

City of Chesapeake

Department of Inspections

Small Accessory Structures - Building Permit Procedure

A Building Permit is required for an accessory structure.

Accessory Structures include:

1. Fences
2. Decks and Gazebos
3. Pools (inground and above ground)
4. Storage buildings (any size or foundation) Easily dismantled or portable structures are required to have building permits.
5. Carports
6. Additions to existing accessory structures
7. Replacement of existing accessory structures

What you need to obtain a permit.

1. Permits are only issued to property owners and licensed contractors.
2. A copy of the survey of your property or a reasonable alternative that shows the size and shape of the property and all proposed and existing structures.
3. A drawing of the structure or the manufacturer's installation instructions.
4. Bring items 2 & 3 above to the Department of Inspections on the second floor of the City Hall building at 306 Cedar Road. Tell the receptionist what you need and she will direct you to appropriate personnel.

The Department of Inspections strives to make your visit a pleasant experience, however at times the office can be backed up with applicants. Past experience has shown that Mondays and the hours between 8:30am and 2:00pm to be the busiest times in the office. You may want to time your visit around those hours for the swiftest service.

Office hours are 8:30am to 5:00pm Monday through Friday.

For more information contact the Zoning Divison of the Department of Inspections at 382-8454.