

**City of Virginia Beach  
Dept. of Housing and Neighborhood Preservation  
Code Enforcement Division**



**Certificate of Compliance Inspection Program**

Section 16-12.4 of the City Code requires a satisfactory Certificate of Compliance (C.C.) inspection for any rental dwelling or dwelling unit that is located in a census tract block group designated by City Council as a Rental Inspection District. Since July 1, 2005, 106 block groups have been designated. A map and list of the Rental Inspection Districts are available on the Department of Housing and Neighborhood Preservation's website ([www.vbgov.com/housing](http://www.vbgov.com/housing)) and in the Code Enforcement office.

**Procedure for Obtaining a C.C. Inspection**

- It is the responsibility of the rental property owner to request that a C.C. inspection be conducted.
- Contact the Code Enforcement Division at 757-385-1157 between the hours of 8 a.m. and 5 p.m., Monday through Friday.
- Requests must include the address of the dwelling, owner's name, the name of the person who will be meeting the inspector at the inspection site and a contact phone number.
- An inspection shall be performed within two working days upon receiving a request.

**Rental Inspection Fee (*Effective July 1, 2008*)**

- There is a \$50 fee for the C.C. inspection of rental units. This fee provides for an initial inspection and one follow-up re-inspection if needed.
- Payment must be made prior to the initial inspection. Pre-payment can be made in person at the Code Enforcement office, by mail or by hand delivery to the Code Enforcement Inspector at the inspection site prior to the inspection.
- Accepted forms of payment are personal check or money order made payable to City of Virginia Beach. **Cash will not be accepted.**
- If an additional re-inspection is necessary (after the first re-inspection), an additional fee of \$50 will be charged.

**Certificate of Compliance for Multi-Family Complexes**

Owners of multi-family complexes who are seeking an exemption are required to have a sampling of the total number of dwelling units inspected as follows:

- 10% of units (up to 100 units), with a minimum of two (2)
- Two (2) additional units must be inspected for every 100 units thereafter (or portion thereof)

Owners of multi-family complexes seeking an exemption will only be charged the inspection fee for a maximum of 10 dwelling units, regardless of the number of units inspected.

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## **Certificate of Compliance Inspection Program**

### **C.C. Inspection Process and Time Limits**

Completion of the C.C. inspection will result in one of three statuses:

#### **1. Certificate of Compliance:**

If the initial C.C. inspection reveals no code violations, a Certificate of Compliance is issued with a four-year exemption from the rental inspection ordinance. However, if violations of the Virginia Maintenance Code are found during the exemption period, it may result in the exemption being revoked.

#### **2. Temporary Certificate of Compliance:**

Is issued where code violation(s) are found that do not pose a health or safety hazard to an occupant(s). Occupancy of a dwelling is permitted for a time period reasonably necessary to effect correction of the code violation(s). A Notice of Violation will be issued outlining the violation(s) and detailing the time allowed to bring each violation into compliance.

#### **3. Rejection:**

Is issued where code violation(s) are found that pose a potential threat to the health or safety of the occupant(s) and therefore the dwelling unit is identified as unsafe. A Notice of Violation will be issued outlining the violation(s) and detailing the time allowed to bring each violation into compliance. The dwelling unit cannot be occupied until the violations have been corrected and the property has been re-inspected.

## **Requirements and Penalties**

After being notified by this office, owners of rental dwelling units within the Rental Inspection District are required to:

1. Register all rental dwelling units located within the Rental Inspection District. Failure to register units shall result in a civil penalty of \$50.
2. Obtain a Certificate of Compliance Inspection. Owners who fail to obtain an inspection shall be subject to the penalties described in City Code Section 16-11, which is punishable by a fine of not more than \$2,500.
3. Effect compliance within the time period specified in a Temporary Certificate of Compliance. Owners who fail to comply with a notice of violation within the specified time period shall be subject to the penalties described in City Code Section 16-11, which is punishable by a fine of not more than \$2,500. Each day the violation(s) continue shall be deemed a separate offense.

## **Code Enforcement Contact Information:**

Municipal Center - Bldg. 18A

2424 Courthouse Drive, Virginia Beach, VA 23456

**Phone:** 757-385-4421

**TDD:** 757-385-5794

**Fax:** 757-385-5694

**Email:** HouseNP@VBgov.com

**Web:** [www.VBgov.com/housing](http://www.VBgov.com/housing)



DHNP DOES BUSINESS IN ACCORDANCE WITH THE FEDERAL FAIR HOUSING LAW AND SECTION 504 PROGRAM ACCESSIBILITY REQUIREMENTS. IT IS ILLEGAL TO DISCRIMINATE AGAINST ANY PERSON BECAUSE OF RACE, COLOR, RELIGION, SEX, HANDICAP, FAMILIAL STATUS, OR NATIONAL ORIGIN.

