VA 20175

Fee Information


Type	Amount
Total Fees	\$0.00

Attachments

To upload additional attachments click on Upload. [Upload](#)

Review the information prior to submitting.

CANCEL
PREVIOUS STEP
SUBMIT



2. If payment is due at the time of application submission the **Fee Information** section will show the **Total Fees**. Click **NEXT STEP** to view the **Checkout Summary**.

Permit Application

Step 1 Step 2 **Step 3 Review and Submit** Step 4

Application for a RESIDENTIAL SYSTEMS Permit

Permit Information [EDIT](#)

Type: RESIDENTIAL SYSTEMS
 Subtype: SOLAR PANEL
 Description: Add Solar Panels to...
 Job Value: \$0.00

Location [EDIT](#)

921 RHONDA PL SE
 LEESBURG, VA 20175 KINCAID FOREST

Contacts [EDIT](#)

Applicant Information

John Doe (571) 510-5105
 25 W Market St
 JohnDoe@gmail.com
 Leesburg, VA 20175

Owner Information

WHITING, DAVID & CORINNE MORIATIS
 921 RHONDA PL SE
 LEESBURG, VA 20175

Contractor Information

Fee Information

Type	Amount
RESIDENTIAL	\$50.00
PER RESIDENTIAL ADDITION,...	\$0.00
Total Fees	\$50.00

Attachments

Attachments:


TLHP-2020-0081 220 NORTH KING - ROOF SOLAR PANELS Approved Plans.pdf [DELETE](#)

TLHP-2020-0081_APPROVAL_220 N King_amend TLHP-2019-0090 (2).pdf [DELETE](#)

To upload additional attachments click on Upload. [Upload](#)

Review the information prior to submitting.

CANCEL
PREVIOUS STEP
NEXT STEP



From the [Checkout Summary](#), click **Pay Now** to transfer to our payment processor where you can pay the fees using a variety of payment methods. *Note that the Payment Processor charges a convenience fee which will be clearly identified before you complete the payment.*

Enter Payment Information

All fields are required unless labeled as optional.

First Name: John Middle Name: [Optional]

Last Name: Doe Daytime Phone Number: 5715103107

ZIP Code: 20176

Pay this Amount \$: 0.00

Payment Method:

- eCheck / Bank Account
- VISA Debit Card
- VISA Credit Card
- PayPal
- PayPal Credit
- Venmo

Card Number: [Enter card number] CVV: [CVV]

Expiration Date: MM / YYYY

Card Holder Name: [Enter card holder name]

Buttons: Continue, Cancel

3. After completing payment, a receipt will display. Click **PRINT SUMMARY** for print options.
4. Click **VIEW PERMIT** to view your application and obtain your permit number.

Permit Application

Step 1 Step 2 Step 3 Step 4 Checkout/Confirmation

Confirmation

Once Central City has reviewed your application you will be notified if any additional fees are required, these fees can be viewed and paid online once finalized.

VIEW PERMIT

Example of a permit is shown below:

Permit #ILTMPU2023-0004

Attachment Permit Inspections

Permit Info Site Info Fees \$0.00 Inspections(0) Reviews(1)

Type: TEMPORARY USE PERMIT

Subtype: FESTIVAL OR FAIR

Short Description: Leesburg BBQ Festival

Status: APPLIED ONLINE

Applied Date: 4/15/2023

Approved Date:

Issued Date:

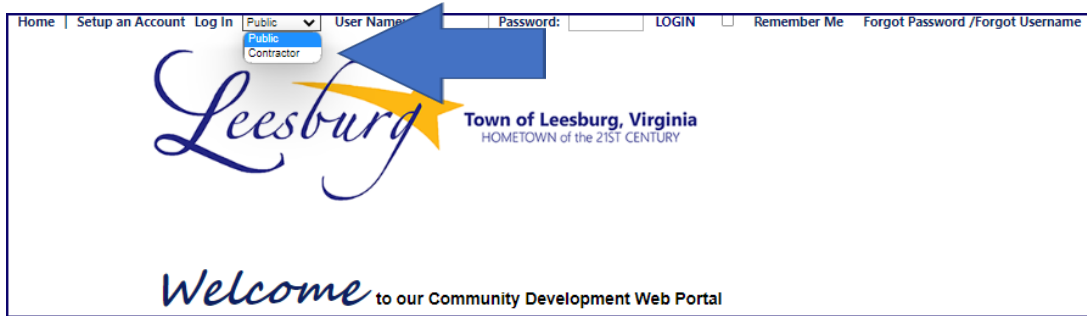
Finaled Date:

Expiration Date:

Project Application Process

The process for submitting project applications will be the same for public users (residents and homeowners) and contractors/engineers/design professionals.

1. Log in to your account by selecting **Public** Log In if you are a homeowner or as a contractor and **Contractor** Log In. Enter or choose your User Name depending on your account type, enter your Password, and click **LOGIN**.



2. From your **DASHBOARD**, select **Apply for New Project** under the **Projects** menu.



3. Read the Town certification. Choose **I Agree** and click **CONTINUE** to proceed. If you choose **I Disagree** you will be taken back to the **HOME** page.



