

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: _____