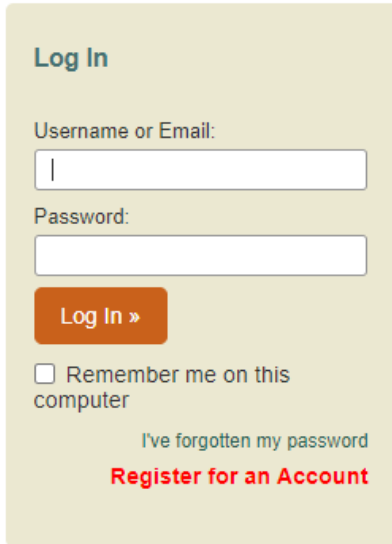


Steps for submitting a **Rental Property Inspection Request** in eBUILD:

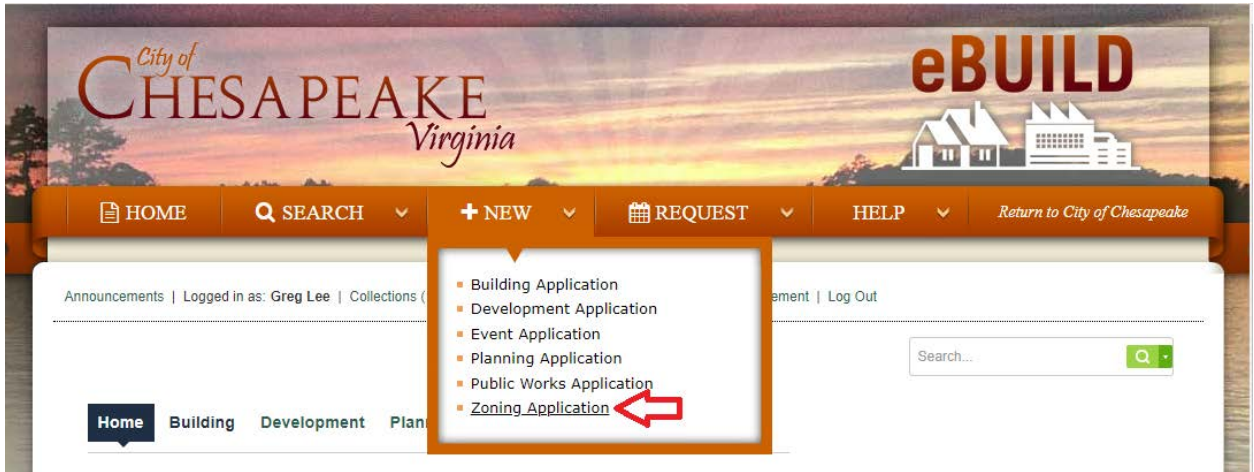
<http://www.cityofchesapeake.net/eBUILD>

1. Log in to eBUILD



The image shows a 'Log In' form on a light beige background. It includes a 'Username or Email:' label above a text input field, a 'Password:' label above another text input field, and an orange 'Log In >' button. Below the button is a checkbox labeled 'Remember me on this computer'. At the bottom, there is a link 'I've forgotten my password' and a red link 'Register for an Account'.

2. Select New > Zoning Application from the menu at the top of the page.



3. Review and agree to the terms and disclaimers:

Online Application

Welcome to City of Chesapeake's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

Please Note: The Acknowledgement and General Disclaimer must be accepted before beginning your application.

General Disclaimer

Submittal of information prompted by this system should not be construed as a determination that a submittal is complete, timely, or actually received by City staff. Applicants should receive notice of approval, disapproval, or a request for additional material or information from City staff. Applicants may check the status of their applications by reviewing the Status Tab through the City's Citizens Access page.

All applicable federal, local, and state laws, regulations, and policies shall apply to all submittals and shall not be deemed waived by any approval made based on inaccurate

I have read, understood, and accepted the above terms.

[Continue Application »](#)

- Select "Rental Property Inspection Request" and click Continue Application.

Select an Application Type

Choose one of the following available application types. For assistance or to apply for an application type not listed below please contact us.

If applying for a fence that will be used as a pool barrier, a Building permit is required instead of a Zoning permit. Switch to the Building tab above and select **Fence Permit with Building Code Requirements** under the **Other** category.