STEP 1: Project Information

1. Fill out the following fields. Fields marked with an asterisk (*) are required.

Project Application

STEP 1 PROJECT INFORMATIONSTEP 2STEP 3STEP 4

Project Type Information

The application will not be viewable by Staff until steps 1 thru 4 have been completed. Once the application has been submitted and all required submission items have been provided and fees have been paid, in full, staff will perform a completeness review.

STEP 1: PROJECT TYPE AND SUPPORTING INFO

STEP 2: CONTACT INFORMATION


STEP 3: REVIEW AND SUBMIT APPLICATION

STEP 4: CHECKOUT/CONFIRMATION

Please be advised that any applications submitted on weekends, holidays or after 4:00 PM (on any given business day) shall, for tracking purposes, have an official submission date of the next official "Business Day".





****Please ensure that all fields marked with an asterisk (*) are completed before moving to the next step****

*PROJECT Type	<input type="text" value="ORDINANCE MODIFICATION"/>
PROJECT Subtype	<input type="text" value="BUFFER YARD"/>
*Project Description	<input type="text" value="Modifications to setbacks"/>


2. The following information will vary depending on permit type.  indicates there is a ToolTip which provides more information for this field. Either hover over or click on this symbol to read the tip.

ADDITIONAL INFORMATION

MOD OR WAIVER

Related Application/Project:	<input type="text"/>
 *Section(s) of Zoning Ordinance:	<input type="text" value="1.2.1"/>
 *Project Description:	<input type="text" value="MODIFICATION OF REQUIRED BUFFER YARDS AT THE STATION AUTOWASH ON CATOCTIN CIR"/>
 Existing Use:	<input type="text" value="Carwash"/>
 Requested Use:	<input type="text" value="Carwash"/>

3. In **Search By** box select address or parcel and enter site address or parcel number for location and select the **SEARCH** button.



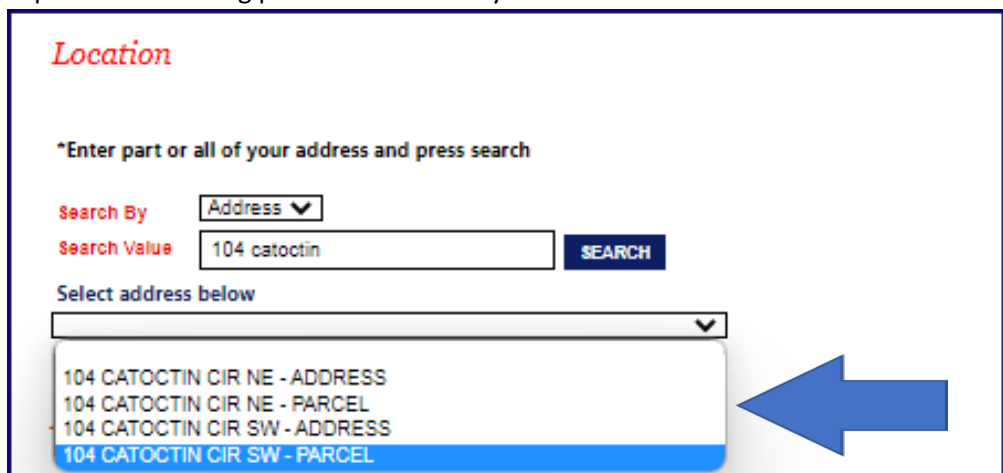
Location

*Enter part or all of your address and press search

Search By Address ▾

Search Value 104 catoctin **SEARCH** ←

Expand the resulting picklist and choose your address from the list.



Location

*Enter part or all of your address and press search

Search By Address ▾

Search Value 104 catoctin **SEARCH**

Select address below

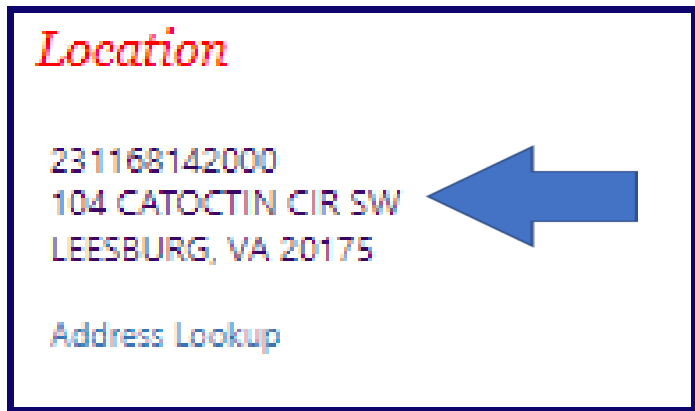
- 104 CATOCTIN CIR NE - ADDRESS
- 104 CATOCTIN CIR NE - PARCEL
- 104 CATOCTIN CIR SW - ADDRESS
- 104 CATOCTIN CIR SW - PARCEL ←

Projects must be linked to a valid Town of Leesburg parcel or address.

If your address or parcel number is not found, please make sure that you are using the correct address format. Example, directional streets please use W instead of West.

If the address does not populate and you have verified the address is within town limits, please contact the Department of Planning and Zoning.

