

During the current COVID-19 period, the Development Services Center will continue to conduct limited plan review by digital submittals and from the online portal only.

Plan Review

Residential and small commercial plans can be submitted by emailing them to planreviewpermits@norfolk.gov

- Large plans such as commercial plans, can be submitted to the City FTP Site followed by a notification to planreviewpermits@norfolk.gov
- .All submittals will then be sent to the appropriate plan reviewer. The permit application and all required documents will be reviewed for completeness and issued a building permit tracking number once complete.

Once reviews are completed, the customer will receive comments by email or notification that the plan has been approved. Permit applications submitted prior to March 16, 2020 will be reviewed and issued.

New plans submitted after that date will be reviewed but permits may not be issued in part because of the inability to ensure that all departments and agencies are able to review their portions of required reviews.

All plumbing, mechanical, and electrical applications will be accepted through the online portal by submitting them at www.norfolkvapermits.force.com. The site will prompt the customer to start an account and provide directions for applying for a permit. All applications will be reviewed by the permit technician for completeness. Once all reviews are completed, the customer will be able to proceed to payment and permit issuance.

Site Plan reviews will follow the same processes and with the same caveats.