City of Chesapeake
Land Use and Development
Permitting Project
(eBUILD)

Steps To
Creating a Record
Go to the New Citizen Access eBUILD Page (www.CityofChesapeake.net/eBUILD)

Welcome to the City of Chesapeake’s Citizen Portal for electronic Building Utilities Inspections Land Use and Development - eBUILD.

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with Accela Inc., we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

What would you like to do today?
To get started, select one of the services listed below:

- **General Information**
  - Lookup Property Information
  - Search for a Licensee

- **Development**
  - Create a Development Application
  - Search Applications
  - Request an Inspection

- **Events**
  - Create an Event Application
  - Search Applications

- **Planning**
  - Create a Planning Application
  - Search Applications

- **Utilities**
  - Search Applications

**Supported browsers:**
- Internet Explorer 10 or 11
- Firefox 32
- Safari 6 (Mac OS X 10.8)
- Google Chrome 37
- Opera 24
Login or Register for an Account
Your Dashboard Page Opens
Click on New and select the required applications
Or- Go to Home Page to Request, Create or Search for a Service
Check the box for Acknowledgement and General Disclaimer

Online Application

Welcome to City of Chesapeake’s Online Permitting 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.

Please Note: The Acknowledgement and General Disclaimer must be accepted before beginning your application.

ACKNOWLEDGEMENT

Online permits are an optional internet service provided by the City of Chesapeake. The use of this service is at your discretion.

This permit may be revoked if work on the site is not commenced within 6 months after issuance, or if authorized work on the site is suspended or abandoned for a period of 6 months. It is the responsibility of the permit applicant to prove substantive progress of at least 1 inspection within a period of 6 months or other evidence that would indicate substantial work has been performed.

NOTICE: This Permit is granted ONLY for the work shown on the plans and described in the application filed for this construction. Any falsification, misrepresentation or misleading information VOIDS this permit. Construction must conform to the regulations in the Building Code, Fire Code, Zoning Ordinance, and other City Ordinances including all City specifications and standards. In accordance with the requirements of the Building Code, a Certificate of Use and Occupancy is required prior to the use of this structure.

General Disclaimer

Submittal of information prompted by this system should not be construed as a determination that a submittal is complete, timely, or actually received by City staff. Applicants should receive notice of approval, disapproval, or a request for additional material or information from City staff. Applicants may check the status of their applications by reviewing the Status Tab through the City’s Citizens Access page.

☐ I have read, understood, and accepted the above terms.

Continue Application »
Select a Category and Application Type

Select an Application Type

Choose one of the following available application types or categories. For assistance or to apply for an application type not listed below please contact us.

All commercial building applications are under the Commercial category, all residential building applications are under the Residential category, and all elevator applications are under the Elevator category. All other options in the drop down below are single applications.

- For apartments, select the Commercial category
- For pools associated with a single family residence, select the Residential category
- For all other pools, select the Commercial category
- For piers, bulkheads, and boat lifts, select Marine Structures
- For moved structures, select the Moved category
- For fences over 6 feet tall or fences that enclose a pool, select USBC Fence
- For signs that require a footing or frame, select the Commercial category
- For other types of signs or fences, switch to the Zoning tab above

Select: Residential

Other
- Residential Accessory Structure Permit
- Residential Addition Permit
- Residential Alteration Permit
- Residential Condominium Permit
- Residential Electrical Permit
- Residential Foundation Only
- Residential Gas Permit
- Residential Mechanical Permit
- Residential Mobile Home Permit
- Residential Model - Plan Review
- Residential New Building Permit
- Residential Plumbing Permit
- Residential Pool or Hot Tub Permit

Search

Continue Application »
Enter Location

Residential New Building Permit


Step 1: Location & People > Location Information

Address

Please enter your street number and street name below and click Search. If your address cannot be found or the address has not been assigned yet, please contact the Address Coordinator in the Planning Department at (757) 382-6176.

Street No.: 001 | Direction: --Select-- | Street Name: LIBERTY | Street Type: ST | Suffix Dir: --Select-- | Unit No: 

Search Clear

Parcel

1231003000150

Auto Populates Parcel and Owner
Select Contact Information

Residential New Building Permit

1. Location & People
2. Application Detail
3. Review
4. Pay Fees

Step 1: Location & People > Contact Information

**Applicant**

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

- Select from Account
- Add New

**Licensed Professional**

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To Look Up button.

