

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 (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.
- A \$15.00 fee must accompany the Application or can be paid online (see below) once application is processed.
 - Permit is valid for 15 days
- Checks are made payable to Norfolk City Treasurer
- Once issued, the Permit must be placed on the PSU so that it is visible from the street.
- Any additional extension must be requested/received within 3 days prior to expiration of the permit but may only be granted for good cause.
 - There will be an additional \$15.00 permit fee for each extension and must be paid before expiration of the permit.

• **To apply and pay online**

- First, go to our online ePermitting portal at <https://norfolkva.my.site.com/s/login/> and Register for an account using the email you will provide on our online application form.
- After registering for an account or if you already have an account go to <https://www.norfolk.gov/formcenter/planning-22/portable-storage-unit-podpsu-information-645>. Make sure you provide the email address associated with your ePermitting portal account.
- Please check your email for further information.
- You may also sign into the ePermitting portal when there are invoices ready to pay.

Portable Storage Unit Application

Name of Occupant or Applicant _____

Name of Property Owner (if different from applicant)

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

Telephone Number _____

Email Address: _____ (account will be set up on our portal using this email address. Check your emails for further directions/information.)

Date POD/PSU placed on property: _____

Is this a new permit or an extension? (put X beside answer): NEW _____ EXTENSION _____

If this is an extension, please provide an explanation for the extension:

Portable Storage Unit Guidelines

- Permit allows PSU to remain on site for 15 days.
- Any extension must be requested/received within 3 days prior to expiration of the permit and fee paid before the expiration date.
- There will be an additional \$15.00 permit fee for each extension, checks made payable to the Norfolk City Treasurer or pay via our online ePermitting Portal at <https://norfolkva.my.site.com/s/login/>
- 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 Signature: _____ Date: _____