

HOMEOWNER'S PERMIT GUIDE

WHEN IS A PERMIT REQUIRED?



Chesapeake
VIRGINIA

Department of Development and Permits

306 Cedar Road, City Hall 2nd Floor

P.O. Box 15225

Chesapeake, VA 23328

Phone: (757) 382-6018

Fax: (757) 382-8448

Email Address: develop-permits@cityofchesapeake.net

Website: Cityofchesapeake.net

This booklet has been prepared as a guide for homeowners. It lists typical jobs that a homeowner might undertake and indicates whether permits or plans (drawings) and/or site plans are required to obtain a permit in the City of Chesapeake.

A homeowner occupying his own dwelling may perform all ordinary repairs and construction work on the dwelling. Ordinary repairs, in most cases, do not require a permit, such as painting, installing carpet and replacing trim. Jobs listed as requiring a permit may be performed after securing a permit from the Department of Development and Permits.

When a permit or the filing of plans is required, the requirement is a matter of state law or city ordinance. Its purpose is to protect you, your family and your neighbors from the effects of the repair or addition(s) which may violate building and/or zoning codes and may cause fire or other hazard to life and property.

It's advisable to speak with a building, plumbing, electrical or mechanical inspector before beginning a project. This will give you a better understanding of the documents required for your project. With some projects, zoning approval may also be involved. For a home occupation permit, please call the Zoning Administration of the Department of Development and Permits at 382-6018.

Permits are issued in the name of the person (or firm) who is going to perform the work.

The projects listed here are grouped into five general categories:

1. Accessory building, including sheds
2. Home improvement and repair projects
3. Appliance repairs
4. Appliance installations
5. Miscellaneous

The symbols in the permit column indicate what type of permit, if any, are required.

| | | |
|---------------------|----------------------------|----------------------------|
| N = Not required | B = need building permit | E = need electrical permit |
| G = need gas permit | M = need mechanical permit | P = need plumbing permit |

If you have any questions about requirements for plans or permits for homeowner repairs which this booklet does not answer, please call (757) 382-6018 or 382-8424 between 8:00 a.m. and 5:00 p.m., Monday through Friday.

You may draw your own plans for most projects, with the exception of your property site plan. For buildings, the plans must include the structure's use, footing details, wall sections, and elevations including the size and location of all doors and windows. In some cases, a sketch may be necessary for electrical, plumbing and mechanical repairs and installations. Health Department approval may also be required for dwellings with septic tank systems or wells. These are **minimum** requirements used for homeowner projects. The department also has brochures available concerning various projects which you may find helpful.

This guide covers many projects a homeowner may undertake, **but is not meant to be all inclusive. Some repairs may require permits and inspections depending on the extent of the repairs.**

This permit guide is for residential use. Permits are not required for replacement projects, such as: replacement (same for same) of plumbing and electrical fixtures, fixtures fittings, appurtenances, plumbing and electrical appliances; fans, humidifiers, dehumidifiers, air cleaners and similar mechanical equipment, windows and doors with that of similar capacity in the same location in Use Group R-2 (four stories or less), R-3, R-4, and R-5. **However, the replacement of any gas or oil equipment and/or appliance (same for same) requires a mechanical permit. The equipment and/or appliance could be a range, water heater, gas logs, etc.** There may be situations when additional permits are required.

GENERAL INFORMATION

The Department of Development and Permits includes the following divisions:

Development Engineering and Development Construction: (757) 382-6176
Plans Review: (757) 382-6018

Code Compliance:

| | | | |
|--|----------|-----------------|----------|
| Building: | 382-6243 | Mechanical/Gas: | 382-6249 |
| Electrical: | 382-6897 | Plumbing: | 382-6250 |
| (Zoning, Environmental and Rental, and Wetlands) | | | 382-6378 |
| Zoning Administration | | | 382-8454 |

Staff is available to help you between 8:00 a.m. and 5:00 p.m. Monday - Friday

Construction Inspectors are in the office between 7:30 a.m. and 9:30 a.m. only.

Location: 306 Cedar Road
City Hall, 2ND Floor
Chesapeake, VA 23322

Business Hours: 8:00 a.m. to 5:00 p.m.
Monday through Friday

Telephone: Direct to Office 382-6018 or 382-8424
Fax Machine 382-8448

Drop Box: Used for all mail-in permits, site plans, permit applications and other information.
City Hall Building opens at 7:00 a.m.
Drop box located immediately outside front entrance door to Development and Permits Department for your convenience.

