

## **CERTIFICATE OF OCCUPANCY EXISTING**

You may apply for a Certificate of Occupancy on the a Permit

Portal: [norfolkvapermits.force.com](http://norfolkvapermits.force.com)

**Select Building Permit, Residential,  
and COE. (Certificate of Occupancy  
for an Existing Building)**

Required documents:

- 1- Completed Building Application;
- 2- Letter from the property owner (if different from applicant);
- 3- Floor plan of existing conditions drawn to scale with dimensions;
- 4- Information required on plans:
  - a. Total number of occupants
  - b. Number of occupants non-related
  - c. The age range of occupants non-related
  - d. Indicate if capable of self-preservation
  - e. Special needs/ handicap
  - f. Length of stay
  - g. Length of supervision
  - h. Number of staff

**Zoning approval required**

After the Zoning inspection and then final building inspection is approved and closed, a minimum of 48-hours will be required before a Certificate of Occupancy Existing is issued.



## INSTRUCTIONS TO APPLY FOR A PERMIT

The Development Service Center expanded the online portal system to allow citizens and contractors to apply for all permit types. This is a TWO step process.

**FIRST:** Apply for your building permit online at:

[norfolkvapermits.force.com](http://norfolkvapermits.force.com)

Select Building Permit then Residential and then COE. (Certificate of Occupancy Existing)

**SECOND:** Once you've received your permit number, your documents must be submitted into one .pdf to:

[planreviewpermits@norfolk.gov](mailto:planreviewpermits@norfolk.gov)

*\*Please make sure that when submitting emails, include the address of the property and permit number in the subject line.*

All plumbing, electrical, and mechanical permits shall be permitted separately.

**Your documents (application packet and supporting plans and specs)  
must be submitted in ONE .pdf.**



## Residential Building Permit Application

810 Union Street, Norfolk, VA 23510

(757) 664-6565

Application Date

\_\_\_/\_\_\_/\_\_\_

Permit Number

\_\_\_\_\_

Please apply for a building permit online at [norfolkpermits.force.com](http://norfolkpermits.force.com). Once you've completed the online process and received your permit number, your documents must be submitted into one .pdf. at this email address: [planreviewpermits@norfolk.gov](mailto:planreviewpermits@norfolk.gov)

### APPLICANT

Homeowner

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_ (initial) I *ELECT* to participate in the Tax Abatement program

\_\_\_ (Initial) I *DECLINE* to participate in the Tax Abatement program

CONTRACTOR \_\_\_\_\_ AGENT \_\_\_\_\_ DESIGNER \_\_\_\_\_

VA License # \_\_\_\_\_

Class: A \_\_\_ B \_\_\_ C \_\_\_ Tradesman \_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Location of Work: \_\_\_\_\_ Unit/Lot \_\_\_\_\_

Work Type: New Structure \_\_\_ Repair/Alteration \_\_\_ Addition \_\_\_ Demolition \_\_\_ Solar Panels \_\_\_

Pool \_\_\_ Above Ground \_\_\_ In Ground \_\_\_ Pool Barrier \_\_\_ Request CO \_\_\_ Proposed Occ Load \_\_\_\_\_

Work Description \_\_\_\_\_

Project Cost \$ \_\_\_\_\_ Sq Ft \_\_\_\_\_ Use Group \_\_\_\_\_ Previous Use \_\_\_\_\_ Construction Type \_\_\_\_\_

I agree to work in conformity with the ordinances and regulations of the City of Norfolk and the Virginia Uniform Statewide Building Code. VUBC edition 20\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Date \_\_\_\_\_

Mechanics Lien Agent \_\_\_ Not Designated \_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

CITY DEPARTMENT STAMPS

Building Safety Division  
Development Services Center  
810 Union Street, 1<sup>st</sup> Floor  
Norfolk, Virginia 23510  
(757) 664-6565



**NOTE: THIS DOCUMENT CONTAINS IMPORTANT INFORMATION CONCERNING THE VIRGINIA  
CONTRACTOR'S LICENSING LAW. PLEASE READ CAREFULLY BEFORE SIGNING.**

**PROPERTY OWNER/CONTRACTOR LICENSURE AFFIDAVIT**

I \_\_\_\_\_ of \_\_\_\_\_ (mailing address)  
Affirm that I am the property owner and/or contractor for the owner of a certain tract or parcel of land  
located in the City of  
Norfolk at \_\_\_\_\_ and that I have applied for a building permit to  
erect a structure on said land or repair or improve an existing structure on said land.

