Step by step instructions to complete a Hauling/Moving Permit application in eBUILD

http://www.cityofchesapeake.net/eBUILD

Log in to eBUILD

Select New > Public Works Application from the menu at the top of the page.
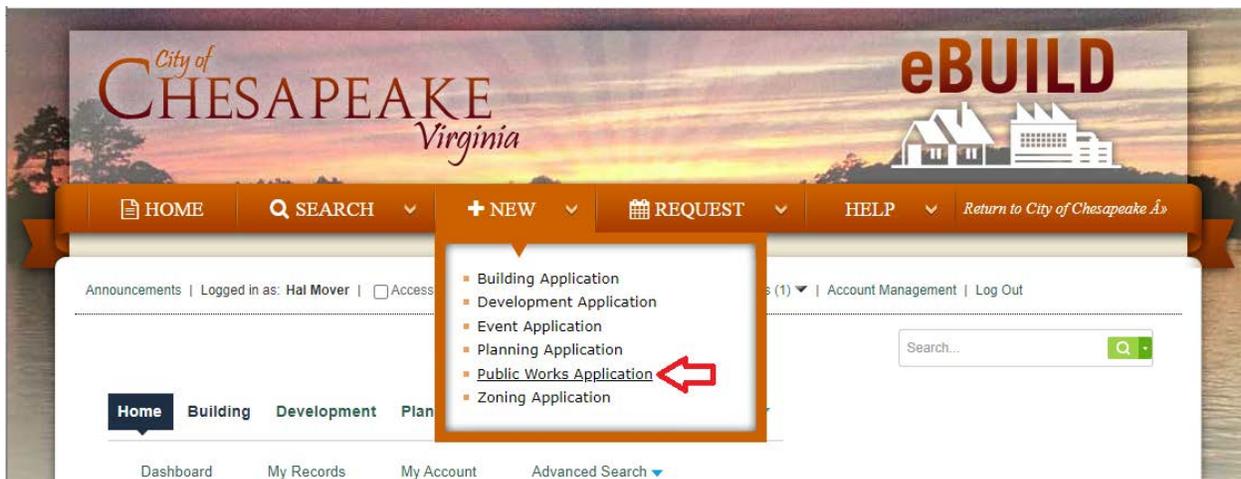
Review and agree to the terms and disclaimers:

Online Application

Welcome to City of Chesapeake's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

Please Note: The Acknowledgement and General Disclaimer must be accepted before beginning your application.

General Disclaimer

Submittal of information prompted by this system should not be construed as a determination that a submittal is complete, timely, or actually received by City staff. Applicants should receive notice of approval, disapproval, or a request for additional material or information from City staff. Applicants may check the status of their applications by reviewing the Status Tab through the City's Citizens Access page.

All applicable federal, local, and state laws, regulations, and policies shall apply to all submittals and shall not be deemed waived by any approval made based on inaccurate

☐ I have read, understood, and accepted the above terms.

Continue Application »

Contact Information

Enter contact information for the Hauling Company and Permitting Company (if applicable):

Use the **Select from Account** button to easily import the information you entered when you created your account. Use the **Add New** button if you are entering information for someone who is not associated with your account and has not previously applied for a permit in eBUILD. Use the **Look Up** button to import the contact information for anyone who has already applied for a permit through eBUILD. Once the contacts have been added, click the **Continue Application** button.

Moving and Hauling Permit

1 General Information	2 Review	3 Pay Fees	4 Submit

Step 1 : General Information > Contact Information

* indicates a required field.

Hauling Company

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account	Add New	Look Up

Permitting Company

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account	Add New	Look Up

Continue Application »

Save and resume later 🖫

Application Information

Enter the details about your proposed move. Fields marked with a red asterisk are required.

* indicates a required field.

