

HOMEOWNER'S PERMIT GUIDE

WHEN IS A PERMIT REQUIRED?



HOMEOWNER'S PERMIT GUIDE

Prepared by : City of Chesapeake
Department of Neighborhood Services
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Chesapeake, VA 23328
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This booklet has been prepared as a guide for homeowners. It lists typical jobs that a homeowner might undertake and indicates whether permits or plans (drawings) and/or site plans 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 Neighborhood Services.

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.

It's advisable to speak with a building, plumbing, electrical or mechanical inspector before beginning a project. This will give you a better understanding of the documents required for your project. With some projects, zoning approval may also be involved. For a home occupation permit, please call the Zoning Division of the Department of Neighborhood Services at 382-6018.

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 = Not required	B = need building permit	E = need electrical permit
G = need gas permit	M = need mechanical permit	P = need plumbing permit

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 or 382-8424 between 8:30 a.m. and 5:00 p.m., Monday through Friday.

You may draw your own plans for most projects, with the exception of your property site plan. 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 Neighborhood Services includes the following divisions:

Building:	382-8450	Mechanical/Gas:	382-8453
Electrical:	382-8451	Plumbing:	382-8452
Neighborhood Inspections (Zoning, Environmental and Rental, and Wetlands)			382-6378
Neighborhood Coordination			382-6446

Staff is available to help you between 8:30 a.m. and 5:00 p.m. daily.

Construction Inspectors are in the office between 8:00 a.m. and 9:30 a.m. only.

Location: 306 Cedar Road
2ND Floor
Chesapeake, VA 23320

Business Hours: 8:30 a.m. to 5:00 p.m.
Monday through Friday

Telephone: Automated Phone System 382-6324 (24 hour operation)
Direct to Office 382-6018 or 382-8424
Fax Machine 382-8448 or 382-8555
Neighborhood Inspections Fax # 382-6793

Drop Box: Used for all mail-in permits, site plans, permit applications and other information.
City Hall Building opens at 7:00 a.m.
Drop box located immediately outside front entrance door to Inspections Office for convenience.

Mail-in Plumbing, mechanical/gas, and electrical permit can be mailed to Department of Neighborhood Services
Permit Processing
P.O. Box 15225
Chesapeake, VA 23328

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

Application for Permits are available on line for fill-in and print
<http://cityofchesapeake.net/services/depart/inspect/permits.html>.

The City of Chesapeake, Neighborhood Services Department's fees may be paid by check made payable to the City of Chesapeake or Discover Credit Card.

When calling to schedule an inspection, please provide the permit number, address, and type of inspections so there will be no delays in processing your request. You may fax inspection requests at 382-8448 or send by the e-mail. E-mail address is neighborserv@mail.city.chesapeake.va.us

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**1. ACCESSORY BUILDING & STRUCTURES
ZONING APPROVAL IS REQUIRED**

	PERMITS	PLANS
All sheds or accessory buildings (Site Plan required)	B	B
All fences (Site Plan required)	B	B
Build a carport (Site Plan required)	B	B
Erect farm building (Site Plan required)	B	B

2. HOME IMPROVEMENT & REPAIR PROJECTS

	PERMITS	PLANS
Install gutters	N	N
Install exterior siding	N	N
Paint	N	N
Replacing roof	N	N
Patching roof < 100 sq. ft.	N	N
Install rugs	N	N
Install insulation	N	N
Repairing and lining closets	N	N
Panel interior existing walls	B	B
Put up partitions and finish rec. room	B	B
Install prefabricated fireplace (Manufacturer's spec. required at the site)	M	M
Build masonry chimneys for stove	B	B
Building masonry fireplace	B	B
Construct an entranceway into a basement	B	B
Construct, dig or enlarge a basement under existing dwelling	B	B
Minor porch repairs (screen, patch concrete)	N	N
Concrete patio on grade, no roof	N	N
Put up canvas, wood or metal patio cover (site plan required)	B	B
Screen in only, an existing porch (if roofed)	N	N
Enclose carport (site plan may be required)	B	B
Build or replace porch or deck (site plan required)	B	B
Minor repairs to steps	N	N
Relocate stairs (interior)	B	B
Install attic pull-down stairs	B	B
Build dormers	B	B
Install or replace kitchen cabinets	N	N
Fill-in space between kitchen cabinets and ceiling	N	N

3. HOME IMPROVEMENT (PLUMBING)

	PERMITS	PLANS
Install or replace sink in the same location	N	N
Install or replace sink in different location	P	N
Install or replace toilet in the same location	N	N
Install or replace toilet in different location	P	N
Repair leak in water closet	N	N
Replace water closet (same for same)	N	N