Portable Storage Containers (PODS) that will remain on a residential property for more than 16 days require at **Construction Trailer Permit**. Click [here](#) for more information.

Search

- ▶ Zoning
 - Fence Permit
 - Outdoor Sales
 - Pet Pig Permit
 - Rental Property Inspection Request
 - Special Event Permit
 - Zoning Accessory Structure Permit
 - Zoning BZA Application
 - Zoning Certificate of Use and Occupancy
 - Zoning Certification Letter
 - Zoning Construction Trailer - Commercial
 - Zoning Construction Yard - Commercial
 - Zoning Permanent Sign Permit
 - Zoning Temporary Sign Permit

Continue Application >

- Enter the address of the rental property by entering the street number and street name ONLY and then clicking the Search button. For Multi-Family Dwellings (3 or more units) provide the main address for the parcel or the address of the on-site office for the rental complex. The associated Parcel and Owner information will be automatically populated.

Rental Property Inspection Request

1 Application Detail	2 Review	3 Pay Fees	4 Submit
----------------------	----------	------------	----------

Step 1: Application Detail > Location

LOCATION SEARCH INSTRUCTIONS:

Either search by Address (Street No. AND Street Name ONLY)

OR

by Parcel Number.

NOTE: The Legal Description field is pulled from our GIS system and cannot be updated.

* indicates a required field.

Address

Street No.: *	Direction:	Street Name: *	Street Type:	Suffix Dir:	Unit No.:
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text" value="--Select--"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text" value="--Select--"/>	<input style="width: 90%;" type="text" value="--Select--"/>	<input style="width: 90%;" type="text"/>

Search
Clear

- Enter the contact information for the Responsible Party and Property Manager. You can use the Select From Account button to enter the contact information associated with your eBUILD

account, or you can look up an existing contact, or add a new contact. It is recommended to look up the contact before adding a new contact in case the contact is already in our database. **It is very important that you include a reliable email address in the contact information as this is the main form of communication from the eBUILD system.**

Rental Property Inspection Request

1 Application Detail	2 Review	3 Pay Fees	4 Submit
----------------------	----------	------------	----------

Step 1 : Application Detail > People

* indicates a required field.

Responsible Party

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.


- Select from Account
- Add New
- Look Up

Property Manager

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

- Select from Account
- Add New
- Look Up

Continue Application »

Save and resume later 

- Enter details about the Dwelling Type and units to be inspected. If the Dwelling Type is Apartment or Multi-Family Dwelling (3 or more units), provide the Total Number of Units in the complex. The number of units inspected should be at least 10% of the total number of units, but it does not need to exceed 10 units. The inspection fee is based on the number of units to be inspected.

Rental Property Inspection Request

1 Application Detail	2 Review	3 Pay Fees	4 Submit
----------------------	----------	------------	----------

Step 1 : Application Detail > Description

* indicates a required field.

Application Information

PROPERTY AND INSPECTION INFO

The City of Chesapeake has an ordinance (Chapter 14, Article IV, Division 3) requiring inspections of rental units. This ordinance and ensuing inspection program is designed and intended to prevent property deterioration and neighborhood blight by requiring proper building maintenance and continued compliance with all applicable building regulations. Multi-family dwellings require at least 10% of the total units (or a maximum of 10 units if the total number is more than 100 units), including common areas of buildings, to be inspected to receive a Rental Certificate of Occupancy Exemption. Multi-family dwellings include complexes with 3 or more units and do not include condos and townhomes.


* Dwelling Type:

Total Number of Units: *

* Number of units to be inspected: (\$)

Unit numbers to be inspected:

Continue Application »


Save and resume later 

- Review the summary screen. Click Edit next to any sections that need modification.