***I affirm that I am aware of the provisions of Title 54.1, Chapter 11, of the Code of Virginia that  
requires a contractor to be properly licensed before he may bid or undertake contracting work of  
\$1,000 or more. I further certify that I am familiar with the responsibilities of an awarding  
authority specified in Section 54.1111 of the Code which prohibits any awarding authority from  
issuing permits or allowing the issuance of such permits to any contractor not properly licensed  
under the provisions of the Code, and that to do so would constitute the commission of a  
misdemeanor.***

I affirm that I am duly licensed under the terms of Title 54.1, Chapter 11, Code of Virginia to carry out  
or superintend this work; OR I am not subject to licensure as a contractor, subcontractor, or owner-  
developer pursuant to such title. I affirm that I have paid in full any license fees required by any county,  
city, or town so as to qualify me to bid upon or contract for the work for which this permit has been  
applied.

**"Class A Contractors"** perform or manage construction, removal, repair, or improvements when (i) the total value  
referred to in a single contract or project is \$120,000 or more, or (ii) the total value of all such construction, removal,  
repair, or improvements undertaken by such person within any 12-month period is \$750,000 or more.

**"Class B Contractors"** perform or manage construction, removal, or repair, or improvements when (i) the total value  
referred to in a single contract or project is \$10,000 or more, but less than \$120,000, or (ii) the total value of all such  
construction, removal, repair or improvements undertaken by such person within any 12-month period is \$150,000 or  
more, but less than \$750,000.

**"Class C Contractors"** perform or manage construction, removal, repair, or improvements when (i) the total value  
referred to in a single contract or project is over \$1,000 but less than \$10,000, or (ii) the total value of all such  
construction, removal, repair, or improvements undertaken by such person within any 12-month period is less than  
\$150,000. The Board shall require a master tradesmen license as a condition of licensure for electrical, plumbing, and  
heating, ventilation and air conditioning contractors.

This permit becomes null and void if work or construction authorized is not commenced within 6 months, or  
if the construction or work is suspended or abandoned for a period of 6 months at any time after work is  
commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All  
provisions of laws and ordinances governing this type of work will be compiled with whether specified herein or  
not, the granting of a permit does not presume to give authority to violate or cancel the provisions of any other  
state of local law regulating construction or the performance of construction.

Property Owner or Contractor

Printed Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Drawings are for illustrative purposes only and are not to be used for construction. The services of a professional architect or engineer may be needed depending on the complexity of the project.