4. Once you select a result you will see the selected address in the Location as shown below:



Location

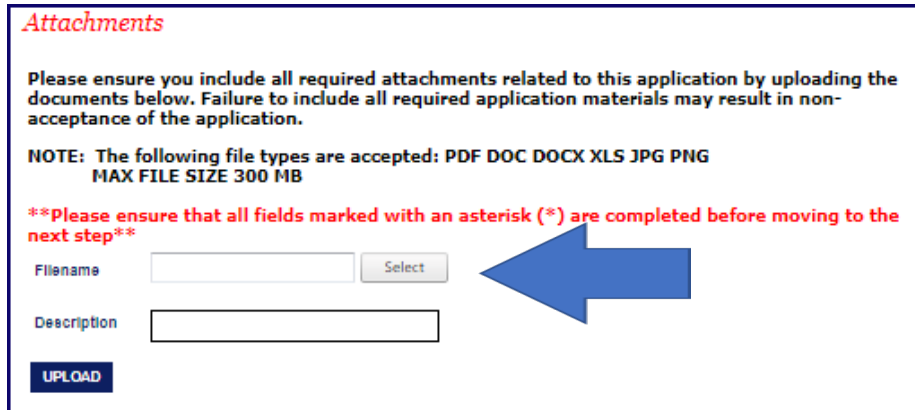
231168142000
104 CATOCTIN CIR SW ←
LEESBURG, VA 20175

[Address Lookup](#)

11. Upload all required documents in the **Attachments** section.

Visit [this web page](#) for information about what is required for submitting certain types of permits/projects. Please name your files in a way which describes the item submitted. Improperly named files may result in an incomplete application. If you need to submit additional documentation you will be notified upon review of your application by Town staff.

Note: The following document types are accepted: PDF, DOC, DOCX, XLS, JPG and PNG




Attachments

Please ensure you include all required attachments related to this application by uploading the documents below. Failure to include all required application materials may result in non-acceptance of the application.

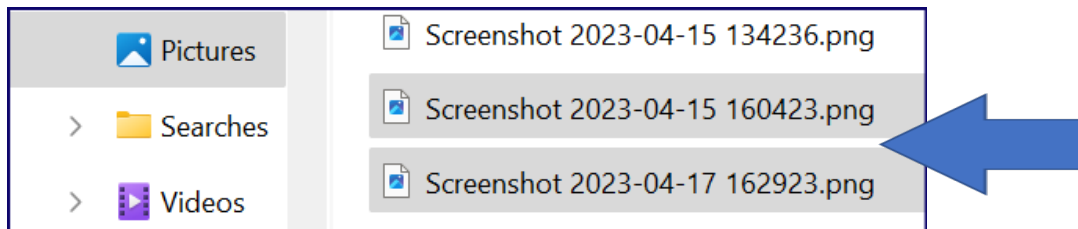
**NOTE: The following file types are accepted: PDF DOC DOCX XLS JPG PNG
MAX FILE SIZE 300 MB**

****Please ensure that all fields marked with an asterisk (*) are completed before moving to the next step****

Filename 

Description

12. Click the **Select** button to browse your files. Select one or more files.



13. Click **UPLOAD** to attach the selected documents to the Project Application



Attachments

Please ensure you include all required attachments related to this application by uploading the documents below. Failure to include all required application materials may result in non-acceptance of the application.

**NOTE: The following file types are accepted: PDF DOC DOCX XLS JPG PNG
MAX FILE SIZE 300 MB**

****Please ensure that all fields marked with an asterisk (*) are completed before moving to the next step****

Filename

Screenshot 2023-04-17 162923.png

Screenshot 2023-04-15 160423.png

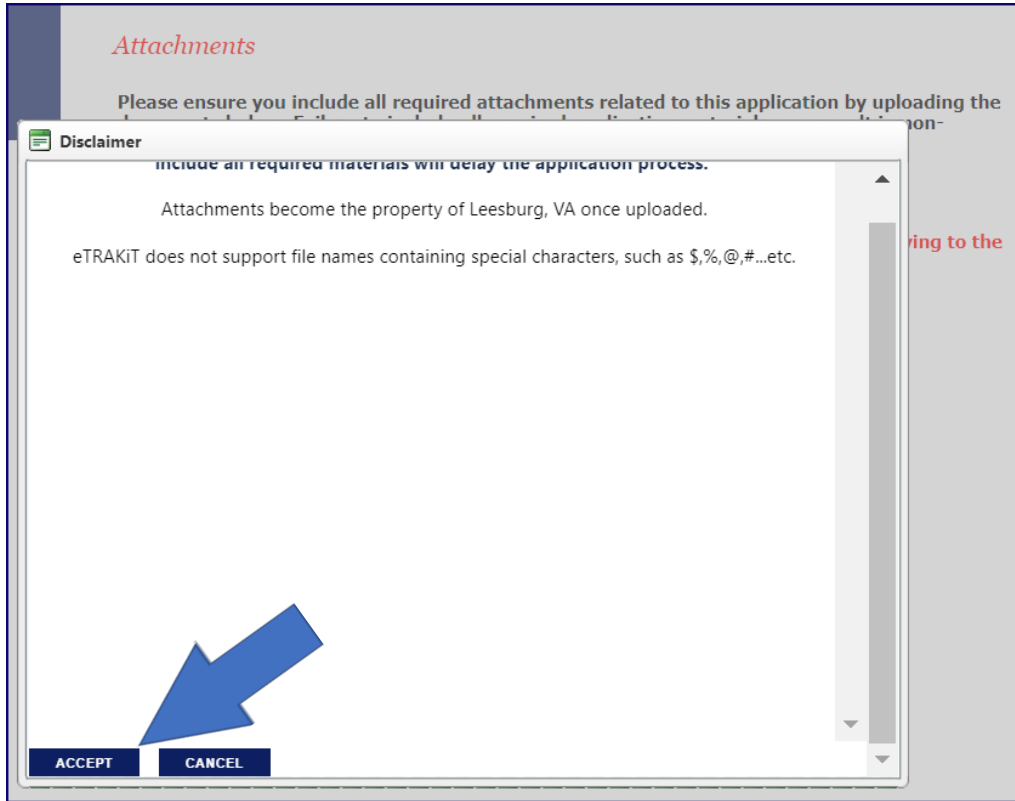
Screenshot 2023-04-15 160423.png
Description:

