



# Residential Building Permit Application Procedures and Requirements For One- and Two-Family Dwellings

Bureau of Permits and Inspections

*for public distribution*

*October 2019*

## Building Plan Submittal and Plan Review Process for the City of Richmond, Virginia

The City of Richmond, Bureau of Permits and Inspections is responsible for the enforcement of all codes concerning new construction, additions, alterations, repairs, removal, demolition, occupancy and maintenance of all buildings and structures located within the City of Richmond.

This guide is intended to aid you in starting the permit process. You will find useful information regarding the code requirements, plans requirements, fee requirements, and many other resources available to you as you start the construction of your new home, home improvement, addition, and/or repair.

If you have any questions that this guide has not answered, please do not hesitate to contact us. The City of Richmond, Bureau of Permits and Inspections staff are here to assist you in understanding the rules and regulations that apply to your project. We look forward to serving you.

### **Adopted Building Codes:**

Currently the applicable code for one- & two-family dwellings and townhouses not more than three stories above grade plane and their accessory structures is the 2015 Virginia Residential Code, effective September 4, 2018.

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### **Building Permit Exemptions**

Below is a list of building projects that can be completed without a permit. Please note the exception for projects

within a historic district.

## **Virginia Residential Code Section 108—Application for Permit**

**108.2 Exemptions from application for permit.** Notwithstanding the requirements of Section 108.1, application for a permit and any related inspections shall not be required for the following; however, this section shall not be construed to exempt such activities from other applicable requirements of this code. In addition, when an owner or an owner's agent requests that a permit be issued for any of the following, then a permit shall be issued and any related inspections shall be required.

1. Installation of wiring and equipment that (i) operates at less than 50 volts, (ii) is for broadband communications systems, (iii) is exempt under Section 102.3(1) or 102.3(4), or (iv) is for monitoring or automation systems in dwelling units, except when any such installations are located in a plenum, penetrate fire rated or smoke protected construction or are a component of any of the following:
  - 1.1 Fire alarm system.
  - 1.2 Fire detection system.
  - 1.3 Fire suppression system.
  - 1.4 Smoke control system.
  - 1.5 Fire protection supervisory system.
  - 1.6 Elevator fire safety control system.
  - 1.7 Access or egress control system or delayed egress locking or latching system.
  - 1.8 Fire damper.
  - 1.9 Door control system.
2. One story detached structures used as tool and storage sheds, playhouses or similar uses, provided the building area does not exceed 256 square feet (23.78 m<sup>2</sup>) and the structures are not classified as a Group F-1 or H occupancy.
3. Detached prefabricated buildings housing the equipment of a publicly regulated utility service, provided the floor area does not exceed 150 square feet (14 m<sup>2</sup>).
4. Tents or air-supported structures, or both, that cover an area of 900 square feet (84 m<sup>2</sup>) or less, including within that area all connecting areas or spaces with a common means of egress or entrance, provided such tents or structures have an occupant load of 50 or less persons.
5. Fences of any height unless required for pedestrian safety as provided for by Section 3306, or used for the barrier for a swimming pool.
6. Concrete or masonry walls, provided such walls do not exceed 6 feet (1829 mm) in height above the finished grade. Ornamental column caps shall not be considered to contribute to the height of the wall and shall be permitted to extend above the 6 feet (1829 mm) height measurement.
7. Retaining walls supporting less than 3 feet (914 mm) of unbalanced fill that are not

constructed for the purpose of impounding Class I, II or III-A liquids or supporting a surcharge other than ordinary unbalanced fill.

