



Chesterfield County, Virginia Department of Building Inspection

9800 Government Center Parkway – P.O. Box 40 – Chesterfield, VA 23832
Phone: (804) 748-1057 – Fax: (804) 751-2249 – Internet: chesterfield.gov/bi

Ronald W. Clements Jr.
Building Official

COVID19 Event

Customer Information- March 20, 2020

Chesterfield County Building Inspection Customers:

We are processing permit applications during normal office hours Monday – Friday from 8:30 a.m. to 5:00 p.m. The building is closed to the public. We will receive permit application submittals via U S Mail, commercial courier and fax. If dropping off an application package at our front door, please prepare all of the applicable forms in advance, then follow the instructions posted on the front door of the Community Development Building. The drop off basket will be outside the building during normal office hours. Permit application forms and credit card authorization forms can be found on our website at www.chesterfield.gov/bi. If you are having difficulty printing a permit application form, there is a small supply in the drop off basket in front of the building. If you prefer to write a check and need assistance calculating the fee, please contact one of our customer service staff at 804.751.4990 during normal office hours. If the requested permit does not require construction plans, please continue faxing the application and Credit Card Authorization Form to 804.751.4713. If you are experiencing difficulty please call 804.751.4990 to talk with one of our customer service staff regarding additional options for sending your permit request during this time. All permits are processed in the order received.

Inspections are being performed as normal.

Anyone needing to make a cash proffer payment can call the Department of Budget and Management at 804-748-1548 or email Budget and Management Director, [Andrea Peeks](mailto:Andrea.Peeks@chesterfield.gov), to schedule an appointment for payment. All calls and emails will be returned within 24 hours. Cash proffer payments can also be mailed to Department of Budget and Management, 9901 Lori Rd, Chesterfield, VA 23832 or deposited in the Treasurer's Drop box located outside of the Lane B. Ramsey Administration Building.