

How to Apply for an STR Zoning Permit Online

1. Please visit <https://aca-prod.accela.com/cvb/Default.aspx>
2. Create an Account

The screenshot shows the login page of the City of Virginia Beach Citizen Access System. The header includes the city logo and navigation links. A search bar is present. The main content area has tabs for Home, Permits, Planning, and Housing. Below the tabs is an 'Advanced Search' dropdown. The 'Welcome' message states that payment processing fees for online transactions via Accela Citizen Access (ACA) will increase as of June 1, 2022. It lists two fee increases: for transactions \$100 or less, from \$3.00 to \$3.30; and for transactions over \$100, from 3% to 3.3%. It also notes that payment processing fees are required by the vendor and not collected or received by the City of Virginia Beach. A 'Sign In' section contains fields for 'USER NAME OR E-MAIL' and 'PASSWORD', a 'Forgot Password?' link, and a 'Sign In' button. Below the sign-in section is a 'Remember me on this device' checkbox and a 'Not Registered? CREATE AN ACCOUNT' link, which is highlighted by a black arrow.

3. Once logged in, click Planning

The screenshot shows the dashboard of the City of Virginia Beach Citizen Access System after logging in as Channing Tuttle. The header includes the city logo and navigation links. A search bar is present. The main content area has tabs for Home, Permits, Planning, and Housing. Below the tabs is a 'Dashboard' section with links to 'My Records', 'My Account', and 'Advanced Search'. The 'Hello, Channing Tuttle' message is displayed. Below the message are two sections: 'Saved in Cart (0)' with a 'View Cart' button, and 'My Collection (0)' with a 'View Collections' button. Both sections contain the message 'There are no items in your shopping cart right now.' and 'You do not have any collections right now.' respectively. At the bottom, there is a 'Work in progress' section with a 'View All Records' button. Below this is a table with columns: Record Name, Record ID, Module, Creation Date, and Action. The table shows 'No records found'.

Record Name	Record ID	Module	Creation Date	Action
No records found				

4. Check the box confirming you have read and accepted the terms presented. Then click Continue Application

City of Virginia Beach Virginia
A Community for a Lifetime

Logged in as: Channing Tuttle Collections (0) Cart (0) Account Mar

FEE CHANGES (coming 7-1-2022): [Open this Link in a new Tab](#)

Search...

Home Permits **Planning** Housing

Create an Application Search Applications

Online Application

Welcome to the City of Virginia Beach Planning System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

☐ I have read and accepted the above terms.

Continue Application »

5. Click Short Term Rental. Once done, a drop-down box opens. Click Short Term Rental again. Then click
6. Click Short Term Rental. Once done, a drop-down box opens. Click Short Term Rental again. Then click continue application.

FEE CHANGES (coming 7-1-2022): [Open this Link in a new Tab](#)

Search...

Home Permits **Planning** Housing

Create an Application Search Applications

Select a Record Type


Choose one of the following available Planning record types by selecting the section and then selecting a record type. Or you can search for a record type using the Search function below. Add the following Record Filters and renumber so they appear as follows:

Search


- ▶ PLANNING
- ▶ BOARD OF ZONING APPEALS
- ▶ CHESAPEAKE BAY PRESERVATION AREA
- ▶ DSC - Development Services Center Plans
- ▶ DSC - As Built
- ▶ DSC - Engineer's Cost Estimate
- ▶ DSC - Legal Documents
- ▶ DSC - Plats
- ▶ DSC - Preliminary Project Request
- ▶ DSC - Variances
- ▶ PLANNING COMMISSION
- ▼ **Short Term Rental**
 - Short Term Rental
- ▶ ZONING


Continue Application »

7. At this point, the application will open. Enter the address of the short-term rental and click search.




[A to Z Directory](#) | [Employment](#) | [About the City](#) | [Contact](#)
[Return to Main Site](#)



Logged in as: Channing Tuttle Collections (0)  Cart (0) [Account Management](#) [Logout](#)

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Home Permits **Planning** Housing

[Create an Application](#) [Search Applications](#)

Short Term Rental

1 Short-Term Rental Address

2 Application Checklist

3 Review

4 Record Issuance

Step 1: Short-Term Rental Address > Property Information

* indicates a required field.

Address

Address of the Short Term Rental Location:

* Street No.:

Direction:

--Select--

* Street Name:

Street Type:

--Select--

* Zip:

[Search](#)

[Clear](#)

Parcel

* GPIN #:

Subdivision:

Legal Description:

Year Built:

[Search](#)

[Clear](#)

Owner

Owner Name:

Address Line 1:

City:

State:

Zip:

Country:

[Search](#)

[Clear](#)

[Save and resume later](#)

[Continue Application »](#)

8. Once your address information has been auto filled into the applicable fields, click Continue Application

Short Term Rental

1 Short-Term Rental Address	2 Application Checklist	3 Review	4 Record Issuance
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Step 1: Short-Term Rental Address > Property Information

* indicates a required field.

Address

Address of the Short Term Rental Location.

Street No.: [REDACTED]	Direction: --Select--	* Street Name: BAL TIC	Street Type: AVE	* Zip: 23451 433
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Search	Clear
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Parcel

* GPIN #: [REDACTED]	Subdivision: --Select--
Legal Description: [REDACTED]	Year Built: 1946

Search	Clear
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Owner

Owner Name: [REDACTED]	Address Line 1: [REDACTED]		
City: VIRGINIA BEACH	State: VA	Zip: 23451 43	Country: --Select--

Search	Clear
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Save and resume later

Continue Application »

9. Complete the application and complete all applicable fields.

If you have any additional questions, please contact the Short Term Rental Department at str@vbgov.com