

HOMEOWNER'S PERMIT GUIDE

WHEN IS A PERMIT REQUIRED?



Chesapeake
VIRGINIA
Development & Permits

306 CEDAR ROAD
CITY HALL, 2ND FLOOR
CHESAPEAKE, VA 23322

PHONE: (757) 382-6018

EMAIL ADDRESS: PERMITSUPPORT@CITYOFCHESAPEAKE.NET

PERMITS ONLINE (EBUILD): WWW.CITYOFCHESAPEAKE.NET/EBUILD

WEBSITE: WWW.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, construction plans (drawings) and/or site plans (surveys) 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.

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 = PERMIT NOT REQUIRED	B = BUILDING PERMIT REQUIRED
E = ELECTRICAL PERMIT REQUIRED	M = MECHANICAL PERMIT REQUIRED
G = GAS PERMIT REQUIRED	P = PLUMBING PERMIT REQUIRED
Z = ZONING PERMIT REQUIRED	SP = SITE PLAN REQUIRED

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 between 8:00 a.m. and 5:00 p.m., Monday through Friday or email Permit Support at permitsupport@cityofchesapeake.net.

You may draw your own construction plans for most projects. 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) 382-6101
- Plan Review, Code Compliance – Building, Electrical, Mechanical/Gas, Plumbing and Zoning Administration: (757) 382-6018.

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 8:00 a.m. and 8:30 a.m. only.

Permits Online: <https://www.cityofchesapeake.net/eBuild>

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: (757) 382-6018

Fax: (757) 382-8448

Email: permitsupport@cityofchesapeake.net

Drop Box: Used for all mail-in permits, site plans, permit applications and other information. City Hall Building opens at 8:00 a.m. The drop box is located immediately outside the front entrance door to Development and Permits Department.

Mail-in: Electrical, mechanical, gas and plumbing permits can be mailed to:
Department of Development and Permits – Permit Processing
P.O. Box 15225
Chesapeake, VA 23328

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

Applications for Permits are available online for fill-in and print:

<https://www.cityofchesapeake.net/275/Forms-Applications-Permits>

The City of Chesapeake, Development and Permits Department's fees may be paid by cash, debit card, major credit card, or a check made payable to City of Chesapeake. There is a 2.55% service charge fee for the use of debit or credit cards.

The most efficient manner to schedule an inspection is via our eBUILD system. You may also call to schedule your inspection with the Customer Contact Center at (757) 382-CITY (2489). Please provide permit number, address, and type of inspection being requested.

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1. ACCESSORY BUILDING & STRUCTURES (ZONING APPROVAL IS REQUIRED)	PERMITS	PLANS
Sheds or accessory buildings over 256-sf (or any size in a flood zone)	B	Y, SP
Sheds or accessory buildings 256-sf and under	Z	SP
Carports	B	Y, SP
Farm Buildings (Farm Use Affidavit Required)	Z	SP

2. HOME IMPROVEMENT & REPAIR PROJECTS	PERMITS	PLANS
Gutter Installation	N	N
Exterior siding installation	N	N
Painting	N	N
Roof replacement (shingle for shingle / up to 8 sheets of wood)	N	N
Roof replacement (replacing more than 8 sheets of wood)	Y	Y
Roof patching < 100-sf	N	N
Paneling existing interior walls	B	Y
Rug Installation	N	N
Insulation installation, removal, or replacement	B	Y
Repairing and lining closets	N	N
Prefabricated fireplace installation (Manufacturer's spec required at the site)	M	Y
Gas log installation	M	N
Partition installation and finish rec room	B	Y
Masonry chimneys for stoves	B	Y, SP
Masonry fireplace	B	Y, SP
Entranceway into basement	B	Y, SP

HOME IMPROVEMENT & REPAIR PROJECTS (continued)	PERMITS	PLANS
Basement - construct, dig or enlarge under existing dwelling	B	Y, SP
Porch - minor repairs (screen, patch concrete)	N	N
Concrete patio on grade, no roof	N	N
Patio cover installation - canvas, wood, or metal	B	Y, SP
Porch - screen in existing porch (if roofed)	N	N
Carport Enclosure	Y	Y, SP
Steps – minor repairs	N	N
Stairs – interior stair relocation	B	Y
Attic pull-down stair installation	B	Y
Dormers – construction of	B	Y
Kitchen cabinets - install or replace	N	N
Kitchen cabinets - fill-in space between cabinets and ceiling	N	N
Window or door Add/increase width of an existing window or door	B	Y
Drywall on exterior walls – add, remove, replace	B	N

3. HOME IMPROVEMENT (PLUMBING)	PERMITS	PLANS
Sink install or replacement in same location	N	N
Sink install or replacement in different location	P	N
Toilet install or replacement in same location	N	N
Toilet install or replacement in different location	P	N
Water closet leak repair	N	N
Water closet replacement (same for same)	N	N
Water faucet replacement (same for same)	N	N
Sump pump installation	E, P	N
Clean-out in building sewer installation	P	N
Sewer - unclog	N	N
Outside underground water pipe leak repair	P	N
Pipes – thaw frozen pipes	N	N
Water pipe leak repair	N	N

