



**Department of Planning  
Permits and Inspections Division**

**FOIA Request Rates**

2875 Sabre Street, Suite 500  
Virginia Beach, VA 23452  
Phone (757) 385-4211 FAX  
(757) 385-5777

[www.vbgov.com/buildingpermits](http://www.vbgov.com/buildingpermits)

**Research and Letter Draft**

\*\*\*\*\*If no document copies are requested, research fees only apply.\*\*\*\*\*

Research fee (1 hour minimum) ..... \$15.00 hour

**Duplication Charges**

Black & White Standard Sheet Sizes (Letter, Legal, Ledger) ..... \$0.03 page  
Color Standard Sheet Sizes (Letter, Legal, Ledger) ..... \$0.08 page

Plan Sheets (Standard FOIA):

-Size C Sheet (approx. 17" X 22") ..... \$0.52 page  
-Size D Sheet (approx. 22" X 34") ..... \$1.02 page  
-Size E Sheet (approx. 34" X 44") ..... \$1.54 page

Plan Sheets (City Attorney or Subpoena FOIA\*):

-Size C Sheet (approx. 17" X 22") ..... \$0.78 page  
-Size D Sheet (approx. 22" X 34") ..... \$1.53 page  
-Size E Sheet (approx. 34" X 44") ..... \$2.31 page

\*additional copies must be filed with City Attorney's Office.

**Certificates of Occupancy**

Refer to Certificates of Occupancy Fee Schedule.