8. Swimming pools that have a surface area not greater than 150 square feet (13.95 m<sup>2</sup>), do not exceed 5,000 gallons (19 000 L) and are less than 24 inches (610 mm) deep.
9. Signs under the conditions in Section H101.2 of Appendix H.
10. Replacement of above-ground existing LP-gas containers of the same capacity in the same location and associated regulators when installed by the serving gas supplier.
11. Flagpoles 30 feet (9144 mm) or less in height.
12. Temporary ramps serving dwelling units in Group R-3 and R-5 occupancies where the height of the entrance served by the ramp is no more than 30 inches (762 mm) above grade.
13. Construction work deemed by the building official to be minor and ordinary and which does not adversely affect public health or general safety.
14. Ordinary repairs that include the following:
  - 14.1 Replacement of windows and doors with windows and doors of similar operation and opening dimensions that do not require changes to the existing framed opening and that are not required to be fire rated in Group R-2 where serving a single dwelling unit and in Groups R-3, R-4 and R-5.
  - 14.2 Replacement of plumbing fixtures and well pumps in all groups without alteration of the water supply and distribution systems, sanitary drainage systems or vent systems.
  - 14.3 Replacement of general use snap switches, dimmer and control switches, 125 volt-15 or 20 ampere receptacles, luminaires (lighting fixtures) and ceiling (paddle) fans in Group R-2 where serving a single dwelling unit and in Groups R-3, R-4 and R-5.
  - 14.4 Replacement of mechanical appliances provided such equipment is not fueled by gas or oil in Group R-2 where serving a single-family dwelling and in Groups R-3, R-4 and R-5.
  - 14.5 Replacement of an unlimited amount of roof covering or siding in Groups R-3, R-4 or R-5 provided the building or structure is not in an area where the nominal design wind speed is greater than 100 miles per hour (44.7 meters per second) and replacement of 100 square feet (9.29 m<sup>2</sup>) or less of roof covering in all groups and all wind zones.
  - 14.6 Replacement of 256 square feet (23.78 m<sup>2</sup>) or less of roof decking in Groups R-3, R-4 or R-5 unless the decking to be replaced was required at the time of original construction to be fire-retardant-treated or protected in some other way to form a fire-rated wall termination.
  - 14.7 Installation or replacement of floor finishes in all occupancies.
  - 14.8 Replacement of Class C interior wall or ceiling finishes installed in Groups A, E and I and replacement of all classes of interior wall or ceiling

finishes in other groups.

14.9 Installation or replacement of cabinetry or trim.

14.10 Application of paint or wallpaper.

14.11 Other repair work deemed by the building official to be minor and ordinary which does not adversely affect public health or general safety.

15. Crypts, mausoleums, and columbaria structures not exceeding 1,500 square feet (139.35 m<sup>2</sup>) in area if the building or structure is not for occupancy and used solely for the interment of human or animal remains and is not subject to special inspections.

16. Billboard safety upgrades to add or replace steel catwalks, steel ladders, or steel safety cable.

**Exceptions:**

1. Application for a permit may be required by the building official for the installation of replacement siding, roofing and windows in buildings within a historic district designated by a locality pursuant to Section 15.2-2306 of the Code of Virginia.
2. Application for a permit may be required by the building official for any items exempted in this section which are located in a special flood hazard area.

## **Zoning Districts**

Each parcel of property within the City of Richmond is part of a designated zoning district. The zoning district specifies the permitted land uses, such as residential, commercial or industrial, and the minimum distances or setbacks from the property lines for buildings, accessory structures, fences as well as maximum height restrictions. If the permit request is for new construction, architectural design and landscaping standards may apply to the property or project. Any questions related to setbacks or allowed uses within a zoning district can be addresses directly with Zoning Administration by calling (804) 646-6340 or by visiting Room 108 in City Hall.

## **Submission Requirements**

To submit plans for your proposed construction work, you will need to complete a building permit application, submit pdf files of your documents, and pay the submittal fees. Without this information/payment your permit submission will not be processed and the issuance of your permit and start of your project will be delayed.

Mechanical, Electrical, Plumbing, and Gas work *cannot* be included on a residential building permit. Each trade has a separate application that must be completed and submitted with the appropriate fee. All trade permits associated with a building permit will be “On Hold” until

after the building permit is issued.

### **Application**

The application requires such information as the project's street address; description of work; estimated construction value (including labor & materials); contact information for the owner, contractor, architect/engineer (where applicable), and contact person;

### **Contractor's Licenses or Owners Affidavit**

Confirmation of a valid State Contractors License with the appropriate DPOR (Department of Professional and Occupational Regulations) classification is needed before a submission can be accepted. Contractors are required to confirm they hold a valid Virginia business license. If the total construction value of their work in the City of Richmond totals \$25,000 or more in the previous 12 months (From date of submission back 12 months) then confirmation of a City of Richmond Business license is required before a submission can be accepted.

