

**INFORMATIONAL RESOURCES
RELATED TO
A COMMERCIAL PLAN REVIEW.**

Department of Inspections
City Hall/2nd Floor
306 Cedar Road
Post Office Box 15225
Chesapeake, Virginia 23328
(757) 382-6324/382-6018
Fax: (757) 382-8448/382-8555
Email: inspdept@inspec.city.chesapeake.va.us

1. **Site Plans – Preliminary:** For questions concerning preliminary site plans, contact the planning Department at (757) 382-6176
2. **Site Plans – Final; Land Disturbance; Entrance Permit:** For questions concerning off-street entrance requirements, land disturbing permits or site plan requirements, contact the Department of Public Works, Engineering at (757) 382-6101.
3. **Zoning Division:** Questions concerning the use of property and placement of any structure on that property may be directed to the Zoning Division of the Department of Inspections at (757) 382-8454 or (757) 382-6018.
4. **Tap Fees:** For structures requiring water, sewer, HRSD fees, contact the Public Utilities Department at (757) 382-6672.
5. **Septic Tanks:** For information concerning septic tank systems, contact the Chesapeake Health Department at (757) 382-0298.
6. **Inspection Requests:** For questions concerning electrical, plumbing, mechanical, gas and building or other field inspection requests, contact the Department of Inspections at (757) 382-6018. (Also refer to the Required Inspections Procedures Hand-out.)
7. **State Contractor’s License:** For questions concerning the state license requirements, please contact either the Department of Inspections at (757) 382-6018 or dial the Department of Commerce for the State of Virginia at (804) 367-8511. You may also write to the Department of Commerce, Contractors Licensing Division, 3600 West Broad street, Richmond, VA 23230.
8. **Business License:** For questions concerning the requirements for a City of Chesapeake contractor’s business license and the related fees, contact the Commissioner of the Revenue’s office at (757) 382-6455.
9. **Fire Prevention:** Questions concerning a requirement of fire protection systems or sprinkler plan review should be directed to the Fire Prevention Bureau at (757) 382-6566.

10. **Subdivision of Property:** Questions concerning the dividing or separating of a recorded parcel of privately owned property should be directed to the Department of Planning at (757) 382-6176.
11. **Signage:** For questions concerning placement and erection of any sign and their permit requirements, contact the Zoning Division of the Department of Inspections at (757) 382-8454 or (757) 382-6018.
12. **Wetlands & Landscape/Tree Preservation:** For information on wetlands, contact the Environmental/Rental Division of the Department of Inspections at 382-6378. Information concerning the Landscape/Tree Preservation requirements is also available through this division.