

## Procedures for requesting information under the Freedom of Information Act.

Basic information regarding permits issued and inspection results can be obtained from the City of Virginia Beach Permits and Inspections webpage at [www.vbgov.com/buildingpermits](http://www.vbgov.com/buildingpermits). If more detailed information is required, copies of the documents may be requested in accordance with the Freedom of Information Act (FOIA).

Structural plans for active construction projects are exempt from FOIA and are unavailable until the final Certificate of Occupancy is issued.

Residents of the Commonwealth of Virginia and members of the media are eligible to request information under the Freedom of Information Act. Requests must be submitted in writing. A written response can be expected from this office within five (5) business days. Applicants should complete the [Freedom of Information Request Form](#) in its entirety and will be contacted with information regarding the documents located as well as the [fees](#) for file retrieval and duplication.

Requests for information that may require response from more than one division within the City of Virginia Beach should be forwarded to:

Office of the City Attorney  
Freedom of Information Office  
2401 Courthouse Drive, Room 260  
Virginia Beach, VA 23456-9004  
(757) 385-4531 phone  
(757) 427-5931 fax

- [Freedom of Information Act Request Form \(.pdf\)](#)
- [Schedule of Fees \(.pdf\)](#)

Please note: In accordance with the provisions of the Virginia Public Records Act of the Code of Virginia, permit records are only kept on file for three (3) years.