An applicant can apply for a permit without designating a contractor as long as a written statement, supported by an affidavit is submitted stating that he/she is not subject to licensure or certification as a contractor per Title 54.1-1111 of the Code of Virginia. Refer to The Code of Virginia Title 54.1-1101 for a list of exceptions from meeting the Code of Virginia Contractor Requirements.

### **Construction Documents**

All documents must be submitted as pdf files. The pdf files shall be named per the following format:

Document Title\_Submission Date (Year first)\_Address

For example a soil report submitted on January 1, 2018 for a project at 901 E Broad St would be named:

Soil Report\_20180101\_901 E Broad St.

Below is a list of acceptable document titles.

Survey	(Required for new homes, additions, and decks)
Plans	(Combine all plan sheets into a single pdf)
Soil Report	(Required for new homes)
Braced Walls	(Required for new homes)
RESCheck	(Required for new homes)
Trusses	(Combine layout & profiles into single pdf, Submit as applicable)
Beam Calcs	(Submit as applicable)
Eng Letter	(Submit as applicable)
Response Letter	(Submit with revisions)

Plans should be blue/black lined. Plans which are incomplete or illegible will not be accepted. The minimum scale used on architectural plans shall be 1/8" = 1'-0". Civil and site plans can be plotted at a smaller scale, such as 1"=30'. Per 54.1-402 of the Code of Virginia, homes over 3 stories require plans signed and sealed by a certified professional architect or engineer responsible for the design and licensed in the Commonwealth of Virginia. (Refer to 54.1-402 of the Code of Virginia for addition building types that required signed and sealed plans)

## **Fees**

The City of Richmond permit fees are based on provided construction costs, computer generated R. S. Means Estimating Calculations, and units provided on your completed application. You will be informed of the fee amount once your application has been reviewed and processed by a Permit Technician. To avoid delays we advise you to request a fee quote prior to mailing in a complete submission. You can receive a quote by faxing a copy of your completed application to (804)646-1569. Please be clear on your transmittal your intent is to receive a fee quote.

## **Plan Requirements**

The following construction documents are required when submitting a building permit application for a new building, addition, alteration, repair, change of use, and/or interior or partial demolition of an existing building. **All plans shall include the project address, the project name, and the name, address and occupation of the designer (Required by Title 54.1-402 of the Code of Virginia)**

### **Submitted plans must include the following information.**

1. **Site Plan or Survey:** (Required for new homes, additions, and decks)
  - Show property lines
  - Show location of existing structures, proposed structures, additions, decks, driveways, walkways, and easements
  - Provide structure dimensions
  - Provide the distance of structures to the adjacent property lines
  
2. **Footing /Foundation Plan:** (Required for new homes, additions, and alterations redistributing building loads)
  - Provide dimensioned footing and foundation plans
  - Show the size, depth and location of the footing and/or slab-on-grade
  - Show the location, size and spacing of anchor bolts
  - Show the location, size, spacing and clearances for all reinforcement
  - Show the location and size of foundation ventilation
  - Show the location and size of the crawl space access door
  - Show a typical section through the footing and foundation

### **3. Framing:** (Required for new homes, additions, porches, decks, and alterations)

- Provide separate framing plans for each floor, and roof
- Framing plans shall be dimensioned and shall including the location and size of any girders, beams and columns and the location of any interior bearing walls or cripple walls
- Show all framing members, joists, studs, rafter, beams, girders, headers, columns, including their sizes, spacing, and grades of lumber
- Show details and sections for each type of wall and their connection and point of support (For example if the front of the house will have a brick veneer and the other sides will have wood siding then two wall sections would be required)
- If you are using any Trusses or Engineered Lumber such as Laminated Beams or Wood I-Joists then submit copies of certified plans and detailed structural information. (It is acceptable to submit a separate pdf of this information)
- Show the types and number of fastenings.
- Show all locations of bracing panels on floor plan, and describe the method of bracing for each location, and shear panel types and fastening, and hold downs location and requirements.