3. HOME IMPROVEMENT (PLUMBING) Cont'd	PERMITS	PLANS
Replace water faucet	N	N
Install sump pump	E, P	N
Install clean-out in building sewer	P	N
Thaw frozen pipes	N	N
Unplug a sewer	N	N
Repair leak in outside underground water pipe	P	N
Repair leak in gas pipe	G	N
Repair leak in water pipe	N	N
4 . HOME IMPROVEMENT (ELECTRICAL)	PERMITS	PLANS
Replace switch/outlet plates	N	N
Replace outlet plates	N	N
Replace junction box covers	N	N
Replace electrical wiring	E	N
Relocating switches	E	N
Relocating outlets	E	N
Relocating lighting fixtures	E	N
Relocating sub panels	E	N
Relocating panel box or changing service	E	N
Installing smoke detectors (wired in)	E	N
Installing smoke detectors (plug in)	N	N
Installing smoke detectors (battery operated)	N	N
Replace outlets	N	N
Replace light fixtures with same style fixture and equivalent wattage	N	N
Replace light fixtures with different style fixture and/or more wattage	E	N
Replace circuit breakers (plug type only)	N	N
Replace fuses	N	N
5. APPLIANCES – REPAIRS	PERMITS	PLANS
Repair dishwasher	N	N
Repair garbage disposal (same for same)	N	N
Repair electric range	N	N
Repair oven	N	N
Repair water heater	N	N
Repair garbage compactors	N	N
Replace or install gas logs	M, G	N
Repair well water pump	N	N
Repair humidifier	N	N
Repair boiler	N	N
Replace warm air heating equipment (gas, oil, etc. – heat exchanger)	M	M
Repair portable heating appliance	N	N
Repair portable ventilating equipment	N	N

5. APPLIANCES – REPAIRS (cont'd)	PERMITS	PLANS
Repair portable cooling unit	N	N
Repair electronic air cleaner	N	N
Repair attic fan	N	N
Repair oil furnace	N	N
Repair gas furnace	N	N
Repair electric furnace	N	N
*If additional wiring required, permit may be necessary		

6. APPLIANCE INSTALLATIONS	PERMITS	PLAN
Install dishwasher (not portable)	E, P	N
Replace dishwasher (no additional plumbing or electric)	N	N
Install garbage disposal	P	N
Replace garbage disposal (same for same)	N	N
Install new electric range	E	N
Replace electric range (same for same)	N	N
Install gas range	G	N
Replace gas range (same for same) no change from original	N	N
Install electric oven	E	N
Replace electric oven (same for same)	N	N
Install gas oven	G	N
Replace gas oven (same for same) no change from original	N	N
Install electric water heater	E, P	N
Replace electric water heater (same for same)	N	N
Install gas water heater	G, P, M	N
Replace gas water heater (same for same)	M	N
Install garbage compactors	E	N
Replace garbage compactors	N	N
Install electric air conditioning	E, M	N
Replace electric air conditioning (same for same)	N	N
Install gas air conditioning	G, M, E	N
Replace gas air conditioning (same for same)	M	N
Install heat pump	E, M	N
Replace heat pump Outside unit – 30” high req site plan	N	N
Install well water pump	E	N
Replace well water pump	N	N
Install humidifier	E, P, M	N
Replace humidifier (same for same)	N	N
Install boiler (gas, oil, etc.)	M, G, E	N
Replace boiler (gas, oil, etc.) – same for same	M	N
Install portable ventilating equipment (plug-in)	N	N
Install portable cooling unit (plug in)	N	N
Install electronic air cleaner	E, M	N
Install attic fan	E	N
Replace oil furnace (same for same)	M	N
New installation of gas furnace	E, M, G	N
Replace gas furnace	M	N

6. APPLIANCE INSTALLATIONS (cont'd)	PERMITS	PLAN
New installation of electric furnace	E, M	N
Replace electric furnace (same for same)	N	N
New electrical, mechanical, gas or plumbing work requires permit	E, G, M, P	N

7. MISCELLANEOUS	PERMITS	PLANS
Build retaining wall	B	B
Build brick or block privacy wall	B	B
Construct outdoor masonry barbecue	B	B
Install outdoor gas barbecue	G	N
Demolish buildings not connected to public sewer	B	N
Demolish buildings connected to public sewer (requires approval from Public Utilities)	B	B
Install swimming pool, above ground & inground (Fence protection required)	B, E	B
Erect trellis or grape arbor	B	B
Erect freestanding radio or TV antenna	B	B
Erect freestanding flagpole	B	B
Install lawn sprinkler system (Connected to City Water)	P	N

Any questions regarding this information should be directed to the Department of Neighborhood Services, 382-6018, 6324 or 8424.

Revised 06/01/04