

## Building Permits and Inspections Contacts and Links

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| <p><b><u>Accomack County</u></b></p> <p><b>Building, Planning and Zoning</b><br/>David A. Fluhart, Director<br/>Accomack County<br/>23296 Courthouse Ave.<br/>Accomack, Virginia 23301<br/>(757) 787-5721<br/>Monday through Friday<br/>8:30 AM to 5:00 PM<br/><a href="mailto:bpz@co.accomack.va.us">bpz@co.accomack.va.us</a></p> <p><b>Department of Planning</b><br/>James McGowan, AICP<br/>Director<br/>Accomack County<br/>23282 Courthouse Ave.<br/>P.O. Box 686<br/>Accomack, Virginia 23301<br/>(757) 787-5726<br/>Monday through Friday<br/>8:30 AM to 5:00 PM<br/><a href="mailto:planning@co.accomack.va.us">planning@co.accomack.va.us</a></p>                           | <p><b>Building Permit &amp; Inspection Process</b><br/><a href="http://www.co.accomack.va.us/building_permits_code_inspections.html">http://www.co.accomack.va.us/building_permits_code_inspections.html</a></p> <p><b>Plans Review Process</b><br/><a href="http://www.co.accomack.va.us/planning_home.html">http://www.co.accomack.va.us/planning_home.html</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b><u>Chesapeake</u></b></p> <p><b>Department of Development &amp; Permits</b><br/>Jay Tate, P.E., Director<br/>306 Cedar Road<br/>Post Office Box 15225<br/>Chesapeake, VA 23328<br/>Phone: (757) 382-6018<br/>Fax: (757) 382-8448</p> <p><b>Department of Development &amp; Permits</b><br/>Robert R. Smalley, CBO<br/>Code Enforcement Administrator<br/>306 Cedar Road<br/>Post Office Box 15225<br/>Chesapeake, Virginia 23328<br/>Phone: (757) 382-6018<br/>Fax: (757) 382-8555</p> <p><b>Planning Department</b><br/>Brent Neilson, Director<br/>306 Cedar Road, 2nd Floor<br/>P.O. Box 15225<br/>Chesapeake, VA 23328<br/>Phone: (757) 382-6176<br/>Fax: (757) 382-8356</p> | <p><a href="#">City's Customer Contact Center</a> at (757) 382-CITY (2489)</p> <p><b>Development Contacts</b><br/><a href="http://www.chesapeake.va.us/services/Development2/pdf/Contact-info.pdf">http://www.chesapeake.va.us/services/Development2/pdf/Contact-info.pdf</a></p> <p><b>Development, Land Use &amp; Construction</b><br/><a href="http://www.chesapeake.va.us/services/Development2/develop-landuse-construction.shtml">http://www.chesapeake.va.us/services/Development2/develop-landuse-construction.shtml</a></p> <p><b>Plans Review Process</b><br/><a href="http://www.chesapeake.va.us/services/Development2/NS-Residential-PlanApproval.shtml">http://www.chesapeake.va.us/services/Development2/NS-Residential-PlanApproval.shtml</a></p> <p><b>Building Permit Process</b><br/><a href="http://www.chesapeake.va.us/services/Development2/NS-Residential-BuildingPermits.shtml">http://www.chesapeake.va.us/services/Development2/NS-Residential-BuildingPermits.shtml</a></p> <p><b>Inspection Requests/Process</b><br/><a href="http://www.chesapeake.va.us/services/Development2/NS-Residential-Inspections.shtml">http://www.chesapeake.va.us/services/Development2/NS-Residential-Inspections.shtml</a></p> <p><b>Commercial Construction</b><br/><a href="http://www.chesapeake.va.us/services/Development2/NS-Commercial-PlanApproval.shtml">http://www.chesapeake.va.us/services/Development2/NS-Commercial-PlanApproval.shtml</a></p> |

**Franklin**

**For Building, Plumbing, Electrical, Mechanical/Gas, and Environmental Permits and Inspection**

Donald E. Goodwin, CBO, CPCA  
Bureau of Inspections/Zoning  
207 West Second Ave.  
Franklin, VA 23851  
(757) 562-8580

**Building Permit Process**

- Applications shall be made by the owner or lessee of the building or agent of either.
- All applications shall be accompanied by a site/plot plan showing scale, use and location of all existing buildings and proposed construction, distances from buildings and lot lines and location of all easements and right-of-ways.
- Construction within any easement and right-of-way shall be prohibited unless owner or beneficiary of the easement or right-of-way has authorized the construction

**Inspection Process**

Call 562-8580 between 8:30 a.m.–4:30 p.m. to request an inspection.