Mail-in Plumbing, mechanical/gas, and electrical permit can be mailed to Department of Neighborhood Services
Permit Processing
P.O. Box 15225
Chesapeake, VA 23328

Fax You may fax your permit application along with the Authorization for Credit Card Payment.

Application for Permits are available on line for fill-in and print
<http://www.cityofchesapeake.net/services/depart/develop-permits/inspect/forms-permits.shtml>

The City of Chesapeake, Development and Permits Department's fees may be paid by check made payable to the City of Chesapeake, cash, debit or Discover Credit Card.

When calling to schedule an inspection, please provide the permit number, address, and type of inspections so there will be no delays in processing your request. You may fax inspection requests at 382-8448 or send by the e-mail @ develop-permits@cityofchesapeake.net or call Customer Contact Center at (757) 382-CITY (2489).

N = Not required

B = need building permit

E = need electrical permit

G = need gas permit

M = need mechanical permit

P = need plumbing permit

1. ACCESSORY BUILDING & STRUCTURES ZONING APPROVAL IS REQUIRED

| | PERMITS | PLANS |
|---|---------|-------|
| All sheds or accessory buildings (Site Plan required) | B | Y |
| All fences (Site Plan required) | B | Y |
| Build a carport (Site Plan required) | B | Y |
| Erect farm building (Site Plan required) | B | Y |

2. HOME IMPROVEMENT & REPAIR PROJECTS

| | PERMITS | PLANS |
|---|---------|-------|
| Install gutters | N | N |
| Install exterior siding | N | N |
| Paint | N | N |
| Replacing roof | N | N |
| Patching roof < 100 sq. ft. | N | N |
| Install rugs | N | N |
| Install insulation | N | N |
| Repairing and lining closets | N | N |
| Panel interior existing walls | B | Y |
| Put up partitions and finish rec. room | B | Y |
| Install prefabricated fireplace (Manufacturer's spec. required at the site) | M | Y |
| Build masonry chimneys for stove | B | Y |
| Building masonry fireplace | B | Y |
| Construct an entranceway into a basement | B | Y |
| Construct, dig or enlarge a basement under existing dwelling | B | Y |
| Minor porch repairs (screen, patch concrete) | N | N |
| Concrete patio on grade, no roof | N | N |
| Put up canvas, wood or metal patio cover (site plan required) | B | Y |
| Screen in only, an existing porch (if roofed) | N | N |
| Enclose carport (site plan may be required) | B | Y |
| Build or replace porch or deck (site plan required) | B | Y |
| Minor repairs to steps | N | N |
| Relocate stairs (interior) | B | Y |
| Install attic pull-down stairs | B | Y |
| Build dormers | B | Y |
| Install or replace kitchen cabinets | N | N |
| Fill-in space between kitchen cabinets and ceiling | N | N |
| Add/increase width of an existing window or door | B | N |
| Add or remove/replace drywall on exterior walls | B | N |
| Remove and replace insulation | B | N |

3. HOME IMPROVEMENT (PLUMBING)

| | | |
|--|------|---|
| Install or replace sink in the same location | N | N |
| Install or replace sink in different location | P | N |
| Install or replace toilet in the same location | N | N |
| Install or replace toilet in different location | P | N |
| Repair leak in water closet | N | N |
| Replace water closet (same for same) | N | N |
| Replace water faucet | N | N |
| Install sump pump | E, P | N |
| Install clean-out in building sewer | P | N |
| Unplug a sewer | N | N |
| Repair leak in outside underground water pipe | P | N |
| Thaw frozen pipes | N | N |
| Repair leak in gas pipe | G | N |
| Repair leak in water pipe | N | N |

4 . HOME IMPROVEMENT (ELECTRICAL)

PERMITS PLANS

| | | |
|---|---|---|
| Replace switch/outlet plates | N | N |
| Replace outlet plates | N | N |
| Replace junction box covers | N | N |
| Replace electrical wiring | E | N |
| Relocating switches | E | N |
| Relocating outlets | E | N |
| Relocating lighting fixtures | E | N |
| Relocating sub panels | E | N |
| Relocating panel box or changing service | E | N |
| Installing smoke detectors (wired in) | E | N |
| Installing smoke detectors (plug in) | N | N |
| Installing smoke detectors (battery operated) | N | N |
| Replace outlets | N | N |
| Replace light fixtures with same style fixture and equivalent wattage | N | N |
| Replace light fixtures with different style fixture and/or more wattage | E | N |
| Replace circuit breakers (plug type only) | N | N |
| Replace fuses | N | N |

