



PLANNING AND COMMUNITY DEVELOPMENT



Consultants, Builders and Developers Notice #2019-08-13

August 13, 2019

Topic: Planning and Community Development Department Closing to Relocate Services, August 16 – 23, 2019

Beginning Friday, August 16 at 1:00 p.m., all Planning and Community Development (PCD) Department offices will be closed as several divisions, including Permits and Inspections and the Development Services Center, will be moving to 2875 Sabre Street, Suite 500. Except for the Strategic Growth Area Division, located at 4525 Main St., which will reopen to the public on August 19, 2019, all offices of PCD will remain closed to the public August 19-23 to accommodate the relocation.

Permits and Inspections will continue to process online permit and inspection request submittals (<https://citizenaccess.vbgov.com/Default.aspx>) while offices are closed. All online requests will be reviewed as quickly as possible, although response time may be delayed. The Building official is also accepting third-party inspection requests as well as photo and video inspections. Simply upload the photos, videos and reports into Accela Citizen Access under your permit for your inspection. Please do not proceed with work without an approved inspection. Regular on-site inspections may be requested starting August 26.

The Development Services Center will continue to accept plan and plat submittals via Accela Citizen Access (<https://citizenaccess.vbgov.com/Default.aspx>) while offices are closed. We ask that you please hold all deliveries until August 26th. Staff will be responsive to inquiries during the closure, however please anticipate response time to be delayed.

The following divisions will be open to the public starting August 26, 2019 at 8:00 a.m. at the Sabre Street location: Permits and Inspections, Planning Administration, Zoning Administration, Development Services Center, Director's Office.

We look forward to greeting you at our new location and we appreciate your continued support and patience.

Please call (757) 385-4621 for questions or visit www.vbgov.com/planning.