**Norfolk**

**Permits and Inspections**

Lynn Underwood, Code Official  
400 Granby Street  
Norfolk, Virginia 23510  
(757) 664-6565  
Fax: (757) 664-6899  
(757) 664-6511  
Monday - Friday  
8:30 am - 5:00 pm  
[lynn.underwood@norfolk.gov](mailto:lynn.underwood@norfolk.gov)

**Department of Planning**

Frank Duke, Director  
(757) 664-4770  
508 City Hall Building  
Norfolk, Virginia 23510  
(757) 664-4752  
(757) 441-1569  
Monday - Friday  
8:30 am - 5:00 pm  
[Frank.duke@norfolk.gov](mailto:Frank.duke@norfolk.gov)  
[planning@norfolk.gov](mailto:planning@norfolk.gov)

**Plans Review Process**

[http://www.norfolk.gov/Planning/forms\\_applications.asp](http://www.norfolk.gov/Planning/forms_applications.asp)

**Building Permit Process**

[http://www.norfolk.gov/Planning/forms\\_applications.asp](http://www.norfolk.gov/Planning/forms_applications.asp)

**Inspection Process**

<http://www.norfolk.gov/planning/ivr.asp>

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| <p><b><u>Northampton County</u></b></p> <p><b>Department of Planning &amp; Zoning</b><br/> Mark Cline, Director of Building<br/> P. O. Box 538<br/> 16404 Courthouse Road<br/> Eastville, VA 23347<br/> (757) 678-0445<br/> Monday through Friday<br/> 9 AM - 5 PM<br/> <a href="mailto:sbenenson@co.northampton.va.us">sbenenson@co.northampton.va.us</a></p>                                                                                                                                                                                                                                                  | <p><b>Plans Review Process</b><br/> <a href="http://www.co.northampton.va.us/departments/planning_zoning.html">http://www.co.northampton.va.us/departments/planning_zoning.html</a></p> <p><b>Building Permits Process</b><br/> <a href="http://www.co.northampton.va.us/departments/planning_permits.html">http://www.co.northampton.va.us/departments/planning_permits.html</a></p>                                                                                                                                                                                                                                                                                                                                              |
| <p><b><u>Portsmouth</u></b></p> <p><b>Department of Planning</b><br/> Paul D. Holt III, Acting Director<br/> City Hall Building<br/> 801 Crawford Street, 4th floor<br/> Portsmouth, VA 23704<br/> Phone (757) 393-8836<br/> Fax (757) 393-5223</p> <p><b>Permits and Inspections</b><br/> Douglas Smith, Director<br/> City Hall Building<br/> 801 Crawford Street, 4th floor<br/> Portsmouth, VA 23704<br/> Phone: (757) 393-8531<br/> Fax: (757) 393-5108<br/> Monday through Friday<br/> 8:30 AM through 4:30 PM</p>                                                                                        | <p><b>Development Process</b><br/> <a href="http://www.portsmouthvaed.com/DevGuide.html">http://www.portsmouthvaed.com/DevGuide.html</a></p> <p><b>Building Permit Process</b><br/> <a href="http://www.portsmouthvaed.com/PDFs/Development%20Guide/Building%20Permit%20Process.pdf">http://www.portsmouthvaed.com/PDFs/Development%20Guide/Building%20Permit%20Process.pdf</a><br/> <a href="http://www.portsmouthva.gov/forms/index.htm#Permit%20Applications">http://www.portsmouthva.gov/forms/index.htm#Permit%20Applications</a></p> <p><b>Inspection Process</b><br/> <a href="http://www.portsmouthva.gov/buildingofficial/IVR_Use_rs_Guide.pdf">http://www.portsmouthva.gov/buildingofficial/IVR_Use_rs_Guide.pdf</a></p> |
| <p><b><u>Southampton County</u></b></p> <p><b>Southampton County Building &amp; Zoning</b><br/> Lee Copeland, CBO, CBCO<br/> Building Official<br/> 26022 Administration Center Drive<br/> Courtland, VA 23837<br/> Office (757) 653-3011<br/> Fax (757) 653-0257<br/> Monday through Friday<br/> 8:30 a.m. - 5:00 p.m.</p> <p><b>Southampton County Building &amp; Zoning</b><br/> Beth Lewis<br/> Community Development Director<br/> 26022 Administration Center Drive<br/> Courtland, VA 23837<br/> Office (757) 653-3008<br/> Fax (757) 653-0257<br/> Monday through Friday<br/> 8:30 a.m. - 5:00 p.m.</p> | <p><b>Plans Review Process</b><br/> Under Research</p> <p><b>Building Permit Process</b><br/> <a href="http://www.southamptoncounty.org/build_zone.asp">http://www.southamptoncounty.org/build_zone.asp</a><br/> <a href="http://www.southamptoncounty.org/pdf/Permit%20Application.pdf">http://www.southamptoncounty.org/pdf/Permit%20Application.pdf</a></p> <p><b>Inspection Process</b><br/> Under Research</p>                                                                                                                                                                                                                                                                                                                |