Rental Property Inspection Request

1 Application Detail	2 Review	3 Pay Fees	4 Submit
--------------------------------------	--------------------------	----------------------------	--------------------------

Step 2 : Review

[Continue Application »](#) [Save and resume later](#) 

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Rental Property Inspection Request

Address [Edit](#)

306 CEDAR RD,

Parcel [Edit](#)

Parcel Number / Tax Map Number: 0470000000830
Legal Description: CIVIC CENTER 169.215 AC

Owner [Edit](#)

CITY OF CHESAPEAKE
PO BOX 16495
CHESAPEAKE VA 23328-6495


Responsible Party [Edit](#)

Property Manager [Edit](#)

Application Information [Edit](#)

PROPERTY AND INSPECTION INFO

Dwelling Type:	Apartment
Total Number of Units:	80
Number of units to be inspected:	8
Unit numbers to be inspected:	101, 202, 333, 404, 110, 220, 301, 405

[Continue Application »](#) [Save and resume later](#) 

- Click Continue Application to go to the Fee Payment screen.
- Click Pay Now to go to the Shopping Cart, or click Add Additional Items to Cart if you want to pay for multiple inspection requests at one time.

Rental Property Inspection Request

1 Application Detail	2 Review	3 Pay Fees	4 Submit
--------------------------------------	--------------------------	----------------------------	--------------------------

Step 3 : Pay Fees

Below are the fees assessed for this application. You may pay these fees online by clicking "Pay Now", or you may pay these fees in person, or by mail with check.

Application Fees

Fees	Qty.	Amount
Rental Inspection Fee	1	\$400.00

TOTAL FEES: \$400.00
...

[Pay Now »](#) [Add Additional Items to Cart »](#)

11. Once all fees have been added to the cart, select Pay Now.

Cart

1	Select item to pay	2	Payment information	3	Receipt/Application Submittal
---	--------------------	---	---------------------	---	-------------------------------

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

306 CEDAR RD

1 Application(s) | \$400.00

▶ Rental Property Inspection Request
22TMP-000207

Total due: \$400.00

Total amount to be paid: \$400.00

Note: This does not include additional inspection fees which may be assessed later.

Pay Now »

Edit Cart »

Add Additional Items to Cart »

12. Select your payment method (card vs electronic check). Click Submit Payment to be taken to the 3rd party payment page.

1	Select item to pay	2	Payment information	3	Receipt/Application Submittal
---	--------------------	---	---------------------	---	-------------------------------

Step 2: Payment information

Please select a payment method and then click **Submit Payment** to be directed to our third-party payment service. Note that a convenience fee will be added to each transaction as described below.

The available payment methods are:

- **Credit Card**

(Convenience fee is 2.4% of payment amount)

- **Bank Account**

(\$2 convenience fee for payments less than \$9,999.99; \$12.50 fee for payments greater than \$9,999.99)

Use the radio buttons to select the payment type.

* indicates a required field.

Payment Options

Amount to be charged: \$400.00

Pay with Credit Card

Pay with Bank Account

Submit Payment »

13. The first page on the ACI Payments site indicates the Service Fee and the Total Payment. You must also agree to their Terms and Conditions by clicking the **Accept** button.

The screenshot shows the ACI Payments website interface. At the top, there is a navigation bar with links: "Back to Chesapeake, City of", "Make A Payment", "Fee Calculator", "Payment Verification", "Help", and "En Español". The main heading is "Make A Payment". Below this, the user is identified as "Chesapeake, City of, VA" and the payment is for "License and Permit Payments SUPPORT".

A disclaimer states: "This payment service is offered by ACI Payments, Inc. as authorized by the entity to which you are making a payment. Please confirm your payment amount, convenience fee and total (if applicable). Review the Terms and Conditions below and click 'Accept' to proceed with your payment. Click 'Decline' button to return to the beginning of the payment process."

A note advises: "Do not use your browser's 'Back' button. Instead, navigate using the buttons below."

Payment Type:	License and Permit Payments SUPPORT
Payment Amount:	\$400.00
Service Fee:	\$9.60
Total Payment:	\$409.60

ACI Payments, Inc. Terms and Conditions:

THIS PAYMENT SERVICE IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS

Do not use or access this Website or Service if You do not agree to be bound by these Terms and Conditions



These Terms and Conditions ("Terms and Conditions") are in effect for all transactions processed through this payments website ("Website") on or after May 9, 2019, and apply to and govern Your access to and use of this Website, the Service and all Alternative Channels. This payment processing service is offered to You on behalf of your Biller ("Service").

