

PLANNING AND COMMUNITY DEVELOPMENT



Consultants, Builders and Developers Notice #2021-06-07

June 7, 2021

Topic: Department Reopening and Building Plan Review Process Modifications

Effective: June 14, 2021

Reopening

The Virginia Beach Planning Department customer service counter will reopen to the public beginning Monday, June 14, 2021. Online submittals of applications, plans, and permits will continue to be available through [Accela Citizen Access](#). While we may be able to now accommodate some meetings in-person, other, larger meetings (such as Presubmittal Meetings) will continue to be held virtually at this time.

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

Building Plan Review

In an effort to streamline operations, Permits & Inspections will accept the following items for review at the counter. Counter reviews will be performed at the customer service counter during normal office hours. All other items should be submitted through [Accela Citizen Access](#).

Counter Review Requirements:

Commercial

- Interior and exterior alterations with a work area of 2,500 square feet or less
- No change of use
- No A, I, or H uses
- Plan sets of 5 pages or less
- If submitted through the [online permitting system](#), the review time frames will be 3 business days for the initial review and 3 business days for revisions

Residential

- Additions 500 square feet or less, plan set shall not exceed 5 pages
- Alterations with a work area of 500 square feet or less, plan set shall not exceed 5 pages
- Accessory structures 500 square feet or less, plan set shall not exceed 5 pages
- Uncovered decks of any size, plan set shall not exceed 5 pages
- If submitted through the [online permitting system](#), the review time frames will be 3 business days for the initial review and 3 business days for revisions

Please see the Permits & Inspections [website](#) for additional information on plan submittal, review processes, and plan review fees.

For additional information on Permits & Inspections processes, please contact:

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