5. APPLIANCES – REPAIRS

PERMITS PLANS

| | | |
|---|------|---|
| Repair dishwasher | N | N |
| Repair garbage disposal (same for same) | N | N |
| Repair electric range | N | N |
| Repair oven | N | N |
| Repair water heater | N | N |
| Repair garbage compactors | N | N |
| Replace or install gas logs | M, G | N |

| 5. APPLIANCES – REPAIRS (cont.) | PERMITS | PLANS |
|--|---------|-------|
| Repair well water pump | N | N |
| Repair humidifier | N | N |
| Repair boiler | N | N |
| Replace warm air heating equipment (gas, oil, etc. – heat exchanger) | M | M |
| Repair portable heating appliance | N | N |
| Repair portable ventilating equipment | N | N |
| Repair portable cooling unit | N | N |
| Repair electronic air cleaner | N | N |
| Repair attic fan | N | N |
| Repair oil furnace | N | N |
| Repair gas furnace | N | N |
| Repair electric furnace | N | N |
| *If additional wiring required, permit may be necessary | | |
| 6. APPLIANCE INSTALLATIONS | PERMITS | PLAN |
| Install dishwasher (not portable) | E, P | N |
| Replace dishwasher (no additional plumbing or electric) | N | N |
| Install garbage disposal | P | N |
| Replace garbage disposal (same for same) | N | N |
| Install new electric range | E | N |
| Replace electric range (same for same) | N | N |
| Install gas range | G | N |
| Replace gas range (same for same) no change from original | N | N |
| Install electric oven | E | N |
| Replace electric oven (same for same) | N | N |
| Install gas oven | G | N |
| Replace gas oven (same for same) no change from original | N | N |
| Install electric water heater | E, P | N |
| Replace electric water heater (same for same) | N | N |
| Install gas water heater | G, P, M | N |
| Replace gas water heater (same for same) | M | N |
| Install garbage compactors | E | N |
| Replace garbage compactors | N | N |
| Install electric air conditioning | E, M | N |
| Replace electric air conditioning (same for same) | N | N |
| Install gas air conditioning | G, M, E | N |
| Replace gas air conditioning (same for same) | M | N |
| Install heat pump – outside unit required site plan approval | E, M | N |
| Replace heat pump | N | N |
| Install radiant heat | E | N |
| Replace radiant heat | N | N |
| Install well water pump | E | N |
| Replace well water pump | N | N |
| Install humidifier | E, P, M | N |
| Replace humidifier (same for same) | N | N |

| | | |
|--|------------|---|
| Install boiler (gas, oil, etc.) | M, G, E | N |
| Replace boiler (gas, oil, etc.) – same for same | M | N |
| Install portable ventilating equipment (plug-in) | N | N |
| Install portable cooling unit (plug in) | N | N |
| Install electronic air cleaner | E, M | N |
| Install attic fan | E | N |
| Replace oil furnace (same for same) | M | N |
| New installation of gas furnace | E, M, G | N |
| Replace gas furnace | M | N |
| New installation of electric furnace | E, M | N |
| Replace electric furnace (same for same) | N | N |
| New electrical, mechanical, gas or plumbing work requires permit | E, G, M, P | N |
| Install new ductwork | M | N |
| Replace existing ductwork | M | N |
| Note: All mechanical equipment outside structure is required an approved site plan from Zoning Officer. | | |

| 7. MISCELLANEOUS | PERMITS | PLANS |
|--|----------------|--------------|
| Build retaining wall | B | Y |
| Build brick or block privacy wall | B | Y |
| Construct outdoor masonry barbecue | B | Y |
| Install outdoor gas barbecue | G | N |
| Demolish buildings not connected to public sewer | B | N |
| Demolish buildings connected to public sewer (requires approval from Public Utilities) | B | Y |
| Install swimming pool, above ground & inground (Fence protection required) | B, E | Y |
| Erect trellis or grape arbor | B | Y |
| Erect freestanding radio or TV antenna | B | Y |
| Erect freestanding flagpole | B | Y |
| Install lawn sprinkler system (Connected to City Water) | P | N |

Any questions regarding this information should be directed to the Department of Development and Permits at 382-6018, 8424.

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