Screenshot 2023-04-17 162923.png
Description:

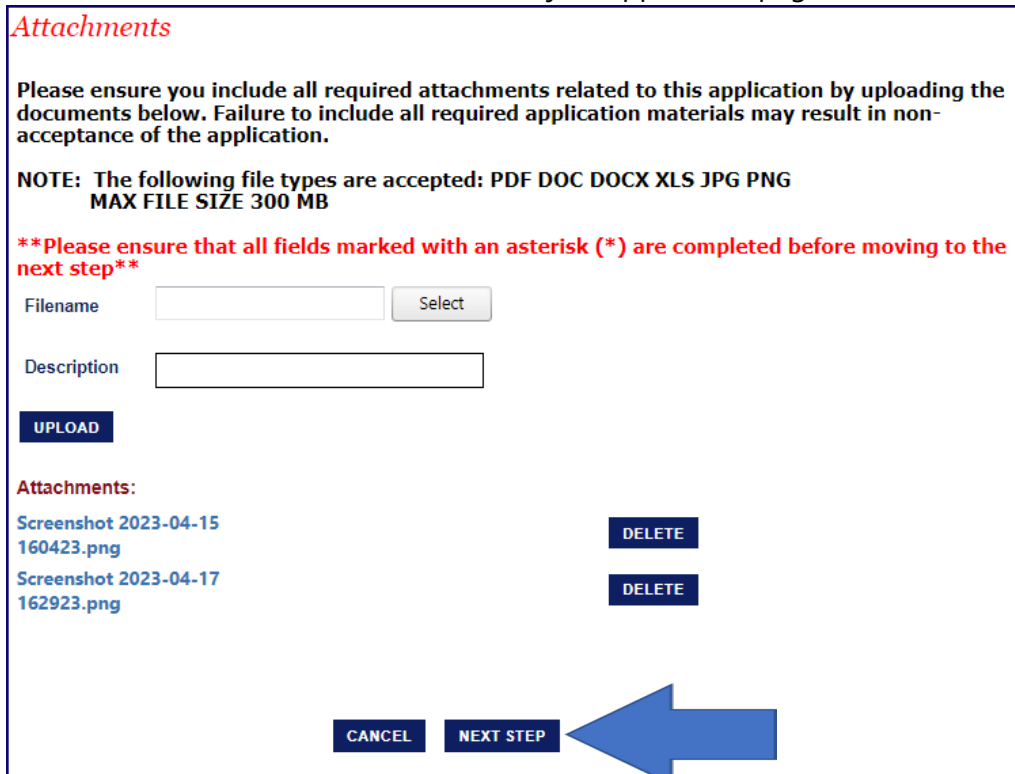


14. Read the Disclaimer and click **ACCEPT**.

Note: You may have to scroll down in the window to get to the **ACCEPT** and **CANCEL** buttons.



15. Click **NEXT STEP** at the bottom of the Project Application page to continue.



STEP 2: Contact Information

1. Fill out the following fields. Fields marked with an asterisk (*) are required. Click **NEXT STEP**.

Most of this information will be already completed based on your profile information. Owner information should pre-populate based on the owner of record according to the Loudoun County Commissioner of the Revenue's Office. This may not reflect recent changes made in ownership.

Project Application

STEP 1STEP 2 Contact InformationSTEP 3STEP 4

Application for a DCSM MODIFICATION Project

Applicant Information

*Name	<input type="text" value="John Doe"/>	*Phone	<input type="text" value="(555) 111-2222"/>
*Address	<input type="text" value="25 W Market St"/>	*Email Address	<input type="text" value="JohnDoe@gmail.com"/>
*City	<input type="text" value="Leesburg"/>	*Zip	<input type="text" value="20176"/>
*State	<input type="text" value="VA"/>		<input type="text"/>

Owner Information

Name	<input type="text" value="WHITE DOOR LLC"/>	Phone	<input type="text" value="() - -"/>
Address	<input type="text" value="PO BOX 182"/>	Email Address	<input type="text"/>
City	<input type="text" value="MIDDLEBURG"/>	Zip	<input type="text" value="20118"/>
State	<input type="text" value="VA"/>		<input type="text"/>

Name	<input type="text"/>	Phone	<input type="text" value="() - -"/>
Address	<input type="text"/>	Email Address	<input type="text"/>
City	<input type="text"/>	Zip	<input type="text"/>
State	<input type="text"/>		<input type="text"/>

STEP 3: Review and Submit

1. Review Information. You will be able to review and make edits to your application if needed. When complete with any edits needed, click **SUBMIT**.