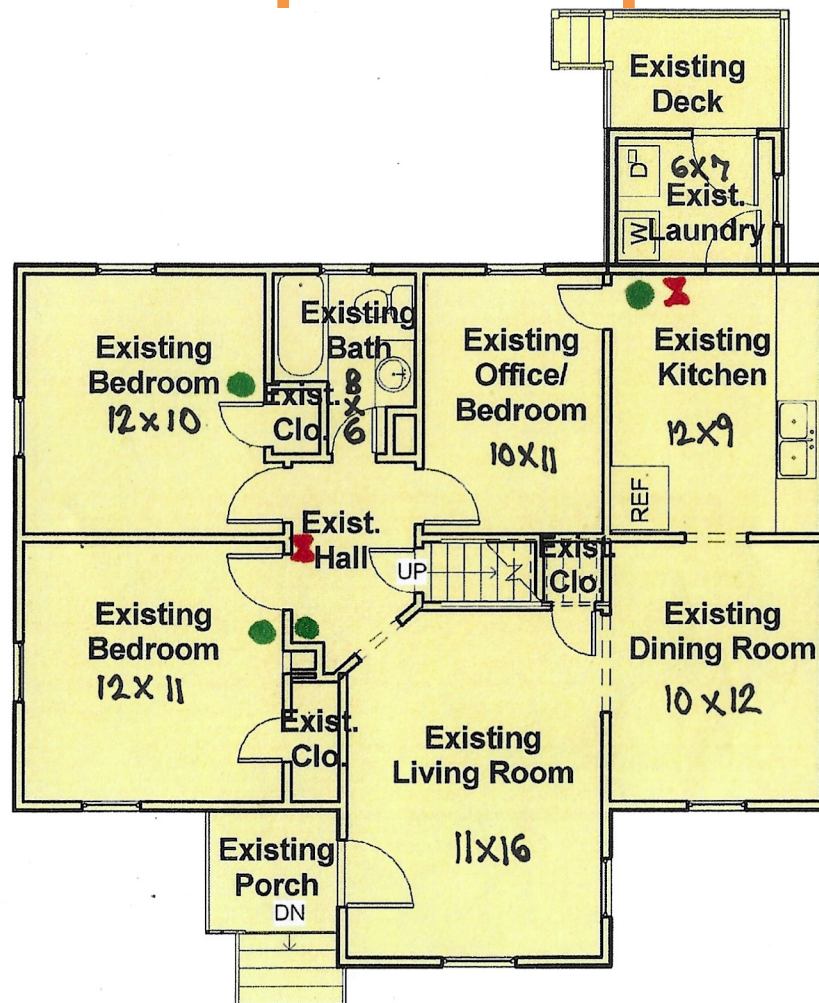


Existing  
New

# Sample Example

1. # of occupants 2-3
2. Age of occupants 18-65
3. Capable of self-preservation yes
4. Length of stay 24 hrs
5. Type of supervision 24 hrs
6. # of staff 2

- Carbon Monoxide detector ◆
- Smoke detector ●
- Fire extinguisher ✕



0 4' 8' 16'  
Scale 1/8" = 1'-0"

1 First Floor  
1/8" = 1'-0"

Existing First Floor Plan  
Newton Residence  
6915 Pugh Street  
Sharon Turner, RA  
01/11/10

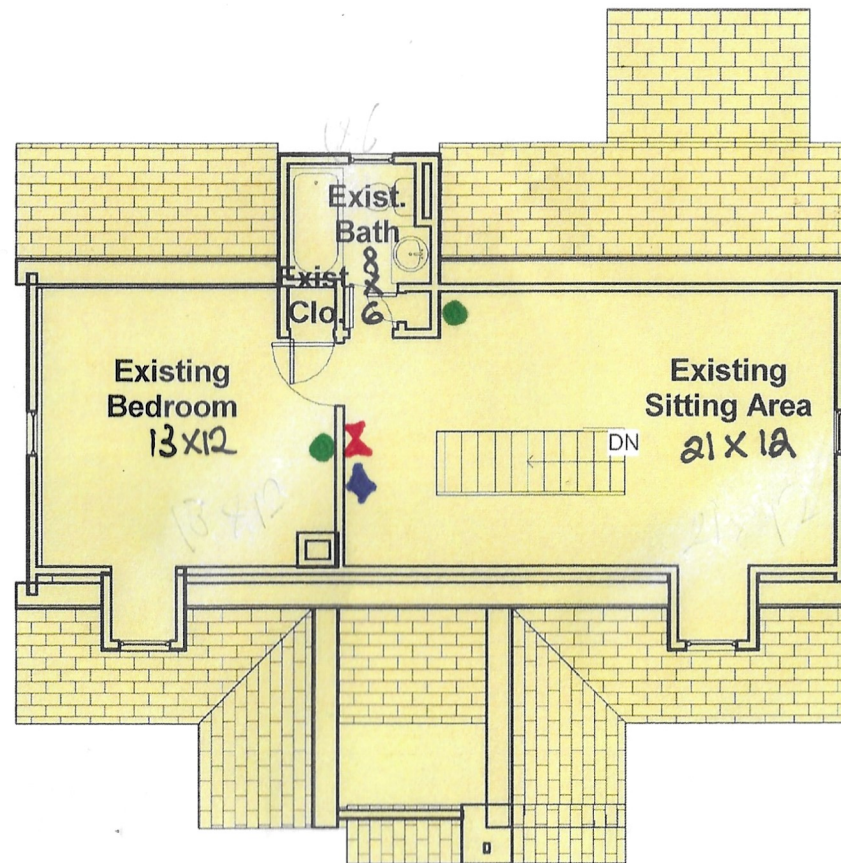


Drawings are for illustrative purposes only and are not to be used for construction. The services of a professional architect or engineer may be needed depending on the complexity of the project.