- Add New

**Mechanics Lien Agent**

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

- Select from Account
- Add New
- Look Up

- Continue Application »
Select Contact Information

Select Contact from Account

Select a contact to attach to this application. If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

<table>
<thead>
<tr>
<th>Category</th>
<th>Type</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associated</td>
<td>Contact</td>
<td>Pat Hughes</td>
</tr>
<tr>
<td>Owner</td>
<td></td>
<td>CITY OF CHESAPEAKE</td>
</tr>
</tbody>
</table>

Continue  Discard Changes

Add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.
Add professional and other designations as necessary

Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

✓ Licensed professional updated successfully.

Mike Perucci
Perucci and Associates
License Type: Architect
License Number: 1234567
Address: Chesapeake 23322

Edit  Remove

Mechanics Lien Agent

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

✓ Contact added successfully.

Bob Smith
Smith MLA
bsmith@MLA.com
Primary Phone: 757-444-4444
Secondary Phone:
Alternate Phone:
Fax:
Edit  Remove

Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

Showing 0–0 of 0

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Recipient</th>
<th>Address</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No records found.

Continue Application »  Save and resume later
Enter Project Details

Residential New Building Permit

Step 2: Application Detail > Description

Detail Information

Project Name:
Lot 54 - Bella View Acres

Detailed Description:
1st SFR

Application Information

PROPERTY INFORMATION
Lot Number:
54

CIVIL PERMIT INFORMATION
Land Disturbing Permit Required:
Yes

Disturbed Acreage:

Driveway Entrance Permit Required:
Yes

Number of Driveways:
1

Existing Curb and Gutter:

Sidewalk Required:
Yes

BUILDING INFORMATION
Job Value:

Square Footage:
2000

Type of Residence:
Detached Single Family

Code Used:
2012 IRC

USBC Edition:
2015

Use Group:
R-3
Step 2: Application Detail > Attached Documents

Attachment

The maximum file size allowed is 500 MB. html;htm;mhtml;.exe;.bat;.dll;.jsp;.js;.cs;.msi;.exe.config; are disallowed file types to upload.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Construction Plans, Site Plan

No records found.

Add

Continue Application »
Select Type and Description of each Attachment

Residential New Building Permit

Step 2: Application Detail > Attached Documents

Attachment

The maximum file size allowed is 500 MB. html;htm;html;html;exe;bat;dll;jsp;js;cs;msi;exe.config; are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Construction Plans, Site Plan

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Size</th>
<th>Latest Update</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No records found.

Type: *

Site Plan

File:
Site Plan - single page.pdf

Description: *

Site plan for lot 54

Type: *

Construction Plans

File:
Very Important Document.pdf

Description: *

Construction plans for Lot 54
**Document Upload Confirmed**

- Home | Building | Development | Events | Planning | Utilities | Zoning

Create a Building Application | Search Applications | Request an Inspection

The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.

---

**Residential New Building Permit**

1. Location & People
2. Application Detail
3. Review
4. Pay Fees
5. Submit

---

**Step 2: Application Detail > Attached Documents**

- **Attachment**

  The maximum file size allowed is 500 MB. html, htm, mhtml, exe, bat, dll, js, js, cs, msi, exe, config, are disallowed file types to upload.

  This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

  Construction Plans, Site Plan

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Size</th>
<th>Latest Update</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very Important Document.pdf</td>
<td>Construction Plans</td>
<td>14.54 KB</td>
<td>05/02/2015</td>
<td>Actions</td>
</tr>
<tr>
<td>Site Plan - single page.pdf</td>
<td>Site Plan</td>
<td>49.68 KB</td>
<td>05/02/2015</td>
<td>Actions</td>
</tr>
</tbody>
</table>

---

**Add**

---

**Continue Application »**

---

Save and resume later: ☐
Review Application Information

### Residential New Building Permit

**Step 3: Review**

Continue Application

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**

Residential New Building Permit

**Address**

901 LIBERTY ST,

**Parcel**

Parcel Number / Tax Map Number: 12310038800130
Legal Description: PAR 8.5 N H A

**Owner**

CITY OF CHESAPEAKE
PO BOX 16495
CHESAPEAKE VA 23320-8495

**Applicant**

Karen Shaffer  
ARC Enterprises  
308 Cedar Rd  
Chesapeake, VA, 23328

Primary Phone: 757-444-4444  
Email: kshaffer@cityofchesapeake.net  
Preferred Channel: E-mail

**Licensed Professional**

**Detail Information**

Project Name: Lot S4 - Battle View Acres  
Detailed Description: 1st SFR

**Application Information**

**PROPERTY INFORMATION**

Lot Number:  

**CIVIL PERMIT INFORMATION**

Land Disturbing Permit Required:  
CBPA Review Required:  
Disturbed Acreage:  

Save and resume later:  

Submit
Pay Plan Review Fee or Permit Fee (If applicable)

Step 4: Pay Fees

Below are the fees assessed for this application. Plan Review Fees are to be paid prior to processing the application for review. You may pay these fees online by clicking “Pay Now”, or you may pay these fees in person, or by mail with check. Other Permit Fees are assessed after the application is approved.