*NOTES: Clicking **SUBMIT** only creates the application. All Fees must be paid and all supporting documents provided in order for the application to officially be accepted for review.*

Upon submission of your application, Town staff will review your application and notify you if the application is incomplete or if more information is needed.

Project Application

STEP 1STEP 2STEP 3 Review and SubmitSTEP 4

Application for a ORDINANCE MODIFICATION Project

Review the information below prior to submitting the application

Project Information

EDIT

Type	ORDINANCE MODIFICATION
Subtype	BUFFER YARD
Description	Modifications to setbacks

Location

EDIT

104 CATOCTIN CIR SW
LEESBURG, VA 20175 CRESTWOOD HAMLET

Contacts

EDIT

Applicant Information
John Doe (555) 333-4444
25 W Market St JohnDoe@gmail.com
Leesburg, VA 20176

Tenant Information

Attorney Information

Landscape Arc Information

Agent Information

Surveyor Information

Owner Information
VASQUEZ SOVERO, ELIZABETH Y & MATOS
VASQUEZ, MANUEL ADOLFO
703 ALABAMA DR
HERNDON, VA 20170

Fee Information

Type	Fees Details	Amount
<hr/>		
Total Fees		\$0.00

Attachments

To upload additional attachments click on Upload. Upload

CANCELPREVIOUS STEPSUBMIT

STEP 4: Checkout/Confirmation

1. Read the information displayed on the Project Confirmation page then click **VIEW PROJECT** to view your application and obtain your permit number.

Project Application

STEP 1 STEP 2 STEP 3 STEP 4 Checkout/Confirmation

Confirmation

A Project has been set up with the Town of Leesburg via the online web Portal.

LEGISLATIVE & BAR APPLICATIONS

Fees will be assessed after submission. The applicant will be notified via email when fees are due or if any other documentation is needed.

LAND DEVELOPMENT APPLICATIONS

The applicant will receive correspondence regarding the next steps in the application process. Please note the following:

1. All fees SHALL be paid in full.
2. All Required Submission Documents SHALL be uploaded into eTrakiT.

Before a Land Development Application will be officially accepted for review, all fees **MUST** be paid in full and all required submission documents **MUST** be uploaded into eTrakiT (via this online Web Portal).

Click the 'VIEW PROJECT' button below to upload any additional documents and pay all applicable fees. (Take note of the application number, which will be required for future reference.)

VIEW PROJECT 

Example of Project below:

Project #TLZNOM2023-0001

Attachment

Project Info Site Info Fees \$0.00 Inspections(0) Reviews(1) Chronology (0)

MOD OR WAIVER

Description: **Modifications to setbacks**

Type: **ORDINANCE MODIFICATION**

Subtype: **BUFFER YARD**

Planner:

Status: **APPLIED ONLINE**

Applied: **4/15/2023**


Approved:

Closed:

Expired:

Status: **4/15/2023**

Inactive:



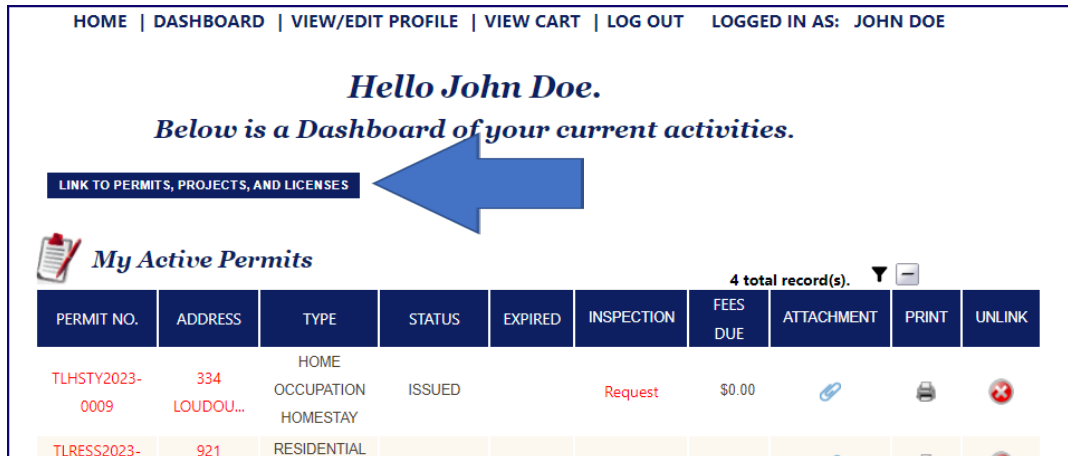
Dashboard

Your new permit and project will now be shown on the dashboard. From here you will be able to monitor overall progress, pay fees if applicable, request inspections and follow progress with reviews and inspections.

Add (Link) Existing Permits and Projects to your Dashboard

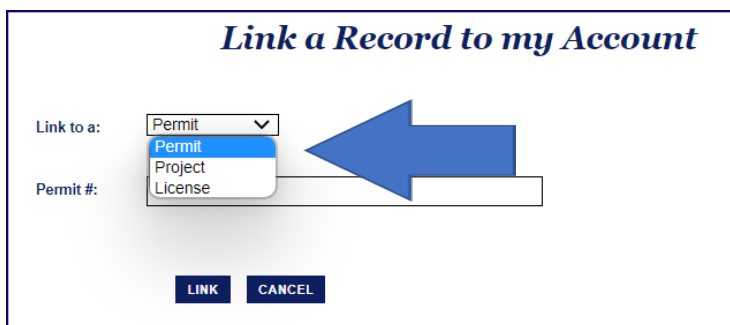
You can add other permits and projects you did not start in eTRAKiT to your dashboard by linking to them. You will need to know the permit or project # to add these.

