

COMMERCIAL BUILDING PERMIT PROCESS

2nd Floor City Hall - Department of Development & Permits

- Prior to Building Permit Application, applicant must prepare and submit:
 - Final Site Plan – To Development Engineering (3rd Floor – review fee required)
 - Commercial Building Plan – To Commercial Plan Review Office (review fee required)
- Applicant fills out Building Permit Pre Application (yellow form) (757-382-6262).
- Applicant must provide the following to the Zoning front counter staff:
 - Virginia State Contractor License
 - City of Chesapeake Business License
- Final site plan approved by Development Engineering (757-382-6101).
- Building plans approved by Commercial Plan Review Office (757-382-6018).
- Zoning creates Application for Building Permit
- Prior to issuance of a Building Permit, the following department approvals are required:
 - Development Construction: obtain all Civil Permits (757-382-6101).
 - Right-of-Way Permit
 - Land Disturbing Permit
 - Stormwater Permit
 - A bond must be posted along with the Civil Permit fees
 - Electronic Sign off
 - Department of Public Utilities (757-382-6671)
 - Public Utilities sign-off for a building permit application
 - Determine availability of City water and sewer
 - Determine if a Northwest River Watershed Runoff permit is required and approved
 - Calculate and collect connection fees, see attached. Note that two checks will be required; one for City connection fees, the other for the HRSD facility charge.
 - Department of Planning (757-382-6176) for; CBPA, SN Historic, PUD
 - Health Department (757-382-8672) if public utilities are not available
- Once above sign-offs are obtained and fees are paid, the Applicant returns to the 2nd floor of Development and Permits to complete the permit process with the Commercial Plan Review Office.
- The Commercial Plan Review Office collects the required building permit fees and issues the building permit.
- The building permit allows the Applicant (permit holder) to begin the project.
- The issuance of the building permit allows the subcontractors to obtain their own respective permits.

**CITY OF CHESAPEAKE
DEPARTMENT OF PUBLIC UTILITIES**

**UTILITY CONNECTION FEE DATA
Effective July 1, 2010**

**DEVELOPER FUNDED/CONSTRUCTED LINES
(Schedule I)**

Meter Size	Meter Installation fee	Water Connection Fee	Sewer Connection Fee	HRSD (separate check payable to HRSD)
5/8"	\$150.00	\$ 3,108.00	\$ 2,702.00	\$ 1,895.00
3/4"	\$200.00	\$ 4,662.00	\$ 4,053.00	\$ 2,885.00
1"	\$300.00	\$ 7,770.00	\$ 6,755.00	\$ 5,370.00
1-1/2"	\$500.00	\$ 15,540.00	\$ 13,510.00	\$ 13,035.00
2"	Cost Plus 15%	\$ 25,864.00	\$ 21,616.00	\$ 24,420.00
3"	Cost Plus 15%	\$ 49,728.00	\$ 43,232.00	\$ 59,140.00
4"	Cost Plus 15%	\$ 77,700.00	\$ 67,550.00	\$ 110,860.00
6"	Cost Plus 15%	\$ 155,400.00	\$ 135,100.00	\$ 268,675.00
8"	Cost Plus 15%	\$ 248,640.00	\$ 216,160.00	\$ 503,350.00
10"	Cost Plus 15%	\$ 357,420.00	\$ 310,730.00	\$ 819,310.00

**CITY FUNDED/CONSTRUCTED LINES
(Schedule II)**

Meter Size	Meter Installation fee	Water Connection Fee	Sewer Connection Fee	HRSD (separate check payable to HRSD)
5/8"	\$150.00	\$ 3,697.00	\$ 3,519.00	\$ 1,895.00
3/4"	\$200.00	\$ 5,546.00	\$ 5,279.00	\$ 2,885.00
1"	\$300.00	\$ 9,243.00	\$ 8,798.00	\$ 5,370.00
1-1/2"	\$500.00	\$ 18,485.00	\$ 17,595.00	\$ 13,035.00
2"	Cost Plus 15%	\$ 29,576.00	\$ 28,152.00	\$ 24,420.00
3"	Cost Plus 15%	\$ 59,152.00	\$ 56,304.00	\$ 59,140.00
4"	Cost Plus 15%	\$ 92,425.00	\$ 87,975.00	\$ 110,860.00
6"	Cost Plus 15%	\$ 184,850.00	\$ 175,950.00	\$ 268,675.00
8"	Cost Plus 15%	\$ 295,760.00	\$ 281,520.00	\$ 503,350.00
10"	Cost Plus 15%	\$ 425,155.00	\$ 404,685.00	\$ 819,310.00