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| <p><b><u>Suffolk</u></b></p> <p><b>Neighborhood Development Services</b><br/> John Wilson<br/> Building Official<br/> 441 Market Street<br/> Suffolk, VA 23434<br/> (757) 514-4150<br/> Monday through Friday<br/> 8:15am - 5:00pm<br/> <a href="#">E-Mail</a></p> <p><b>Planning</b><br/> D. Scott Mills, Director<br/> P.O. Box 1858<br/> Suffolk, VA 23439<br/> (757) 514-4060<br/> <a href="#">E-Mail</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b>Plans Review Process</b><br/> <a href="http://www.suffolk.va.us/planning/applications.html">http://www.suffolk.va.us/planning/applications.html</a></p> <p><b>Building Permit Process</b><br/> <a href="http://www.suffolk.va.us/nds/permits.html">http://www.suffolk.va.us/nds/permits.html</a></p> <p><b>Inspection Process</b><br/> <a href="http://www.suffolk.va.us/nds/inspections.html">http://www.suffolk.va.us/nds/inspections.html</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p><b><u>Virginia Beach</u></b></p> <p><b>Permits and Inspections</b><br/> Cheri Hainer, CBO<br/> Building Codes Administrator<br/> 2405 Courthouse Drive, Room 100<br/> Building #2 (Operations), Municipal Center<br/> Virginia Beach, Virginia 23456<br/> Phone: (757) 385-4211<br/> Fax: (757) 385-5777<br/> Monday – Friday<br/> 8 a.m. - 5 p.m.<br/> <a href="mailto:perminsp@vbgov.com">perminsp@vbgov.com</a></p> <p><b>Planning/Development Services Center</b><br/> Charles Hassen<br/> Development Services Coordinator<br/> <a href="mailto:chassen@vbgov.com">chassen@vbgov.com</a><br/> 2405 Courthouse Drive Room 191<br/> Municipal Center, Bldg. 2<br/> Virginia Beach, VA 23456<br/> Main: (757) 385-8277<br/> Fax: (757) 385-5789<br/> After Hours: <a href="http://www.vbgov.com/dsc">www.vbgov.com/dsc</a><br/> <a href="mailto:dsc@vbgov.com">dsc@vbgov.com</a></p> | <p><b>Plans Review Process</b><br/> <a href="http://www.vbgov.com/vgn.aspx?vgnextoid=edd3b2c08804c010VgnVCM1000006310640aRCRD&amp;vgnnextchannel=149354cf18ad9010VgnVCM100000870b640aRCRD&amp;vgnnextparchannel=92d154cf18ad9010VgnVCM100000870b640aRCRD">http://www.vbgov.com/vgn.aspx?vgnextoid=edd3b2c08804c010VgnVCM1000006310640aRCRD&amp;vgnnextchannel=149354cf18ad9010VgnVCM100000870b640aRCRD&amp;vgnnextparchannel=92d154cf18ad9010VgnVCM100000870b640aRCRD</a></p> <p><b>Building Permit Process</b><br/> <a href="http://www.vbgov.com/vgn.aspx?vgnextoid=af6354cf18ad9010VgnVCM100000870b640aRCRD&amp;channel=true">http://www.vbgov.com/vgn.aspx?vgnextoid=af6354cf18ad9010VgnVCM100000870b640aRCRD&amp;channel=true</a></p> <p><b>Inspection Process</b><br/> <a href="http://www.vbgov.com/vgn.aspx?vgnextoid=cb542c3aeb42b010VgnVCM100000870b640aRCRD&amp;channel=true">http://www.vbgov.com/vgn.aspx?vgnextoid=cb542c3aeb42b010VgnVCM100000870b640aRCRD&amp;channel=true</a></p> |