General Information

GENERAL
Over Weight Loads Traveling Over City Bridges:
- Loads over 115,000 lbs allow a minimum of two (2) business days for engineer review
- Loads over 190,000 lbs may require additional review by an independent engineering company
- All other applications please allow two (2) business days to complete

SCHEDULE MOVE ACCORDINGLY

* Type of Permit: [Single Trip ▾]

Requested Move Date: * [_____] [📅]

*Moving: [--Select-- ▾]

For moves passing through Chesapeake, please indicate where you will be entering and leaving the city.
From (origin): * [_____]

To (destination): * [_____]

Preferred Route of Travel: * [_____]

Items to be Moved: * [_____]

Truck License Number: [_____]

Truck State: [_____]

Trailer License Number: [_____]

Trailer State: [_____]

Mobile Crane Serial Number: [_____]

Mobile Home Serial Number: [_____]

Overall Size

OVERALL SIZE

*Height feet:	[_____]	***Height inches:**	[_____]
*Width feet:	[_____]	***Width inches:**	[_____]
*Length feet:	[_____]	***Length inches:**	[_____]
*Front overhang feet:	[_____]	***Front overhang inches:**	[_____]
*Rear overhang feet:	[_____]	***Rear overhang inches:**	[_____]
*Number of Axles:	[_____]	***Wheel Base (FT):** ⑦	[_____]
Mobile Crane Wheelbase:	[_____]	***Maximum Vehicle Gross Weight/Vehicle Combination/Load (LBS):**	[_____]

For the Axle Weight and Spacing, you'll need to add rows to the table and then enter the appropriate information. You can click on the **Add a Row** button to add one row, or click on the dropdown arrow to add multiple rows.

AXLE WEIGHT AND SPACING

AXLES

Showing 0-0 of 0

	Axles	Lbs	

No records found.

[Add a Row ▼] [Edit Selected] [Delete Selected]

AXLE SPACING

Showing 0-0 of 0

	Axle	Length Feet	Length Inches	

No records found.

[Add a Row ▼] [Edit Selected] [Delete Selected]

AXLES

Showing 0-0 of 0

	Axles

No records found.

[Add a Row ▼] [Edit Selected] [Delete Selected]

Add 2 Rows

Add 3 Rows   :ING

Add 4 Rows   of 0

Add 5 Rows

Add 6 Rows   Length Feet

Add 7 Rows

Add 8 Rows   [Edit Selected] [Delete Selected]

Add 9 Rows

Add 10 Rows

Continue Application »

A new window will pop up to allow you to enter the required information. Fill in the appropriate fields and then click the **Submit** button.

AXLES

Axles:	Lbs:
Axle 1 ⌄	

Axles:	Lbs:
Axle 2 ⌄	

Axles:	Lbs:
Axle 3 ⌄	

Axles:	Lbs:
Axle 4 ⌄	

AXLE SPACING

Axle:	Length Feet:	Length Inches:
1st to 2nd ⌄		
2nd to 3rd ⌄		
3rd to 4th ⌄		

After all of the rows are entered, click the **Continue Application** button to move to the document attachment page. If you need to leave the application and finish it later, click the **Save and resume later** button.

Continue Application »   Save and resume later 🗔

Attaching Documents

To attach documents, click the **Add** button and the File Upload window will appear.

Step 1 : General Information > Attachments

 * indicates a required field.

Attachment

A **certificate of insurance** with the City of Chesapeake as the holder of the certificate and a **copy of the state permit** (if applicable) are required.

The maximum file size allowed is **500 MB**.
.bat; .cs; .dll; .exe; .exe.config; .js; .jsp; .msi; ade; adp; chm; cmd; com; cpl; hta; htm; html; ins; isp; jar; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Click the **Add** button in this window to locate the documents you want to attach.