Application Fees

<table>
<thead>
<tr>
<th>Fees</th>
<th>Qty.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan Review Fee</td>
<td>1</td>
<td>$40.00</td>
</tr>
<tr>
<td>State Levy</td>
<td>0.02</td>
<td>$0.80</td>
</tr>
</tbody>
</table>

TOTAL FEES
Note: This does not include additional inspection fees which may be assessed later.

$40.80

Pay Now ➤ Create Additional Applications ➤
Fee Payment

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

901 LIBERTY ST
1 Application(s) | $40.80
- Residential New Building Permit
  1STMP-000380

Total amount to be paid: $40.80
Note: This does not include additional inspection fees which may be assessed later.

Pay Now ➤ Create Additional Applications ➤
Select Payment Option

Payment is then made through Official Payments Inc.

Step 2: Payment information

Please select a payment method and then fill in all required information.
The available payment methods are:
- Credit Card
- Bank Account

Use the radio buttons to select the payment type.

Payment Options

Amount to be charged: $40.80

- [ ] Pay with Credit Card
- [ ] Pay with Bank Account

Submit Payment »
Record Number is Created

Step 3: Receipt/Application Submittal

Receipt

Your application has been successfully submitted. Please print and retain a copy for your records.

Print/View Record  Print/View Receipt

901 LIBERTY ST

BLD-RES-2015-00290

View Receipt  Copy Record

Print/View Record  Print/View Receipt
Project Name and Lot Number for Easy Reference

Records

Showing 1-1 of 1 | Download results | Add to collection | Add to cart | Copy Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Record Number</th>
<th>Record Type</th>
<th>Project Name</th>
<th>Address</th>
<th>Status</th>
<th>Action</th>
<th>Description</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/02/2015</td>
<td>BLD-RES-2015-00290</td>
<td>Residential New Building Permit</td>
<td>Lot 54 - Belle View Acres</td>
<td>901 LIBERTY ST CHESAPEAKE VA 23324</td>
<td>Open</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Search for Records

Enter information below to search for records.

- Site Address
- Contractor License Information
- Parcel Number
- Record Information

Select the search type from the drop-down list.
Determine Status of Each Step

<table>
<thead>
<tr>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspection</td>
</tr>
<tr>
<td>Processing Status</td>
</tr>
<tr>
<td>Application Submittal</td>
</tr>
<tr>
<td>Zoning Review</td>
</tr>
<tr>
<td>Plans Distribution</td>
</tr>
<tr>
<td>Development Engineering Review</td>
</tr>
<tr>
<td>Building Plan Review</td>
</tr>
<tr>
<td>Health Department Review</td>
</tr>
<tr>
<td>Utilities Review</td>
</tr>
<tr>
<td>Planning Review</td>
</tr>
<tr>
<td>Review Coordination</td>
</tr>
<tr>
<td>Permit Issuance</td>
</tr>
<tr>
<td>Inspections</td>
</tr>
<tr>
<td>Early Power Release</td>
</tr>
<tr>
<td>Temporary Gas Release</td>
</tr>
<tr>
<td>Certificate of Occupancy</td>
</tr>
<tr>
<td>Final Action</td>
</tr>
</tbody>
</table>

Job Status
Schedule Types of Inspections

Request an Inspection

Please note - the date and time requests are subject to inspector availability and current workload.

Available Inspection Types (11)

Show optional inspections ✓

- Footing (optional)
- Foundation (optional)
- Framing (optional)
- Insulation (optional)
- Ceiling (optional)
- Tie Down (optional)
- Wall (optional)
- Grading (optional)
- Landscaping (optional)
- Final (required)

Continue

Cancel
Ability to Create Reports in Citizen Access
Help Icons Provided for Clarifications

**ASI**

**NATURE OF THE APPLICATION**

* Description:

* Zoning Sign Off:

* Economic Hardship:

**GENERAL INFORMATION**

* Is this an After-the-Fact application?:

$250 After the Fact fee, if required.:

One original delivered to the Planning Department OR a copy attached to the on-line application:

One disk containing all photos OR photos attached to on-line application:

Completed and notarized power of attorney form if the applicant is not the property owner.: