

**CITY OF VIRGINIA BEACH  
PERMIT FOR WORK WITHIN A PUBLIC RIGHT-OF-WAY**

(Continued)

- WILL BE PERFORMED BY ONLY THE PERMITTEE.**
- WILL BE PERFORMED BY A SUBCONTRACTOR AND/OR THE PERMITEE.**

Subcontractor's/Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Business Telephone #: \_\_\_\_\_

Supervisor/Contact's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**NOTICE**  
**PROVISIONS APPLICABLE TO CONTRACTORS AND SUBCONTRACTORS**

**In accordance with City Code §33-63, the permittee shall provide written notice to any and all adjacent private property owners prior to performing work in public rights-of-way that are adjacent to private properties. Such notice shall include the following: 1) the full name of the permittee; 2) the permit number; 3) when the work will be performed; 4) the name and telephone number of the employee, agent, or representative of the permittee who is responsible for supervising the work; and 5) the telephone number for the city's permitting office. The written notice shall be provided to the private property owner by a door hanger on the property owner's front door, which shall be placed on the door at least twenty-four (24) hours prior to permittee commencing work, but no more than seven (7) days before such work is commenced. In the case of an emergency in which the permittee is required to immediately commence repair work, the permittee shall provide the written notice described herein, but the notice may be provided contemporaneously with the commencement of the repair work.**

As permittee, I acknowledge that I have read and understand the above notice requirements and that I have completed all parts of this application truthfully and to the best of my knowledge. Should any of the circumstances change regarding who will perform the work described on this permit or the work to be performed, I will notify the Development Services Center (DSC) and/or Permits and Inspections (P&I) immediately by written notice, which shall include an updated SUBCONTRACTOR'S ATTACHMENT and/or other information as required by the DSC, P&I and/or the City Code.

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Permittee Signature \_\_\_\_\_ Date \_\_\_\_\_

**DSC Phone Number: (757) 385-8277**  
**P&I Phone Number: (757) 385-4211**

**DSC FAX Number: (757) 385-5789**  
**P&I FAX Number: (757) 385-5777**

Web address for this form: <http://www.vbgov.com/dsc> (Select DSC Processes, then Subcontractor's Attachment under Right-Of-Way Permits)

**SUBCONTRACTOR ATTACHMENT**  
(For Additional Subcontractors or Amendments to Permit)

**Amendment to the PERMIT FOR WORK WITHIN A PUBLIC RIGHT-OF-WAY**

The following subcontractors will or may be performing work related to this **PERMIT FOR WORK WITHIN A PUBLIC RIGHT-OF-WAY**:

Subcontractor's/Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Business Telephone #: \_\_\_\_\_

Supervisor/Contact's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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Subcontractor's/Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Business Telephone #: \_\_\_\_\_

Supervisor/Contact's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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Subcontractor's/Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Business Telephone #: \_\_\_\_\_

Supervisor/Contact's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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