



PLANNING AND COMMUNITY DEVELOPMENT



Consultants, Builders and Developers Notice #2021-11-02

November 2, 2021

Topic: Planning and Community Development Temporary Closure and Revised Hours of Operation of Customer Service Counter

Effective: November 15, 2021

Temporary Closure

The Virginia Beach Planning Department will close the customer service counter to walk-in customers for Zoning, Building, and Trade Permits on Mondays and Thursdays effective November 15, 2021. This temporary closure is due to staffing shortages, decrease of in-person permit requests, and to allocate available staff hours toward plan/permit review.

Permit applications may still be dropped off and permits will continue to be accepted and issued online through [Accela Citizen Access](#).

All other Planning services will be available by appointment on Mondays and Thursdays.

Revised Hours of Operation

Customer Service & Permitting Counter Hours of Operation:

Monday: CLOSED – drop off available or services by appointment

Tuesday 8:00AM – 4:30PM* Closed for Lunch 12:00PM – 1:00PM

Wednesday 8:00AM – 4:30PM Closed for Lunch 12:00PM – 1:00PM

Thursday: CLOSED – drop off available or services by appointment

Friday 8:00AM – 4:30PM Closed for Lunch 12:00PM – 1:00PM

*4:30 closing times are required to allow for payment processing and end of day billing to be completed by 5:00 pm.

For additional information on the temporary closure, please call the office at (757)385-4621.