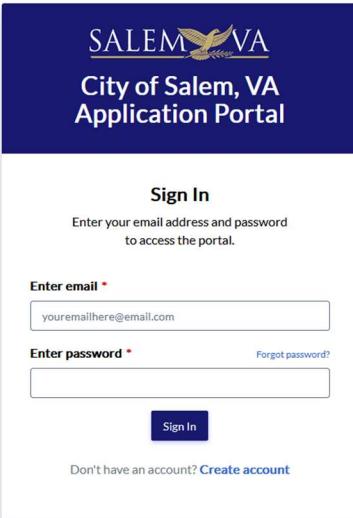
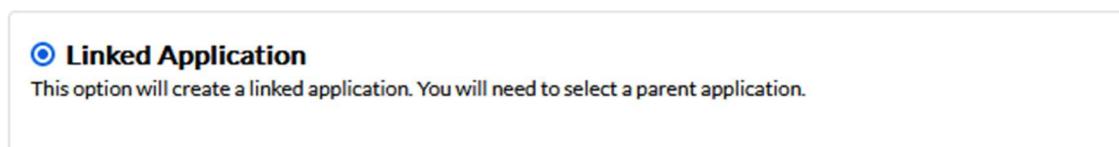


# Creating a Linked Application

## Requirements

- Application Portal Account
- Application number you wish to Link to
- Relevant documentation for your application

## Process

1. Log into the Application Portal	
2. Click Create New Application	
3. Select Linked Application	

# Creating a Linked Application



<p>4. Find the Application number you want to link to  <i>The Search Bar helps to reduce the number of results shown!</i></p>	<p>Show 10 entries</p> <table border="1"> <thead> <tr> <th>Application #</th><th>Type</th><th>Location</th><th>Status</th></tr> </thead> <tbody> <tr> <td>R25-1001</td><td>Residential New Building</td><td></td><td>RESUB</td></tr> </tbody> </table>	Application #	Type	Location	Status	R25-1001	Residential New Building		RESUB
Application #	Type	Location	Status						
R25-1001	Residential New Building		RESUB						
<p>5. Select The Application number to link to</p>	<table border="1"> <thead> <tr> <th>Application #</th><th>Type</th><th>Location</th><th>Status</th></tr> </thead> <tbody> <tr> <td>R25-1001</td><td>Residential New Building</td><td></td><td>RESUB</td></tr> </tbody> </table>	Application #	Type	Location	Status	R25-1001	Residential New Building		RESUB
Application #	Type	Location	Status						
R25-1001	Residential New Building		RESUB						
<p>6. Select the Application type for your new application</p>	<p>Select Application Type: *</p> <p>&gt; Electrical</p> <p>&gt; Solar ⓘ</p> <p>&gt; Plumbing</p> <p>&gt; Mechanical</p> <p>&gt; 3rd Party Inspections</p> <p>▼ Land Disturbing Permits ⓘ</p> <p><input checked="" type="radio"/> <b>VSMP Land Disturbing Permit ⓘ</b></p> <p><input type="radio"/> <b>Non VSMP Land Disturbing Permit ⓘ</b></p>								
<p>7. Add a project Name (optional)  <i>This can help Identify your projects quickly, especially if you have multiple open applications</i></p>	<p><b>Add Project Name (if applicable)</b></p> <input type="text"/>								
<p>8. Click next</p>	<p><b>Next</b></p>								

# Creating a Linked Application

9. Add your Applicant Information  <i>Top tip - Clicking the Add My Info button uses the information you provided at account creation making the process much faster!</i>	<p>Applicant</p> <p>Add My Info</p> <p>Name <input type="text"/></p> <p>Company name <input type="text"/></p> <p>Address 1 <input type="text"/></p>
10. Click Next	<p>Next</p>
Note:	<p>You will not be asked to select an address on this application – this will automatically be associated with the address and tax parcel of the application you are linking to.</p>
11. Select Your Contractor (if applicable)	<p>You can Filter Contractors using the search bar by name or license number The City of Salem recommends that if you are working with a contractor, the contractor should apply for the permit. Contractor License information is reviewed as part of the application process. <b>If you are not a contractor, a self-affidavit will need to be completed and submitted with the application.</b></p>
12. When you have found your contractor click Add	<p>Add</p> <p>The Contractor should appear in the selected contractor's box</p>
13. Click Next to proceed	<p>Next</p>
14. Complete the details section	<p>There will be a range of questions to complete in the details section depending on your application type. Please answer these as completely and specifically as possible.</p>
15. Click Next	<p>Next</p>
16. Upload files under the heading listed	<p>If you don't have the files on hand, they can be uploaded at a later stage. See our guide on uploading files to a submitted application at <a href="http://salemva.gov">salemva.gov</a></p>

# Creating a Linked Application



17. Click Next	<a href="#" style="background-color: #002060; color: white; padding: 10px 20px; text-decoration: none; font-weight: bold;">Next</a>
18. Please read and agree to the terms and conditions	<p>Click the I agree button to proceed with the application</p> <p><input type="radio"/> <b>I agree with the terms and conditions. *</b></p>
19. Click Submit	<a href="#" style="background-color: #008080; color: white; padding: 10px 20px; text-decoration: none; font-weight: bold;">Submit</a>
20. Success! You should see the following message  <i>The application number will be listed here</i>	<p style="text-align: center;">✓</p> <p style="text-align: center;"><b>Application Created</b></p> <p>Thank you for submitting your application. Your application will be reviewed for completeness and calculation of associated fees. The reference number for your application is: <span style="background-color: black; color: black;">XXXXXXXXXX</span></p> <p style="text-align: center;"><a href="#" style="border: 1px solid #002060; padding: 5px 10px; text-decoration: none; color: black;">View Permit Information</a> <a href="#" style="border: 1px solid #002060; padding: 5px 10px; text-decoration: none; color: black;">Apply for another Permit</a></p>

# Creating a Linked Application

## Frequently Asked Questions

### ***I need to apply for a different property or tax parcel***

To apply for a separate property please use a New Application. You can find a guide on how to do this at [salemva.gov](http://salemva.gov)

### ***My contractor information isn't showing up***

If you are a property owner using a contractor, please ask them to contact the city to resolve.

If you are a contractor, there are several reasons why these details may be missing. To be issued a permit as a contractor in the City of Salem, the contractor must have a City of Salem business license and a valid state contractor's license.

For City business license queries, please contact the Commissioner of the Revenue's office. Please ensure that they have the correct state license on file.

For state license issues, please contact Virginia DPOR.

If you believe your information is missing in error, please contact Community Development.

### ***I don't have a lot of time, can I come back to my application later?***

If you don't submit your application, you can come back to it later. However, you may have to re-enter some or all the information. Most applications can be completed in 15 to 30 minutes, and if necessary supplemental files can be uploaded after submission.

### ***I don't know how to answer one of the questions in the details section***

If you have questions about the applications, information on permits is available at [salemva.gov](http://salemva.gov).

If you require further assistance, please email [communitydev@salemva.gov](mailto:communitydev@salemva.gov)

If you have already submitted the application, please put the application number in your email