### **4. Floor Plans—New Construction:**

- Provide one floor plan for each floor including the basement.
- Show the location and sizes of all doors, windows, and openings, included glass and glazing and any fire requirements of any doors and windows, if required.
- Show the sizes and designated use for each room. Show the location of all appliances and fixtures, such as: oven, range, water heater, washer and dryer, air condition and heating units.
- Show the location of any decks, stoops, or porches. (Include height of elevation changes)
- Show the location, height, and width of interior and exterior stairs. (Include dimensions and numbers of risers and treads)
- Show the location of the fireplaces. (wood burning, gas or gas logs)

### **5. Floor Plans—Alterations:**

- Label all rooms.
- Clearly differentiate between existing, new, and demolished walls, doors, and windows.
- Provide window dimensions and sill heights for all rooms being converted to bedrooms.
- Dimension and locate fixtures in new and renovated bathrooms.
- Provide ceiling heights for all rooms changing use.
- Provide headroom clearance and widths of all stairs leading to previously unfinished attics and basements.
- Show the location, height, and width of new interior and exterior stairs. (Include dimensions and numbers of risers and treads)

- Show R-value of all new insulation.
- Show wall construction of all altered walls within five feet of a property line.
- Show location and number of framing members being replaced in kind.
- Provide size of all new landings adjacent to doors and elevation of landing if it differs from adjacent floor surface or exterior grade.
- Show the location and sizes of all new doors, windows, and openings, included glass and glazing and any fire requirements of any doors and windows, if required.
- Show the sizes of all new or modified rooms.
- Show the location of all appliances and fixtures, such as: oven, range, water heater, washer and dryer, air condition and heating units in the area being modified.
- Show the location of any decks, porches, stairs. (interior and exterior)
- Show the location of the fireplaces. (wood burning, gas or gas logs)

**6. Elevations:** (Required for new homes, additions, and alterations to the exterior)

- Show the Right Side, Left Side. Front and Back Elevations with all windows, and doors and any other exterior features

**7. Exterior and Interior finishes:**

- Show the type, and size of material used for interior and exterior finishes. (Siding, bricks, dryvit, stucco for exterior, and plaster, drywall, paneling, stone, ceramics, for interior) Clearly communicate on your drawings when rated assemblies are required and the intended approach to achieving the required ratings.

Our office has basic fill-in-the-blank details for different types of exterior wall sections, decks, porches and ramps. These may be helpful to you in preparing your construction documents. These can be obtained at City Hall, 900 E. Broad Street, Room 108.

## **Plan Review and Approval of Construction Documents**

After submitting your application and construction documents, a Permit Technician will: review your package for the minimum requirements, route your documents to the necessary departments/divisions; and forward your submission for payment processing. Once the payment has been processed your submission will be technically reviewed by the appropriate plan examiners in accordance with applicable codes, ordinances, regulations and standards. The varies agencies will review your documents simultaneously verses sequentially.

Below is a list of Departments or Divisions that your plans could be routed to based on the scope of work submitted:

- Building
- Zoning
- Planning and Preservation
- Public Utilities
- Water Resources Division



- Public Works

At the time of submission, your application will be given a tracking number referred to as a “Plan Number”. Once your application is approved a “Permit Number” will be issued. These two numbers will be unique and will not match. You can go to the link below to track when the City of Richmond assigns the initial Plan Number and when your Permit is issued.

[https://energov.richmondgov.com/EnerGov\\_Prod/selfservice#/home](https://energov.richmondgov.com/EnerGov_Prod/selfservice#/home)

Once approved, the permit and City of Richmond stamped documents will be e-mailed to the contact person listed on the initial application along with a permit specific Pin Number. The Pin Number is required to request inspections on the City automated inspection line. A copy of the Permit and approved documents must be kept on the building site and the inspector must have access to this set while the structure is under construction.