File Upload

×

The maximum file size allowed is **500 MB**.
.bat; .cs; .dll; .exe; .exe.config; .js; .jsp; .msi; ade; adp; chm; cmd; com; cpl; hta; htm; html; ins; isp; jar; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.
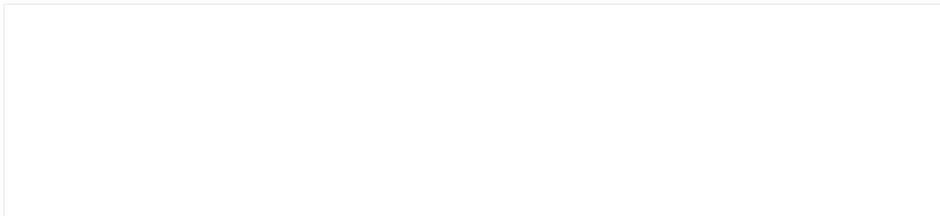
Continue   **Add**   **Remove All**   Cancel

Navigate to the location on your computer where the document is saved. Select the desired document and then click **Open**.
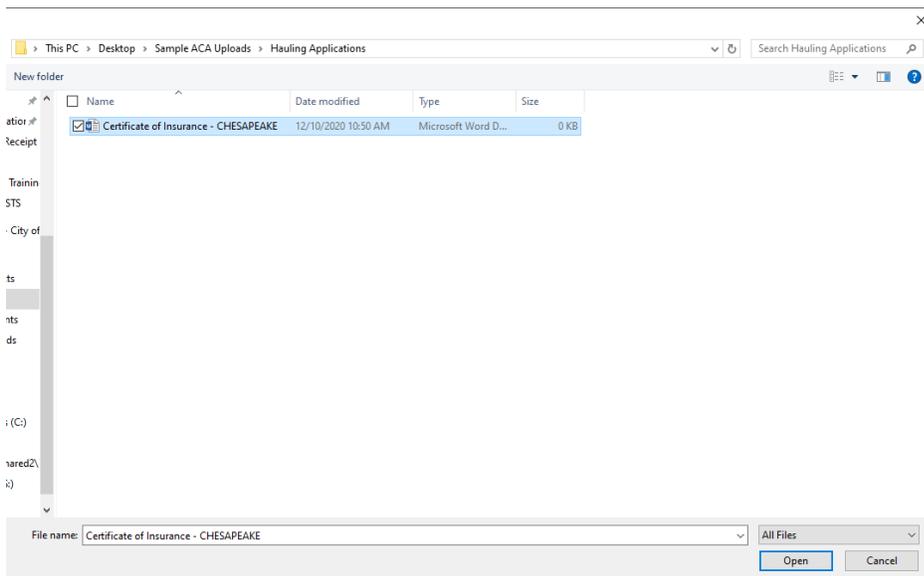
Repeat this step for any additional documents. Once all files are uploaded and you see the 100% progress bar, click the **Continue** button.

File Upload

The maximum file size allowed is **500 MB**.
.bat; .cs; .dll; .exe; .exe.config; .js; .jsp; .msi; ade; adp; chm; cmd; com; cpl; hta; htm; html; ins; isp; jar; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Certificate of Insurance -   100%

Continue	Add	Remove All	Cancel

After the documents are attached, you will need to select the document Type from the dropdown list and enter a brief description of the document. Be sure to click the **Save** button before clicking **Continue Application**.

Type: *   Remove

Certificate of Insurance   ▼

File:
Certificate of Insurance - CHESAPEAKE.docx
        100%

Description: *

Certificate of Insurance for City of Chesapeake, VA

Save	Add	Remove All

Continue Application »   Save and resume later ▢

Application Review and Submittal

The last step in the submittal process is the Application Review. Review the entered information and click the orange **Edit** button for any section that may require revision.

Please review all information below and check the box at the bottom to accept the terms of responsibility. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Moving and Hauling Permit

Hauling Company   Edit

Hal Mover
Hal Mover's Hauling and Moving Company   Email:jhcswbakbmrmmedfws@tsyefn.com
321 Move Hall
Chesapeake, VA, 23322
United States

Once you are certain all the required information has been provided and is correct, read the certification statement and click the checkbox below to accept the terms of responsibility. Finally, click the **Continue Application** button to submit the application.