1. Click **LINK TO PERMITS, PROJECTS, AND LICENSES** at the top of your Dashboard.



2. Choose **Permit** or **Project** and specify the number you want to link. This could be a number assigned from LMIS, our legacy system. It could also be one created in the new system by Town staff or by someone else in eTRAKiT. Click **LINK** to link the permit or project to the dashboard.

Note: The Town is not using eTRAKiT's License module so disregard this option in the "Link to a" selection box.



Link a Record to my Account

Link to a:

Permit #:



My Active Permits

4 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEES DUE	ATTACHMENT	PRINT	UNLINK
TLHSTY2023-0009	334 LOUDOU...	HOME OCCUPATION HOMESTAY	ISSUED		Request	\$0.00			
TLRESS2023-0015	921 RHONDA...	RESIDENTIAL SYSTEMS	ISSUED			\$200.00			
TLTMPU2023-0004	19360 COMP...	TEMPORARY USE PERMIT	RECEIVED			\$0.00			
TLZP-2023-0112	1409 HAWLI...	CONVERTED	APPROVED, STAMPED & INITIALED						

Link a Record to my Account

Link to a:

Project #:




My Active Projects

4 total record(s)

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE	ATTACHMENT	UNLINK
TLDMOD2023-0009	120 EDWARD...	DCSM MODIFICATION	APPLIED ONLINE	\$1,250.00		
TLPF-2022-0003	19525 COMP...	SITE PLAN	APPROVED			
TLPMTG2023-0012	404 EDWARD...	PREAPPLICATION MEETING	INITIAL SETUP	\$0.00		
TLZNOM2023-0001	104 CATOCT...	ORDINANCE MODIFICATION	RECEIVED	\$0.00		

Remove (Unlink) a Permit or Project from your Dashboard

At any time, you can remove a permit or project from your dashboard by unlinking it.

1. Click on the "Red X" link  next to the application you want to remove.

Hello John Doe.
Below is a Dashboard of your current activities.

LINK TO PERMITS, PROJECTS, AND LICENSES

My Active Permits

4 total record(s) 

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEES DUE	ATTACHMENT	PRINT	UNLINK
TLHSTY2023-0009	334 LOUDOU...	HOME OCCUPATION HOMESTAY	ISSUED		Request	\$0.00			
TLRESS2023-0015	921 RHONDA...	RESIDENTIAL SYSTEMS	ISSUED			\$200.00			
TLTMPU2023-0004	19360 COMP...	TEMPORARY USE PERMIT	RECEIVED			\$0.00			
TLZP-2023-0112	1409 HAWLL...	CONVERTED	APPROVED, STAMPED & INITIALED						

My Active Inspections

3 total record(s) 

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
TLHSTY2023-0009	PERMIT	ISSUED	334 LOUDOU...	HOMESTAY INSPECTION	Schedule
TLRESS2023-0015	PERMIT	ISSUED	921 RHONDA...	**RESIDENTIAL SOLAR PANEL FINAL	
TLRESS2023-0015	PERMIT	ISSUED	921 RHONDA...	AS BUILT FINAL SURVEY	

My Active Projects

4 total record(s) 


PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE	ATTACHMENT	UNLINK
TLDMOD2023-0009	120 EDWARD...	DCSM MODIFICATION	APPLIED ONLINE	\$1,250.00		
TLPF-2022-0003	19525 COMP...	SITE PLAN	APPROVED			
TLPMTG2023-0012	404 EDWARD...	PREAPPLICATION MEETING	INITIAL SETUP	\$0.00		
TLZINOM2023-0001	104 CATOCT...	ORDINANCE MODIFICATION	RECEIVED	\$0.00		

2. Click **OK** to proceed if you are sure you want to unlink the permit or project. Otherwise click **Cancel**.

Are you sure you want to unlink this Permit?


ED IN AS: JOHN DOE













es.



LINK TO PERMITS, PROJECTS, AND LICENSES

My Active Permits

4 total record(s) 

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEES DUE	ATTACHMENT	PRINT	UNLINK
TLHSTY2023-0009	334 LOUDOU...	HOME OCCUPATION HOMESTAY	ISSUED		Request				
TLRESS2023-0015	921 RHONDA...	RESIDENTIAL SYSTEMS	ISSUED			\$200.00			
TLTMPU2023-0004	19360 COMP...	TEMPORARY USE PERMIT	RECEIVED						
TLZP-2023-0112	1409 HAWLL...	CONVERTED	APPROVED, STAMPED &						

Inspections

Once your permit is in an **Issued** status, you will be able to request inspections.

