

## \*REQUIRED DOCUMENTS

1. **If the applicant is not the owner of the property they must provide:**

Notarized permission from the property owner confirming that applicant can provide this type of service at the proposed location.

2. **If the applicant is the license holder they must submit:**

A copy of their current license.

3. **If the applicant is not the license holder they must provide:**

Written permission from the licensed company confirming that the applicant has permission to provide services using the company's license. This letter must be on letterhead from licensed company. A copy of the current license must be submitted.

4. **If the applicant is in the process of applying for their license from Virginia Department of Behavioral Health and Development Services:**

A letter from Virginia Department of Behavioral Health and Developmental Services addressed to the City of Chesapeake, Department of Development & Permits stating that the applicant has made application.

—-and—-

An affidavit stating the certificate of occupancy permit will only be valid if the required license is received from Virginia Department of Behavioral Health and Developmental Services.

5. **Customer must have a layout of the dwelling with the exits, smoke detectors & bedroom sizes noted.**

## CITY OF CHESAPEAKE

The Chesapeake Zoning Ordinance is available online from the City of Chesapeake webpage at [www.cityofchesapeake.net](http://www.cityofchesapeake.net).

Please follow the links to Zoning Administration and click link at bottom of the page for Municode, where you will see the Ordinance at the bottom of the left column.

Department of Development  
and Permits  
P.O. Box 152255  
Chesapeake, VA 23328-5225

Phone: 757-382-6018  
Fax: 757-382-8448  
E-mail: [permitsupport@cityofchesapeake.net](mailto:permitsupport@cityofchesapeake.net)

Department of Human Services / Social  
Services  
100 Outlaw Street  
757-382-2000



# Group and Assisted Living Homes in Residential District

City of Chesapeake, Virginia



**What is needed to obtain your  
Certificate of Occupancy**

# What is needed to obtain your Certificate of Occupancy

## Department of Behavioral Health & Development Licensed Group Home

- I. In order to receive a Certificate of Occupancy for a group home occupied by mentally ill, mentally retarded or developmentally disabled persons in a residential district, the following criteria must be met:
  - A. Eight (8) or fewer mentally ill, mentally retarded or developmentally disabled persons must live in the residential unit.
  - B. One or more resident counselors or other staff persons must reside in the residential unit.
  - C. A building permit issued by the Department of Development & Permits is required in order to initiate review and issuance of a Certificate of Occupancy for a group home in a residential district.
  - D. A license from the Department of Behavioral Health and Developmental Services must be submitted as part of the application. \*
  - E. A floor plan of the facility showing the location of all smoke detectors must be submitted as part of the application.
  - F. An inspection request must be submitted to the Building Official. Upon completion, and approval, the Certificate of Occupancy can be issued.

## Department of Social Services Licensed Assisted Living Home ( 4-8 Persons)

2. In order to receive a Certificate of Occupancy for a group home occupied by aged, infirm, or disabled persons in a residential district, the following criteria must be met:
  - A. Four (4) to eight (8) aged, infirm or disabled persons must live in the residential unit.
  - B. One or more resident counselors or other staff persons must reside in the residential unit.
  - C. A building permit issued by the Department of Development and Permits is required in order to initiate review and issuance of a Certificate of Occupancy for a group home in a residential district.
  - D. A license from the Department of Social Services must be submitted as part of the permit application. \*
  - E. A floor plan of the facility showing the location of all smoke detectors must be submitted as part of the application.
  - F. An inspection request must be submitted to the Building Official. Upon completion, and approval, the Certificate of Occupancy can be issued.

## Department of Social Services Licensed Assisted Living Home ( 3 or fewer Persons)

3. In order to receive a Certificate of Occupancy or other approvals for a group home occupied by three or fewer persons sixty-two (62) years of age or older in a residential district, the following criteria must be met:
    - A. Three or fewer persons at least sixty-two (62) years of age must reside in the residential structure.
    - B. A care provider must live in the structure with the elderly occupants.
    - C. The care provider must own or lease the residential structure. Proof of lease or ownership is required to be submitted with the application for a Certificate of Occupancy or other approval. \*
    - D. If a Certificate of Occupancy is requested, a floor plan of the facility showing the location of all smoke detectors must be submitted as part of the application.
    - E. An inspection request must be submitted to the Building Official. Upon completion, and approval, the Certificate of Occupancy can be issued.
- \* ADDITIONAL INFORMATION REGARDING REQUIRED DOCUMENTS CAN BE FOUND ON REVERSE SIDE