4. HOME IMPROVEMENT (ELECTRICAL)	PERMITS	PLANS
Switch plate and Outlet plate replacement	N	N
Junction box cover replacement	N	N
Electrical wiring replacement	E	N
Switch relocation	E	N
Outlet relocation	E	N
Light fixture relocation	E	N
Sub panel relocation (will need size & number of circuits in panel)	E	N
Panel box relocation (will need size & number of circuits in panel)	E	N
Service change (will need size & number of circuits in panel)	E	N
Smoke detector installation (wired in)	E	N
Smoke detector installation (plug in)	N	N
Smoke detector installation (battery operated)	N	N
Outlet replacement	N	N
Light fixture replacement – same style fixture & equivalent wattage	N	N
Light fixture replacement – different style fixture and/or more wattage	E	N
Circuit breaker replacement (plug type only)	N	N
Fuse replacement	N	N

5. APPLIANCES - REPAIRS	PERMITS	PLANS
Dishwasher repair	N	N
Garbage disposal repair	N	N
Electric range repair	N	N
Oven repair	N	N
Water heater repair	N	N
Garbage compactor repair	N	N
Gas log replacement	M	N
Gas line repair, replace or alter	G	N
Well water pump	N	N

APPLIANCES – REPAIRS (continued)**PERMITS****PLANS**

Boiler replacement	N	N
Warm air heating equipment replacement (gas, oil, etc – heat exchanger)	M	N
Portable heating appliance repair	N	N
Portable ventilating equipment repair	N	N
Portable cooling unit repair	N	N
Electronic air cleaner repair	N	N
Attic fan repair	N	N
Oil furnace repair	N	N
Gas furnace repair	N	N
Electric furnace repair	N	N
*If additional wiring is required, an electric permit may be necessary.		

6. APPLIANCE INSTALLATIONS**PERMITS****PLANS**

Dishwasher install (not portable)	E, P	N
Dishwasher replacement (no additional plumbing or electric)	N	N
Garbage disposal installation	P	N
Garbage disposal replacement (same for same)	N	N
Electric range installation	E	N
Electric range replacement (same for same)	N	N
Gas range installation	M	N
Gas range replacement (same for same – no change from original)	M	N
Electric range installation	N	N
Electric oven replacement (same for same)	N	N
Electric water heater installation	E, P	N
Electric water heater replacement (same for same)	N	N
Gas water heater installation	G, P, E	N
Gas water heater replacement (same for same)	M	N
Garbage compactors installation	N	N
Garbage compactor replacement	N	N

APPLIANCE INSTALLATIONS (continued)**PERMITS****PLANS**

APPLIANCE INSTALLATIONS (continued)	PERMITS	PLANS
Electric air conditioning installation	E, M	N
Electric air conditioning replacement (same for same)	N	N
Heat pump installation – outside unit requires site plan approval	E, M	SP
Heat pump replacement	N	N
Radiant heat installation	E	N
Radiant heat replacement	N	N
Well water pump installation	E	N
Well water pump replacement	N	N
Humidifier installation	E	N
Humidifier replacement (same for same)	N	N
Boiler installation (gas, oil, etc)	M, G, E	N
Boiler replacement (gas, oil, etc) – (same for same)	M	N
Portable ventilating equipment installation (plug in)	N	N
Portable cooling unit installation (plug in)	N	N
Electronic air cleaner installation	E, M	N
Attic fan installation	E	N
Oil furnace replacement (same for same)	M	N
Gas furnace installation - new	E, M, G	N
Gas furnace replacement	M	N
Electric furnace installation - new	E, M	N
Electric furnace replacement (same for same)	N	N
Ductwork installation - new	M	N
Ductwork – replace existing	M	N
Any electrical, mechanical, gas or plumbing that was not there originally will require a permit.	E, M, G, P	N

Note: A site plan, with the location of the outside equipment clearly marked, is required for any equipment that is on the ground. Equipment must be placed a minimum of 5' from all property lines.

PLEASE NOTE THAT THE 5' SETBACK REFERENCED IS FOR OUTSIDE EQUIPMENT ONLY. THIS DOES NOT INCLUDE STRUCTURES SUCH AS SHEDS, CARPORTS, BARNS, ETC.

7. MISCELLANEOUS	PERMITS	PLANS
Retaining wall construction	B	Y, SP
Privacy wall construction - brick or block	B	Y, SP
Outdoor masonry barbecue construction	B	Y, SP
Outdoor gas barbecue installation	G, M	N, SP
Demo building not connected to public sewer	B	N
Demo building connected to public sewer (requires Public Utilities approval)	B	Y
Swimming pool installation above & inground (fence protection required)	B, E	Y, SP
Freestanding radio or TV antenna	B	Y, SP
Freestanding flagpole – 30’ or less	Z	SP
Freestanding flagpole – over 30’	B	Y, SP
Lawn sprinkler installation (connect to City water)	P	N

Any questions regarding this information should be directed to the Department of Development and Permits at (757) 382-6018.