

## **New Procedures for Electrical Permit**

At the request of Dominion Virginia Power, the Department of Neighborhood Services will implement a new requirement that will better serve the needs of our collective customers. **Effective March 5, 2007**, all electrical permits issued that involve *new and/or changes* to an electrical service (anything that must be released to Dominion Virginia Power) will require that a **Work Request Number** (7 numerical digit) be included on the electrical permit application.

### **Instructions**

To obtain this **Work Request Number**, please follow the steps outlined below:

- ***Building more than 5 houses per year*** – Apply on the Dominion website ([www.dom.com](http://www.dom.com)). Link is “eBuilder Services” for Permanent and Temporary Service Work Requests only. We greatly encourage this method of contact.
- ***Building less than 5 houses per year*** – Call Dominion at 1-888-569-5700 for Permanent and Temporary Service Work Requests or if a builder, you can use Dominion website as listed above.

### **Residential Service Change or Service Upgrade**

- Call Dominion at 1-888-667-3000
- Stay on the line for a customer service representative

### **Commercial Construction**

- Call Dominion at 1-888-569-5700

You may go to our website, click on the Forms & Permits link, and complete your permit application, have your fee calculated and print the form. The website is <http://www.cityofchesapeake.net/services/depart/neighborhood/index.shtml>

Our two agencies (Chesapeake Neighborhood Services Department and Dominion Virginia Power) strongly believe that the requirement of a **Work Request Number** on the permit application will improve customer service for your project. It will provide advance information to Dominion Virginia Power of future work, allow their workforces to plan appropriately to serve your needs.

Please contact us with any questions you may have regarding this matter at 382-6018 or 8424.