

OUTDOOR SEATING - PHASE 1 PERMITTING QUICK GUIDE - UPDATED

Given the recent events in relation to the COVID-19 virus, the City of Chesapeake wants to facilitate the process to use temporary outdoor dining areas. The City is committed to expediting the process as quickly as possible.

Applying for this **free** permit is easy. Simply submit an application for a permit through the City's electronic eBUILD system using the following link:
<https://aca3.accela.com/CHESAPEAKE/Default.aspx>

You will go through the following steps when applying:



1. ENTER BUSINESS INFORMATION

TIPS:

-Be aware of your building occupancy and square footage. This can be found on your issued Certificate of Occupancy.

- Indicate if fencing and/or tents will be used on the premise. Tents greater than 900 square feet will require additional permit & fire inspection

*Only 50% of building occupancy will be allowed for outdoor seating



2. DOWNLOAD GUIDELINES

In lieu of submitting a formal site plan for review, you will be required to download and abide by the rules and regulations outlined in the permit guidelines

KEEP IN MIND:

- Fire lanes & handicap spaces cannot be used for outdoor seating
- Seating may not impede fire lanes and/or traffic/vehicle access
- Parking spaces must be maintained for customer use
- If serving alcohol, Virginia ABC protocols must be followed



3. FEES

Temporary Outdoor Seating
Permit Fees are
\$0

*Tents greater than 900 square feet are subject to fees



4. QUESTIONS

Speak to a Permitting Official if you have unique circumstances or additional questions

Phone Number: 757-382-6018