The permittee, its agents, employees, officers and assigns assume all responsibility and liability for any injury to persons or damage to public or private property, caused directly or indirectly, by the transportation of vehicles and loads under a permit. Furthermore, the permittee, its agents, employees, officers and assigns agree to save and hold harmless the City of Chesapeake, its agents, employees, and officers from any and all claims, demands, actions, judgements, executions, damages or proceedings for any and all personal injury, and injuries to property real or personal, public or private, caused by or arising out of, directly or indirectly, from the transportation of the vehicle and/or load under a permit.

By checking the box below, I understand and agree that I am electronically signing and filing this application.

☐ By checking this box, I agree to the above certification.   Date:

Continue Application »   Save and resume later 🗔

**Please note that once the application is submitted, you will not be able to edit any of the submitted information. The only actions you'll be able to take are paying fees and attaching documents. If you need to revise your application, send an email to haulingmovingpermit@cityofchesapeake.net and a staff member will update it for you.

The next screen you see is the "Receipt" page, which will include your application number. You can click on the application number to go to the details of the application.

No Address

DPW-HP-2020-
0045   Copy Record

There is also a link to "Copy Record". If you need to apply for additional permits using most of the same information (for example: same vehicle, same load, different date), click on the **Copy Record** link.

The **Copy Record** button is also available on the Record Details page.

Clicking **Copy Record** will cause a window to pop up and let you select what information you want to transfer to the new application. The **Custom Fields** and **Custom Lists** are the application details and axle weight/spacing details you entered previously. Check the applicable boxes and then click the **Copy** button.

You will be taken back to the beginning of the application process, where you will again have to agree to the General Disclaimer. Once you start the new application, you will see the copied information is already entered. Continue through the steps as before, editing details as required for the new permit.

Save and resume later

Clicking the **Save and resume later** button will return you to your Records list and you'll see "Resume Application" under the Action column.

Your partial application (20TMP-000434) has been successfully saved.
To resume the application(s), go to the Records section and click the Resume Application link.

Records

Showing 1-10 of 28 | Download results | Add to collection | Add to cart | Copy Record

	Date	Record Number	Record Type	Status	Action
☐	12/10/2020	20TMP-000434	Moving and Hauling Permit		Resume Application

When you click Resume Application, a pop up window will appear and ask if you'd like to Start from the beginning or Pick up where you left off. Starting from the beginning will go back to the first step, but any previously entered information will be retained.

Resume Application: Select Application Page Flow Step

○ Start from the beginning (this will not erase previously entered information)

● Pick up where I left off

OK   Cancel

Steps to take after submitting the application

Providing missing information

The Traffic Engineering staff will review your application. If they need any additional information, you will receive an email similar to the one below:

If you get an email requesting additional information, you can click on the link in the email to return to your application in eBUILD, but you may be asked to log in first. If you are not taken directly to your application, click on the Public Works tab to see your Records list.

Click on the Record Number to see the Record Details page.

To access the attachments page, click on the Record Info dropdown menu and select Attachments.

