

Chesapeake VIRGINIA

Development & Permits

In cooperation with
DOMINION VIRGINIA POWER



WORK REQUEST NUMBER INSTRUCTIONS

Contact Us

Department of Development and Permits
306 Cedar Road, 2nd Floor
Chesapeake, VA 23323

Phone: 757-382-6018

Fax: 757-382-8448

Email: permitsupport@cityofchesapeake.net

Web: www.cityofchesapeake.net

Together with Dominion Virginia Power, the City of Chesapeake, Department of Development and Permits implemented a new requirement on March 5, 2007, to better serve the needs of our collective customers. All electrical permits that involve either new service or changes to current electrical services are required to have a Work **Request Number** included on the electrical permit application.

The **Work Request Number** is issued by and must be obtained from Dominion Virginia Power and directly relates to the electrical service for a particular account. This number allows Dominion Virginia Power the ability to plan for service requests resulting from any electrical being done and electrical connection. Once a service or final inspection is approved, the City of Chesapeake, Department of Development and Permits will notify Dominion Virginia Power with an approval for release so that Dominion Virginia Power can proceed with the assigned Work Request Number.

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

New Residential Construction

- If you will be building more than 5 houses per year, apply via Virginia Dominion Power website at www.dom.com under “eBuilderServices” for Permanent and Temporary Service Work Requests **only**. We strongly encourage this method of contact.
- If you will be building less than 5 houses per year, please call Dominion Virginia Power at 1-888-569-5700 for Permanent and Temporary Service Work Requests. If you are a builder, you may also apply at www.dom.com.

Residential Service Change or Service Upgrade

- Call Dominion Virginia Power at 1-888-667-3000 and speak with a customer service representative.

Commercial Construction

- Call Dominion Virginia Power at 1-888-569-5700 and speak with a customer service representative.

How to Obtain an Electrical Permit

- A permit can be obtained by a licensed contractor or the homeowner.
 - It is strongly suggested that homeowners should have the licensed contractor apply for and obtain all building and trade related permits.
- Permits can be obtained electronically through the City of Chesapeake eBuild site at:
<https://aca-prod.accela.com/CHESAPEAKE/Default.aspx>
- To apply by mail, you may access an Electrical Permit Application form at:
<https://www.cityofchesapeake.net/government/city-departments/departments/Department-of-Development-and-Permits/permits.htm>. The application form and payment should be mailed to:

City of Chesapeake
Department of Development & Permits
P. O. Box 15225
Chesapeake, VA 23328

- Permits can also be obtained in our office at City Hall from the hours of 8:00 a.m. until 4:30 p.m. Monday – Friday.
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Chesapeake, VA 23322