

City of Virginia Beach
Development Services Center
DSC INFORMATION NOTICE #55
June 27, 1997

TOPIC: Reduction of Steps in Obtaining a Building Permit for a Commercial Site Plan

PURPOSE: The Development Services Center, in cooperation with other involved City agencies, has made four improvements to the site plan release-permitting process. These improvements will provide the owner/developer with a step-by-step guide to paying utility fees and obtaining a building permit and save them valuable time.

CURRENT PROCESS:

The current process requires the customer to pick up the approved site plans and make several detours in route to their ultimate goal of obtaining a building permit. The following steps show that route:

1. The owner or the owner's representative picks up the approved site plan from the DSC.
2. The site plan is taken to the Zoning counter where zoning information (height, setback, etc.) is placed on the site plan and City Council and Board of Zoning Appeals (BZA) actions are attached.
3. The site plan is then walked to Public Utilities/Customer Services by the customer to pay utility fees. The person paying the fees must have obtained a fee sheet and know the number of drainage fixture units (DFUs) on the site. If they do not have all of this information, they must contact the architect or consultant for the DFU count and/or return to the DSC to have the fee sheet completed.
4. Once the fees are paid, the site plan is taken to the Permits and Inspections counter and used to apply for a building permit.

NEW PROCESS:

1. The owner or owner's representative picks up the approved site plan **package** which contains: a) three (3) addressed site plans with zoning stamp and City Council, Chesapeake Bay Preservation Area Board and Board of Zoning Appeal (BZA) actions attached; b) completed utility fee sheet; c) completed Water Resource Recovery Fee Computation Sheet (DFU); and d) step-by-step guide to obtaining a building permit.
2. The owner's representative will go to Public Utilities/Customer Services (Room 200) to pay utility fees. The fees calculated by Public Utilities/Customer Services are based on the information provided on the fee sheet and Water Resource Recovery Fee Computation Sheet.
3. The owner's representative will then go to Permits and Inspections (Room 100) to apply for a building permit by presenting 2 of the approved site plans, a receipt for utility fees, a copy of approved architectural plans and building permit fee.

IMPROVEMENTS TO PROCESS:

1. Customers will leave the DSC with a "site plan release package." The package contains everything they will need to pay utility fees and apply for a building permit. Most of the "legwork" previously required of the customer has been eliminated.
2. Customers will be given a step-by-step guide to the building permit counter.
3. Customers will have one less stop and no confusion or backtracking because all of the information the customer needs is provided when the site plan is released from the DSC.
4. The Water Resource Recovery Fee Computation Sheet has been redesigned to provide the consultant with a form to use when submitting the DFU count with the site plan submittal. The new form also assists Public Utility's staff with the calculation of the fees.

DFU CALCULATIONS: All commercial site plans must be submitted with a completed Water Resource Recovery Fee Computation Sheet.

NOTE: The DFU count should be available to the consultant preparing the site plan. If the final number of DFUs is not known, the architect's best estimate is acceptable. The final DFU count will be checked by the building inspections' staff for needed fee adjustments before a Certificate of Occupancy will be issued.

EFFECTIVE DATE: IMMEDIATELY

CONTACTS:

Questions about the process - Team Project Managers
Questions about utility fee sheets - Team Utility Engineers

- Mark Ricketts (Project Manager) 427-8202
- Becky Mitchell (Utility Engineer) 427-4335

- Joseph Pulley (Project Manager) 427-8617
- Noli Jarina (Utility Engineer) 427-8623

- Barbara Duke (Project Manager) 427-4901
- Tom Martinez (Utility Engineer) 427-8707

- Ronald Frink (Project Manager) 426-5661
- all three utility engineers assist

Steps from Commercial Site Plan Approval to Building Permit with Utility Fees

- Step 1 - Site Plan Approved by DSC*
Step 2 - Site Plan Addressed by DSC
Step 3 - Site Plan HELD in DSC until all "HOLDS" or conditions of approval are satisfied (room 191)

Step 4 - Customer receives Site Plan Release Package (room 191) which consists of the following:

- Copy of DSC approval letter
- Copy of Council Conditions (*conditional rezoning, conditional use permit, subdivision variance*), BZA action and CBPA Board action (if applicable)
- Three (3) copies of approved, addressed Site Plan {two (2) copies will be marked for Permits and Inspections for use when obtaining a building permit, one (1) copy will be marked for the developer}
- Erosion and Sediment Control/Stormwater Management permit
- Receipt for Erosion and Sediment Control/Stormwater Management surety (if paid in cash)
- Receipt for Erosion and Sediment Control/Stormwater Management permit and inspection fees
- Copy of Utility Fee Sheet (this work sheet is filled out by the DSC Utility Engineer)
- Copy of Water Resource Recovery Fees Computation Sheet (filled out by the consultant and submitted with the site plan for review)

Step 5 - Customer Pays Utility Fees to Public Utilities/Customer Services (room 200) - Information Required:

- Copy of Approved Site Plan with Address
- Copy of Approval Letter
- Completed Water Resource Recovery Fee Calculation Sheet
- Completed Utility Fee Sheet

Step 6 - Public Utilities/Customer Services gives customer receipt for fees

Step 7 - Customer applies for building permit (room 100) - Information Required:

- 2 copies of approved site plan with attachments (if applicable)
- Receipt for utility fees
- Copy of approved architectural plans
- Building permit fee

Step 8 - Customer receives building permit