Paying fees

When the application has been approved and your permit is ready to be issued, you will receive an email similar to the one below:
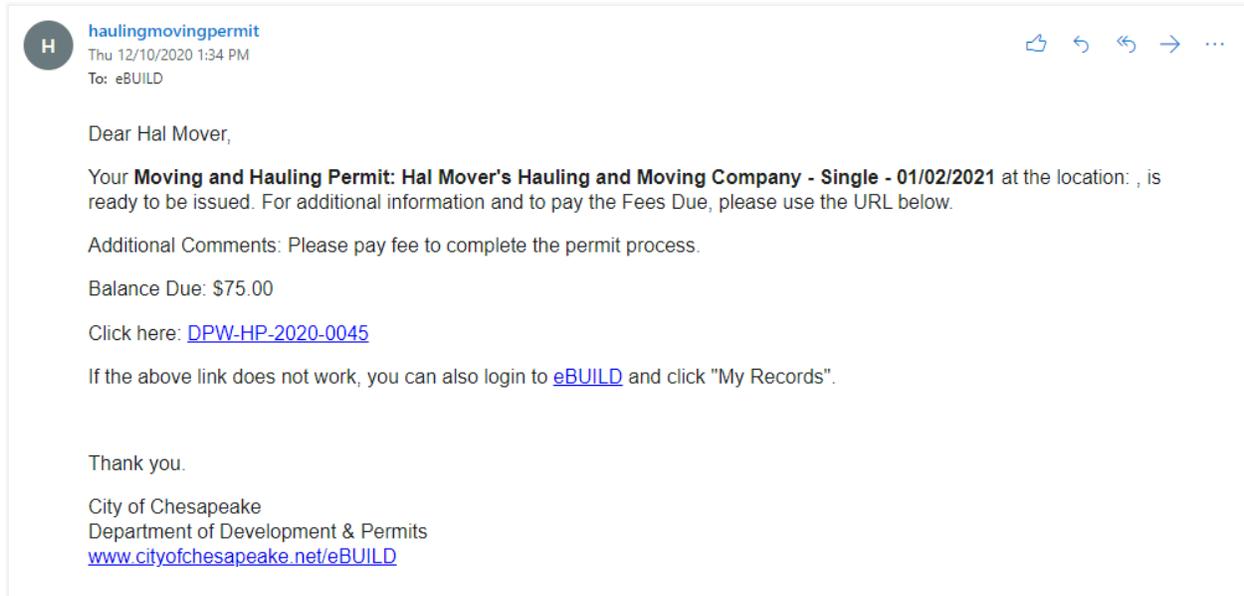
When you get an email that your permit is ready to issue, you can click on the link in the email to return to your application in eBUILD, but you may be asked to log in first. If you are not taken directly to your application, click on the Public Works tab to see your Records list. From the Records list, you can click on the checkbox next to your application number and then click the Add to cart link, or you can click the Pay Fees Due link in the Action column.

If you select Add to cart, you will see a message that your selection has been added to the cart and the cart icon at the top of the page will have a (1) next to it. You can click on the Cart to proceed to the payment screen.

If you click on Pay Fees Due, you will be taken directly to the payment screen. Confirm that the Fees listed are correct and then click the **Pay Now** button. If you want to pay for multiple permits at once, you can click the **Add Additional Items to Cart** button.

You now see the **Total amount to be paid**. Click **Pay Now** again.

Cart

1	Select item to pay	2	Payment information	3	Receipt/Applicati on Submittal

Step 1 : Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

No Address
1 Application(s) | $75.00
▶   Moving and Hauling Permit   Total due: $75.00
     DPW-HP-2020-0045

Total amount to be paid: $75.00
Note: This does not include additional inspection fees which may be assessed later.

[Pay Now »]   [Edit Cart »]   [Add Additional Items to Cart »]

The **Payment Information** screen allows you to select your payment option (Credit Card or Bank Account). Please note that there are convenience fees charged by the City's third-party payment vendor (ACI Payments) for both options. After selecting the payment option, click **Submit Payment** to be taken to the third-party site.

1	Select item to pay	2	Payment information	3	Receipt/Applicati on Submittal

Step 2 : Payment information

Please select a payment method and then click **Submit Payment** to be directed to our third-party payment service. Note that a convenience fee will be added to each transaction as described below.

The available payment methods are:

- **Credit Card**
  (Convenience fee is 2.4% of payment amount)
- **Bank Account**
  ($2 convenience fee for payments less than $9,999.99; $12.50 fee for payments greater than $9,999.99)

Use the radio buttons to select the payment type.

* indicates a required field.

Payment Options

Amount to be charged: $75.00

◉ **Pay with Credit Card**
○ **Pay with Bank Account**

[Submit Payment »]

The first page on the ACI Payments site indicates the Service Fee and the Total Payment. You must also agree to their Terms and Conditions by clicking the **Accept** button.

