Portable Storage Units (PSU) Procedures

- The owner or occupant of the location where the PSU will be placed must contact The Department of City Planning (664-4752):
  - Within 24 hours of the original placement of the PSU on site
  - To request a PSU Permit if necessary (see below).
  - To request an extension(s) for a PSU Permit if necessary (see below).
- No more than one (1) PSU with a maximum size of 16 feet long, 8 feet high, or 3 smaller PSU's with a combined cubic footage of less than 1088 cubic feet may be located on, any site.
- PSU's may display 1 sign on each unit no larger than 6 square feet.
- A placard indicating the date of delivery shall be affixed to the PSU by the PSU owner and clearly visible from the public right-of-way.
- The PSU must be placed at least 5 ft. from a property line.
- No PSU permit is required for the first 16 days.
  - After 16 calendar days a PSU Permit is required to allow PSU to remain on site.
  - A $15.00 fee must accompany the Permit.
    - Checks made payable to Norfolk City Treasurer
  - The Permit must be placed on the PSU so that it is visible from the street.
- Any additional extension must be requested in writing 3 days prior to expiration of this permit, but may only be granted for good cause.
  - There will be an additional $15.00 permit fee for each extension.

Department of City Planning
810 Union Street, Room 508 Norfolk, Virginia 23510
(757) 664-4752
Portable Storage Unit Permit

Name of Occupant or Applicant ____________________________________________

Name of Property Owner (if different from applicant)
____________________________________

Address where PSU is to be placed (include unit number)
____________________________________

Telephone Number ____________________________

Date placed on property: ____________________________
+16 Days

Date Permit required: ____________________________

Date extension required: ____________________________
+15 Days ($15.00 fee)

__________________________________
Zoning Approval

Brief explanation for extension(s):
Portable Storage Unit Guidelines

- Permit allows PSU to remain on site for 15 days.
- Any additional extension must be requested in writing 3 days prior to expiration of the permit.
- There will be an additional $15.00 permit fee for each extension, checks made payable to the Norfolk City Treasurer.
- PSU permit:
  - Must be affixed to the portable storage unit
  - Must be placed so that it is visible from the street.

In Accordance with the provisions of the City of Norfolk Code, 1979, Section 29-79, as amended, this permit is approved based on the information supplied by the applicant and is subject to the guidelines specified above.

Failure to comply with the guidelines or any conditions stated in this permit shall be a violation. The first violation shall constitute a Class 4 misdemeanor. A second or subsequent violation by the same person shall constitute a Class 3 misdemeanor. Each day of the violation shall constitute a separate offense.

Applicant: ____________________________ Date: ____________________________