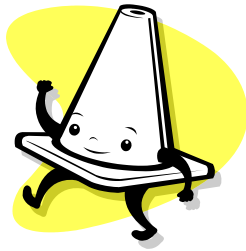


## A QUICK WORD ABOUT THE DEVELOPMENT SERVICES CENTER...

The City of Hampton recommends that you contact the Development Services Center at (757)728-2444 if you want to construct anything in the City. We will advise you on the processes that you will go through in order to accomplish your development and, if the project entails several processes, you may be assigned a Project Coordinator.



The Development Services Center staff or your Project Coordinator will help you through every step of the process to ensure that your development meets all State and local codes. We are here to help, give us a call!

The process depicted on the interior of this pamphlet indicates the preferred order which will result in the most efficient review. If you choose to submit documents separately the review time may be expanded.

If you have questions about any of the required documents please call the Development Services Center.



Development Services Center, 3rd Floor  
22 Lincoln St.  
Hampton, VA 23669

Phone 757-728-2444  
Fax: 757-728-2445  
E-mail: [ldscout@hampton.gov](mailto:ldscout@hampton.gov)

## CITY OF HAMPTON RESIDENTIAL CONSTRUCTION PROCESS



Tel: 757-728-2444

YOU HAVE AN IDEA FOR A NEW HOME

SUBMIT PLANS TO STAFF, INCLUDING:

Building Plans & Application

Site Development Plan (Project & E&S\* Measures)

LD\* Application Packet

ROW\* Application Packet

Sewer Tap Application

Staff Reviews Submittals

You Make Requested Revisions.

You Come Pay For and Receive Your LD\* & ROW\* Permit

Install Your E&S Measures then Call 311 for an Inspection

Once your First LD Inspection is Approved You Can Get Your Building Permit & Your MEP\* Permits (must have proof of HRSD payment)

When You Are Ready For Inspections, Call 311.

Enjoy Your New House!

Get All of Your Final Inspections Approved

LD Bond is Released

The Certificate of Occupancy (CO) Will be Generated by the City

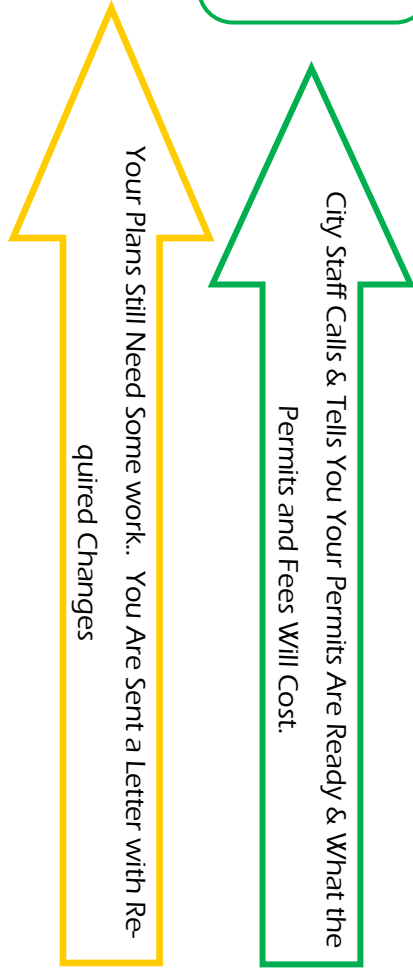
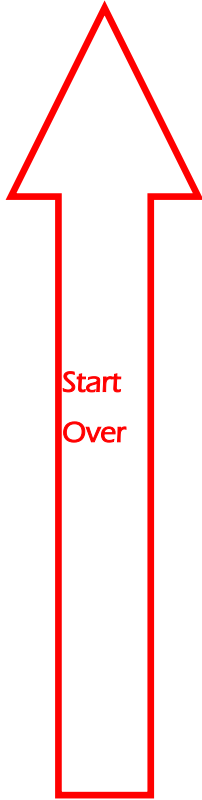
60 Days Later  
Once Soil is Permanently Stabilized Call for Final LD Inspection

Call 728-2444 to Find Out if Your CO\* is Ready for Pickup

ROW Bond is Released.

Get Final ROW Inspection

60 Days Later



Sorry, Your Proposal cannot meet Requirements

Application is Complete & Proposal Can Meet Requirements

Either/Or