The second page is where you enter your contact and payment information. Some information will be brought over from eBUILD and automatically entered for you. The Credit Card information is not stored by eBUILD. After filling out all of the required fields, click **Continue**.

Make A Payment

Chesapeake, City of, VA

Chesapeake VIRGINIA

License and Permit Payments TEST

To continue this payment, please fill out the form below.

- Note that the [*] fields are required.
- All information is kept confidential.
- You will receive a printable digital receipt with a confirmation number and an email confirmation once your payment is authorized.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

Payer Information
(Information for the person making the payment.)

*Country:	United States
*First Name:	Hal
Middle Name:	
*Last Name:	Mover
Suffix: (Jr., Sr. etc.)	
*Street Address:	1234 Moving Hall
*Town/City:	Chesapeake
*State:	VA
*Zip Code:	23322

(Use this field for APO, FPO, AA, AE or AP codes.)

*Daytime Phone:	(757) 555 - 7777
*E-mail Address:	

(Required for an e-mail confirmation and online verification.)

*Re-enter E-mail Address:	
Receipt ID:	2203534
Contractor Number:	2203534

Payment Option
(May differ from the person owing the tax, bill, or fee.)

*Card Type:	- Select - VISA AMERICAN EXPRESS DISCOVER mastercard
*Card Number:	
*Expiration Date:	-- / -- (mm/yy)

Payment Information

Payment Type:	License and Permit Payments TEST
Payment Amount:	$75.00
Convenience Fee:	$1.80
Total Payment:	$76.80

Back   Cancel   Continue

The third page is a summary screen. Confirm the information shown. Click **Edit** to make any changes or click **Submit** to authorize the payment. Please note that clicking **Submit** multiple times may result in the processing of multiple payments.

Make A Payment

Chesapeake, City of, VA
Chesapeake VIRGINIA

License and Permit Payments TEST

Please carefully check the information you have provided below and click "Submit" to authorize payment of the "Total Payment" amount displayed.

- Click the "Edit" button to correct any of the information displayed.
- To preserve confidentiality, only partial credit card information is displayed.
- You will receive a printable digital receipt with a confirmation number and an email confirmation once your payment is authorized.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

Payer Information

First Name:	Hal
Middle Name:	
Last Name:	Mover
Suffix:	
Street Address:	1234 Moving Hall
Town/City:	Chesapeake
State:	VA
Zip Code:	23322
Country:	United States
Daytime Phone Number:	(757) 555 - 7777
E-mail Address:	glee@cityofchesapeake.net
Receipt ID:	2203534
Contractor Number:	2203534

Payment Option

Card Type:	Visa
Card Number:	************1111
Expiration Date:	12/2024

Payment Information

Payment Type:	License and Permit Payments TEST
Payment Amount:	$75.00
Convenience Fee:	$1.80
Total Payment:	$76.80

Edit   Cancel   Submit

It is only necessary to click the "Submit" button once. Clicking the "Submit" button multiple times may result in the processing of multiple payments.

After the payment is submitted, you will receive an email from ACI Payments Customer Service confirming your payment and you will also be returned to the receipt page on the eBUILD site.

Step 3 : Receipt/Application Submittal

Receipt

> Your application has been successfully submitted.
> Please print and retain a copy for your records.

No Address

DPW-HP-2020-0045   Copy Record

You can click on the Permit Number to access the Record Details page. The permit will be available for download on the Attachments page.

Record DPW-HP-2020-0045:   Add to cart
Moving and Hauling Permit   Add to collection
Record Status: Issued

Record Info ▾	Payments ▾

Attachments

The maximum file size allowed is 500 MB.
.bat; .cs; .dll; .exe; .exe.config; .js; .jsp; .msi; ade; adp; chm; cmd; com; cpl; hta; htm; html; ins; isp; jar; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Certificate of Insurance - CHESAPEAKE.docx	Certificate of Insurance	44.07 KB	12/10/2020	Actions ▾
Hauling_Permit_20201210_150850.pdf	Permit	79.28 KB	12/10/2020	Actions ▾

Add