It is important to carefully review all Terms and Conditions below, including the provision concerning REFUNDS. These Terms and Conditions may be amended at any time. All amended terms shall be effective immediately after they are posted to the Website. By using this Website after such modifications are posted, You are agreeing to accept and comply with the Terms and Conditions as

Printer Friendly

Buttons: Decline (with a red 'X' icon), Accept (with a green checkmark icon)


14. The second page is where you enter your contact and payment information. Some information will be brought over from eBUILD and automatically entered for you. The Credit Card information is not stored by eBUILD. After filling out all of the required fields, click **Continue**.



[Back to Chesapeake, City of](#) [Make A Payment](#) [Fee Calculator](#) [Payment Verification](#) [Help](#) [En Español](#)

Make A Payment

Chesapeake, City of, VA



License and Permit Payments SUPPORT

To continue this payment, please fill out the form below.

- Note that the [*] fields are required.
- All information is kept confidential.
- You will receive a printable digital receipt with a confirmation number and an email confirmation once your payment is authorized.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

Payer Information

(Information for the person making the payment.)

*Country:

*First Name:

Middle Name:

*Last Name:

Suffix: (Jr., Sr. etc.)

*Street Address:

*Town/City:

*State:

*Zip Code:
(Use this field for APO, FPO, AA, AE or AP codes.)

*Daytime Phone:





*E-mail Address:
(Required for an e-mail confirmation and online verification.)

*Re-enter E-mail Address:

Receipt ID: 2207034
Contractor Number: 2207034

Payment Option

(May differ from the person owing the tax, bill, or fee.)


*Card Type:    

*Card Number:



*Expiration Date: / (mm/yy)

Payment Information

Payment Type:	License and Permit Payments SUPPORT
Payment Amount:	\$400.00
Convenience Fee:	\$9.80
Total Payment:	\$409.80

I'm not a robot 
reCAPTCHA
Privacy * Terms

15. The third page is a summary screen. Confirm the information shown. Click **Edit** to make any changes or click **Submit** to authorize the payment. Please note that clicking **Submit** multiple times may result in the processing of multiple payments.



[Back to Chesapeake, City of](#) [Make A Payment](#) [Fee Calculator](#) [Payment Verification](#) [Help](#) [En Español](#)

Make A Payment

Chesapeake, City of, VA

License and Permit Payments SUPPORT

Please carefully check the information you have provided below and click "Submit" to authorize payment of the "Total Payment" amount displayed.

- Click the "Edit" button to correct any of the information displayed.
- To preserve confidentiality, only partial credit card information is displayed.
- You will receive a printable digital receipt with a confirmation number and an email confirmation once your payment is authorized.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

Payer Information

First Name:	
Middle Name:	
Last Name:	
Suffix:	
Street Address:	306 Cedar Rd
Town/City:	Chesapeake
State:	VA
Zip Code:	12345
Country:	United States
Daytime Phone Number:	(757) 555 - 7777
E-mail Address:	
Receipt ID:	2207034
Contractor Number:	2207034

Payment Option

Card Type:	Visa
Card Number:	*****1111
Expiration Date:	12/2025

Payment Information

Payment Type:	License and Permit Payments SUPPORT
Payment Amount:	\$400.00
Convenience Fee:	\$9.60
Total Payment:	\$409.60

[Edit](#) [Cancel](#) [Submit](#)

It is only necessary to click the "Submit" button once. Clicking the "Submit" button multiple times may result in the processing of multiple payments.

16. After the payment is submitted, you will receive an email from ACI Payments Customer Service confirming your payment and you will also be returned to the receipt page on the eBUILD site.

The screenshot shows the eBUILD website interface. At the top is a navigation menu with links for Home, Building, Development, Planning, Public Works, Zoning, and more. Below this is a secondary menu with Dashboard, My Records, My Account, and Advanced Search. A progress bar below the menu shows three steps: 1. Select item to pay, 2. Payment information, and 3. Receipt/Application Submittal. The current page is titled "Step 3: Receipt/Application Submittal" and features a "Receipt" section. A green message box states: "Your application has been successfully submitted. Please print and retain a copy for your records." Below this is a "Print/View Receipt" button. A grey header bar displays "306 CEDAR RD". Underneath, the address "ZON-RENT-2022-0004" is shown with a "View Receipt" link to its right. Another "Print/View Receipt" button is located at the bottom of the page.

17. Once the Zoning Code Compliance Inspector has confirmed that your payment has been made, they will contact you to set a date for the inspection.