# Sample Example

Existing  
New



Carbon monoxide detector  
Smoke detector  
Fire extinguisher

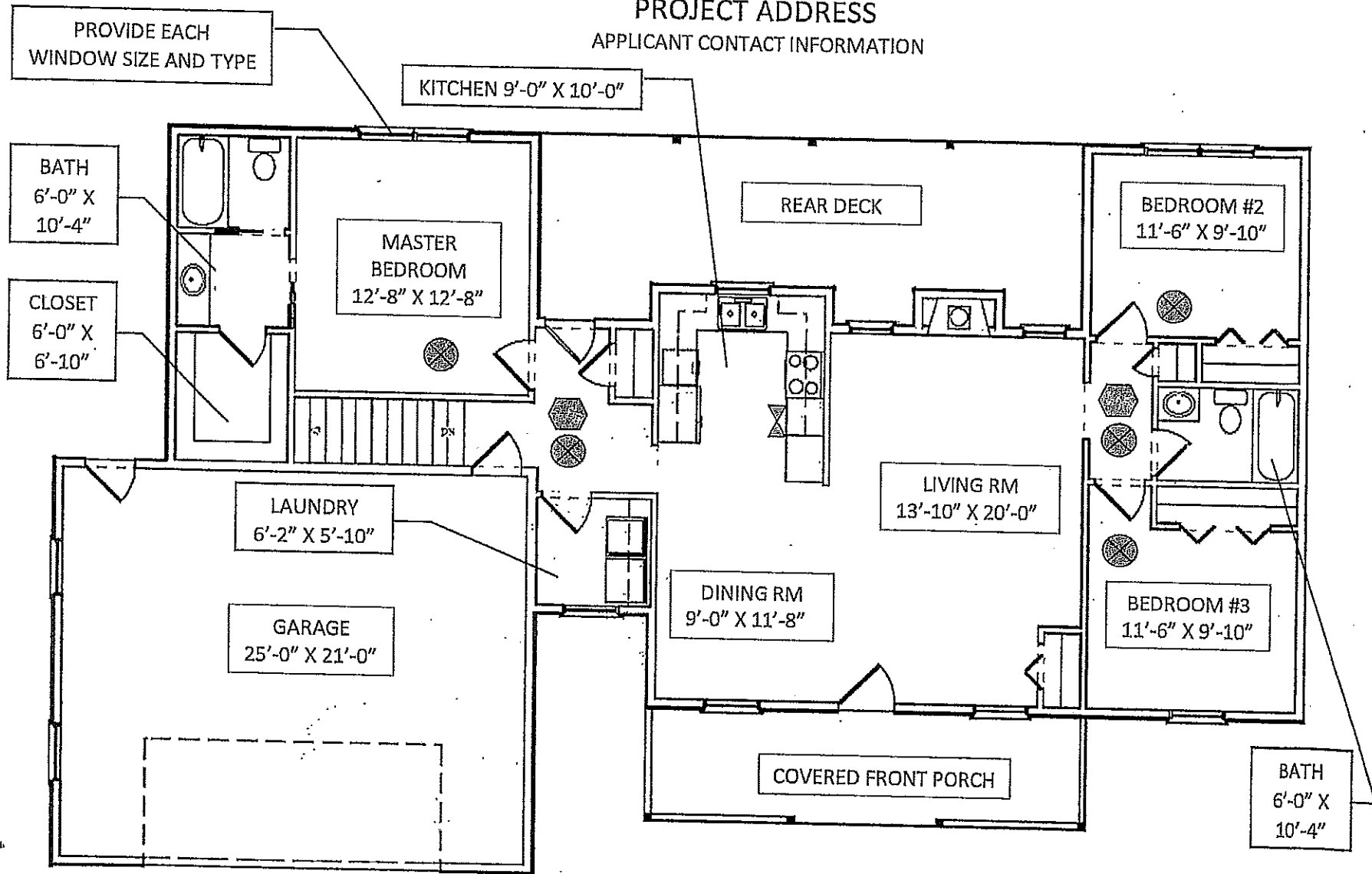
1 Second Floor  
1/8" = 1'-0"

0 4' 8' 16'  
Scale 1/8" = 1'-0"

Existing Second Floor Plan  
Newton Residence  
6915 Pugh Street  
Sharon Turner, RA  
01/11/10

Sample Example, please use for reference

PROJECT ADDRESS  
APPLICANT CONTACT INFORMATION



1. NUMBER OF NON-RELATED OCCUPANTS 3
2. AGE OF OCCUPANTS 18-65
3. CAPABLE OF SELF PRESERVATION YES

4. LENGTH OF STAY 24 HOURS
5. TYPE OF SUPERVISION 24 HOURS
6. NUMBER OF STAFF 2



CARBON MONOXIDE ALARM



SMOKE DETECTOR



FIRE EXTINGUISHER

\*\*\*SAMPLE CERTIFICATE OF OCCUPANCY EXISTING CONDITIONS\*\*\*