

City of Norfolk: Checklist of Site Plan Permits and Inspections

Please review your approved site plan, and check with the departments below, to ensure that you have been issued all required permits and have scheduled and completed all required inspections prior to requesting your Certificate of Occupancy. This list is NOT exhaustive, and not all permits and inspections apply to all projects.

- Planning:** <http://www.norfolk.gov/index.aspx?NID=1647>
 - Site Plan approval
 - Land Disturbance Permit (issued for all site plan projects)
 - Erosion and sediment control pre-construction meeting: call Seamus McCarthy to schedule at 664-4363
 - Erosion and sediment control inspections (bi-monthly at a minimum)
 - CBPA Tree Permit—required for tree impacts within 100’ CBPA buffer.
 - CBPA Inspection – for required buffer planting for mitigation and encroachment into 100’ CBPA buffer.
 - Wetlands Board Permit
 - VSMP General Construction Permit (for projects over one acre).
- Development Services Center:** <http://www.norfolk.gov/index.aspx?NID=2799>
 - Demolition permits
 - Building & trade permits
 - Pre-construction meeting
 - Building & trade inspections
- Utilities:** <http://www.norfolk.gov/index.aspx?nid=1519>
 - Utility fee letter
 - Miss Utility: call 811 or go to <http://va811.com/>
 - Water and sewer tap fees may apply
 - Pre-construction meeting: call Michael Gillikin to schedule at 823-1042
- Recreation, Parks, and Open Space:** <http://www.norfolk.gov/index.aspx?NID=3443>
 - Landscape inspection: call Bill Speidel to schedule at 441-2400 ext. 228
- Right-of-Ways:** <http://www.norfolk.gov/index.aspx?nid=362>
 - Post ROW bond (if applicable)
 - Right-of-way permits (if applicable)
 - City Tree permit (disturbance to City trees and/or planting in the right-of-way or City property)
- Stormwater:** <http://www.norfolk.gov/index.aspx?NID=1499>
 - Prior to site plan approval: approved and recorded BMP Maintenance Agreement (Declaration of Covenants)
 - Pre-construction meeting: call Kyle Quick to schedule at 823-4089
 - BMP Inspection
 - As-builts required prior to release of CO
 - If a proprietary system is installed (i.e. Filterra, Contech Jellyfish), a letter from the manufacturer stating that the unit is active/properly installed is required
 - Tie-ins to City stormwater infrastructure must also be inspected, if applicable

- Fire Marshal's Office:** <http://www.norfolk.gov/index.aspx?NID=619>
 - Demolition permits
 - Tank removal/tank fill permits
 - Hazmat permit (gasoline, oil, propane, etc.)
 - Garage repair permit (for auto-repair facilities)
 - Fixed Site Hot Works permit—for on-site welding
- Surveys:** <http://www.norfolk.gov/index.aspx?NID=414>
 - Prior to site plan approval: approval and recordation of final plat (if applicable)
 - Contact Surveys to obtain addresses for the property, if applicable
- Health Department:** <http://www.norfolk.gov/index.aspx?NID=169>
 - "Rat-free" Inspection (prior to demolition)
 - Separate Plan Review (if applicable)
 - Multiple additional permits may apply