



City of Virginia Beach

PLANNING/PERMITS & INSPECTIONS
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February 7, 2014

VBgov.com

MUNICIPAL CENTER
BUILDING NUMBER 2
2405 COURTHOUSE DRIVE
VIRGINIA BEACH, VA 23456-9039

ACCELA / PERMITTING UPDATES

Two years of Accela permitting operations has raised and answered many questions and/or issues. For Example, the address as well as the building permit number is now included in the confirmation emails. Accela offers other functionalities that will now be employed, with situational clarification to ensure consistency for the public.

1. A copy of Public Utilities DFU report will be required and uploaded when obtaining associated building and/or plumbing permits.
 - a. Accela now has the capacity to attach documents to associated permits. A copy of this information will be extremely helpful when issuing related permits, such as interior alteration permits.
2. Changes to existing permits.
 - a. ANY amendments to an existing permit must include a new application.
 - i. It will help office track changes.
 - ii. It will ensure the contractor of record has authorized the change.
 - iii. The new application must include revised costs of construction.
 - b. Circuits, fixtures, or outlets will be added to existing permits for the cost of the number of circuits, fixtures, or outlets added.
 - i. A revised signed application as outlined in item (a) is required.
 - ii. When applicable, plumbing permits will not be amended unless accompanied with valid DFU receipt.
 - iii. Where applicable, deleting and adding fixtures will be done in accordance with prescribed office procedure.
 - c. There can be no amendments to permit's requiring a release from a franchise utility company.
 - i. The existing permit will be voided and a new permit applied for.
 - ii. Fees for the new permit will be required at issuance. The existing permit and fees are subject to the Division's refund policy.
 - d. In conjunction with the requirements above, alterations, additions, large scale or multiple amendments will have an administrative fee of \$35.00 in addition to any additional permit fees.
3. Requests for temporary release of electrical services may now be requested and paid for on-line.
 - a. Commercial and residential forms will be available @ www.vbgov.com.
 - b. Building or electrical contractor must associate request with applicable permit.

- i. Requests will only be accepted from contractor's email address on file with Permits and Inspections.
 - ii. Contractor will need to notify Permits and Inspections office of pending request.
- c. Requests for temporary to stock or occupy must be processed in the Permits and Inspections office.

Other Permit and Inspection news...

- 4. In addition to a DFU count, residential demolitions will now require the existing water and sewer lines to be capped off at the meter.
 - a. Inspection of the cap may also determine if existing lines will have to be replaced.
- 5. Due to previous failure of fire-retardant treated plywood, only roof decking or sheathing of noncombustible materials or in combination with Type X gypsum board has been permitted in order to comply with IRC Section R302.2.2.#2 Exception addressing fire separation requirements at duplex/townhouse walls. Updates in the industry have revised the product and accordingly *approved* fire-retardant treated wood may be used.
 - a. Appropriate manufacturers information must be submitted with roofing permit applications.
- 6. Contractors/Permit Writers - check applicable files to ensure a permit for the proposed work hasn't already been issued.

Thank you in advance for your assistance, cooperation, and feedback.