

How to apply for permits online through eBuild System

<https://aca3.accela.com/CHESAPEAKE/Default.aspx>



City of Chesapeake, Virginia - Accela

Development Contacts Listing Customer Contact Center: 757-382-CITY (2489)

City Hall Address: 306 Cedar Road, Chesapeake, VA 23322

-Copy and paste above link in Chrome Browser.

-Read Announcements (click **Mark as Read**).

-Register for an Account.

-Log in.

-Click on Development and then Create a Development Application.

-Accept the Acknowledgment page.

-At the bottom left of the next page, drop down the arrow next to Construction Permits.

-Select type of permit:

Miscellaneous Right-of-Way Permit

Noise Permit

Residential Driveway Permit

Residential Land Disturbing Permit

Miscellaneous Right-of-Way Permit Notes:

****Provide sketch****

Driveway Permit Notes:

****A sketch must be attached for review. If the address has no curb and gutter, a plan must be submitted to engineering first. For questions, engineering can be reached at 757-382-6101.****

****If you are applying as the contractor and there is city sidewalk in the row, a copy of the contractor's liability issuance must also be submitted.****

Once you have entered all of your information and you see a record number beginning with DEV-, your application is complete and you will receive further correspondence via email on payment. Once the system

provides staff with proof of payment, a notification email will be sent stating that the permit is ready and accessible online.

Print Permit

To print a permit that doesn't auto-generate, open the **Record Details** page, scroll down to the bottom, and select the orange "Print/View Record" button.

Revisions Required

To review comments after a notification - "**Revisions Required**", go to "**My Records**" and select the appropriate permit. Select the drop-down triangle next to "**Record Info**" and then "**Processing Status**". Look for the row with the hourglass symbol and select the drop down. Select the (+) to see "**Revisions Required**".

Staff will receive a system notification when revisions has been submitted.

Upload Documents

In "**My Records**", select the appropriate permit. Select the drop down next to "**Record Info**" and then click on "**Attachments**". To upload, click "**Add New**" and follow prompts to submit. Be sure to name the document in the correct field.

All attachments shall be in a PDF format.

Notify the reviewing staff if submitting design changes.