**Please note our Inspections policy: Inspections can be scheduled up to 7 days in advance from the current date. Each inspection type has a cap (max inspections per day). When the cap is reached, the day is removed from the "Requested Date" drop down menu. If the cap is reached for the entire time period, no dates would be displayed. In this situation please check back as availability can open as the next day becomes available. If there is a continued unavailability, please contact the Building Department at 800-555-1212.*


If the preferred dated is not available and the inspection request is time sensitive, you may check with the inspectors for an alternate available date. Availability is based on the current inspection load and the priorities for inspections.

Request an Inspection

1. Click on the **Request** link to begin the request.

Hello John Doe.
Below is a Dashboard of your current activities.

LINK TO PERMITS, PROJECTS, AND LICENSES

 **My Open Permit Applications** 1 total record(s).

Applications In Progress	Permit Type	Created Date	Delete
Continue Application	SIGNS	4/15/2023	Delete

 **My Active Permits** 2 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEES DUE	ATTACHMENT	PRINT	UNLINK
TLHSTY2023-0009	334 LOUDOU...	HOME OCCUPATION HOMESTAY	ISSUED			\$0.00			
TLRESS2023-0015	921 RHONDA...	RESIDENTIAL SYSTEMS	ISSUED		Request				

 **My Active Inspections** 2 total record(s).

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
TLHSTY2023-0009	PERMIT	ISSUED	334 LOUDOU...	HOMESTAY INSPECTION	
TLRESS2023-0015	PERMIT	ISSUED	921 RHONDA...	**RESIDENTIAL SOLAR PANEL FINAL	

 **My Active Projects** 3 total record(s).

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE	ATTACHMENT	UNLINK
TLDMOD2023-0009	120 EDWARD...	DCSM MODIFICATION	APPLIED ONLINE	\$1,250.00		
TLPMTG2023-0012	404 EDWARD...	PREAPPLICATION MEETING	APPLIED ONLINE	\$0.00		
TLZNOM2023-0001	104 CATOCT...	ORDINANCE MODIFICATION	APPLIED ONLINE	\$0.00		

- Fill out the following fields. Fields marked with asterisk (*) are required. Click **ADD INSPECTION**.

PERMIT Inspection Request - TLRESS2023-0015

* Contact Name:

* Phone Number:

* Site Address:


* Email Address:

Remarks:

Notes:

Inspection Type:

Requested Date:

 **ADD INSPECTION** **CANCEL**

To request an inspection, please fill out the form above. Any items with a * are **REQUIRED** fields and must be populated to complete the inspection request.

IMPORTANT! This is only a **REQUEST** to schedule an inspection, we cannot guarantee that the requested inspection time will be honored due to the workload of the Inspector on the date requested. Staff will do their best to accommodate your request.

Inspections can be scheduled up to 14 days in advance from the current date. Each inspection type has a cap (max inspections per day). When the cap is reached, the day is removed from the "Requested Date" drop down above. If no dates are available, please check back as availability can open as the next day becomes available. If there are continued issues, please contact the Department of Planning & Zoning at 703-771-2730.

Availability is based on the current inspection load and the priorities for inspections. Inspections are active once an Inspector's name has been assigned. Inspection status is updated daily by 8:30 a.m.

You may cancel your inspection up to 3:00PM the day before the inspection is scheduled using the Online Web Portal or calling the Department of Planning and Zoning at 703-771-2730 for assistance.

Staff cannot guarantee the inspector will be contacted prior to visiting the job site for same day cancellations.

- Click **SUBMIT**.

PERMIT Inspection Request - TLRESS2023-0015

* Contact Name:

* Phone Number:

* Site Address:

* Email Address:

Remarks:

Notes:

Inspection Type:


Requested Date:

ADD INSPECTION **CANCEL**

To request an inspection, please fill out the form above. Any items with a * are **REQUIRED** fields and must be populated to complete the inspection request.

IMPORTANT! This is only a **REQUEST** to schedule an inspection, we cannot guarantee that the requested inspection time will be honored due to the workload of the Inspector on the date requested. Staff will do their best to accommodate your request.

Inspection Type	Request Date	Time	Deletes
AS BUILT FINAL SURVEY	4/17/2023	Any	Delete

 **SUBMIT** **RESET**

4. Review Disclaimer and click **ACCEPT**.

Note: You may have to scroll down in the window to get to the **ACCEPT** and **CANCEL** buttons.

Schedule HOMESTAY INSPECTION PERMIT Inspection - TLHSTY2023-0009

Disclaimer



desired date of inspection. Inspection scheduling is at the complete discretion of the Town of Leesburg, VA.


ACCEPT **CANCEL**

has a cap (max down above. If no there are

Availability is based on the current inspection load and the priorities for inspections. Inspections are active once an Inspector's name has been assigned. Inspection status is updated daily by 8:30 a.m.

5. You will now see the chosen date in your dashboard.


 **My Active Inspections** 3 total record(s) 

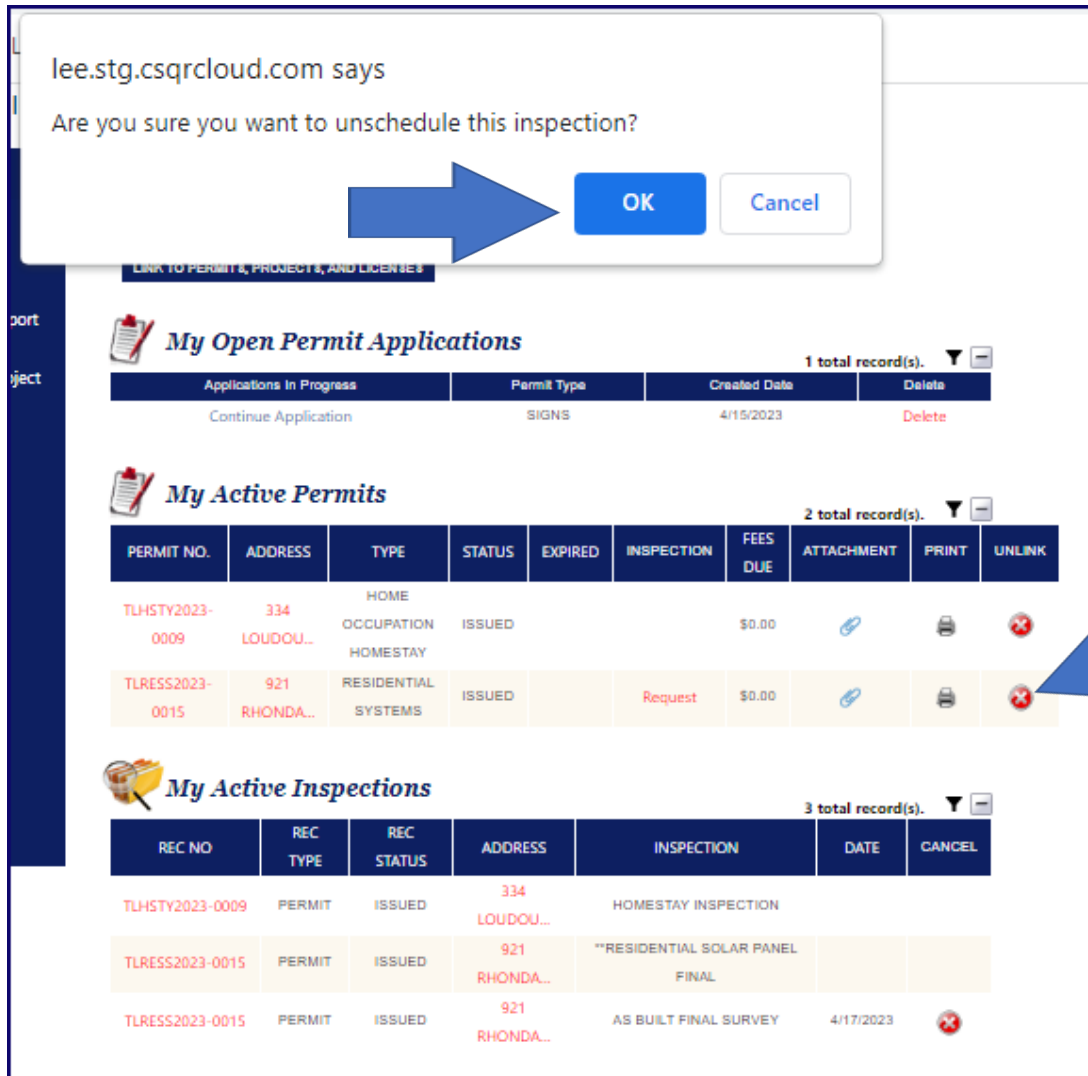
REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	CANCEL
TLHSTY2023-0009	PERMIT	ISSUED	334 LOUDOU...	HOMESTAY INSPECTION		
TLRESS2023-0015	PERMIT	ISSUED	921 RHONDA...	**RESIDENTIAL SOLAR PANEL FINAL		
TLRESS2023-0015	PERMIT	ISSUED	921 RHONDA...	AS BUILT FINAL SURVEY	4/17/2023	

Cancel an Inspection

You may cancel your inspection up to **3:00 PM** the day before the inspection is scheduled.

**We cannot guarantee the inspector will be contacted prior to visiting the job site for same day cancellations*

1. Click on the "Red X" link  to begin the request. Click **OK** to proceed if you are sure you want to un-schedule the inspection.









The screenshot shows a web application interface. At the top, a confirmation dialog box is open, asking "Are you sure you want to un-schedule this inspection?". The dialog has two buttons: "OK" (highlighted with a blue arrow) and "Cancel". Below the dialog, the main content area is divided into three sections: "My Open Permit Applications", "My Active Permits", and "My Active Inspections".

My Open Permit Applications (1 total record(s))

Applications In Progress	Permit Type	Created Date	Delete
Continue Application	SIGNS	4/15/2023	Delete

My Active Permits (2 total record(s))

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEES DUE	ATTACHMENT	PRINT	UNLINK
TLHSTY2023-0009	334 LOUDOU...	HOME OCCUPATION HOMESTAY	ISSUED			\$0.00			
TLRESS2023-0015	921 RHONDA...	RESIDENTIAL SYSTEMS	ISSUED		Request	\$0.00			

My Active Inspections (3 total record(s))

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	CANCEL
TLHSTY2023-0009	PERMIT	ISSUED	334 LOUDOU...	HOMESTAY INSPECTION		
TLRESS2023-0015	PERMIT	ISSUED	921 RHONDA...	**RESIDENTIAL SOLAR PANEL FINAL		
TLRESS2023-0015	PERMIT	ISSUED	921 RHONDA...	AS BUILT FINAL SURVEY	4/17/2023	