### **Responding to Plan Review Comments**

If questions arise or discrepancies are discovered when the construction documents are examined, plan review comments will be e-mailed to the contact person listed on the initial application. If an application is routed to multiple departments/divisions, an applicant potentially could receive review comments from multiple reviewers.

Once all questions and discrepancies have been addressed, revised documents need to be mailed or hand delivered to the Bureau of Permits & Inspections in Room 108 of City Hall. Revised documents must be resubmitted as pdf files and should be organized in the same format as the initial submission. The pdf files should arrive with a copy of the Plan Intake Sheet included at the rear of this document. Do not e-mail changes directly to the plan reviewers. It is important that all routed departments receive resubmissions. This will be accomplished if you follow the procedure above.

Revised documents must be resubmitted in their entirety. Do not resubmit a single sheet from a full set of drawings or one revised detail from an engineer’s report. The goal is to have one complete stamped and approved set of drawings and reports when the review process is complete. The plan examiners and intake staff are unable to create complete plan sets from multiple submissions. This is the responsibility of the applicant.

### **Plan Revision Process**

Every building must be constructed per City of Richmond, Bureau of Permits and Inspections approved plans and construction documents. If any changes or revisions to the project are proposed, those changes need to be reviewed and approved by the City of Richmond, Bureau of Permits and Inspection before initiation and incorporation of the work.

The submission of post permit revisions is comparable to review comment revisions. The exception is a fee is required. The applicant will be charged 10% of the original permit fee plus any increased permit costs based on the change in scope. There is a \$30.00 minimum fee for all post permit revisions.

## **Inspections**

Once construction plans and documents have been approved and proper permits have been issued, the work may begin. You can schedule inspection by call 804-646-0770. The automated system will guide you through its process. You will need the Pin Number e-mailed with the approved permit and documents.

Below is a list of typical building inspections and the associated system codes. An applicant needs to request only those inspections related to their scope of work.

### **BUILDING INSPECTION TYPE CODES**

- 101 - Footing – The footing trench must be completely prepared for concrete. Grade pegs must be in place location, depth, width, reinforcing and soil conditions will be checked.
- 102 - Foundation – Footing inspection must have been approved. If poured concrete foundation, call for inspection when forms are in place and before placing concrete. If masonry foundation, call before framing is started. Inspector will check materials, size of foundation, anchoring, vent placement, access doors, and if required, reinforcing.
- 103 - Slab – If there are any underslab electrical or plumbing installations, trade inspection approvals must be obtained before calling for a slab inspection. Inspector will check soil condition, compaction, thickness, reinforcing, vapor barriers and expansion joints.
- 104 - Framing – Rough in inspections must be approved for electrical, plumbing and mechanical work prior to calling for a framing inspection. Approved plans must be on the job site. Inspector will check lumber grades, nailing schedules, cutting, notching and adherence to approved plans.
- 105 - Insulation – After framing inspection has been approved and all insulation has been installed, call for insulation inspection. Attic and under floor insulation will be checked at final inspection.
- 106 - Sill – For siding replacement or installation, call for sill inspection when bottom boards of existing siding are removed and existing sill is exposed. Inspector will check for soundness of existing sills and other structural elements.
- 107 - Veneer – Call for inspection when all sheathing is secured and doors and windows are wrapped. Inspector will check for the type of sheathing, proper installation of sheathing and nailing schedule.
- 109 - Other – This is used for inspections other than those listed above.
- 110 - Fire Separation
- 115 - Lead Clearance Report

- 190 - Partial Final – This inspection is used only on large commercial projects to final out an entire floor when the remainder of the building is not complete.
- 199 - Final – Call for final inspection when all work on approved plans is completed. Inspector will check for smoke detectors, handrails, guardrails, required egress, access to attic and concealed spaces. Building numbers must be securely attached to building and visible from the street. **Required for Certificate of Occupancy**
- 299 - Zoning Final, **Required for Certificate of Occupancy**
- 365 - Land Disturbing Maintenance
- NA - Land Disturbing Final, **Required for Certificate of Occupancy** (Call 804-646-7586 to request inspection)
- NA - Public Works Final, **Required for Certificate of Occupancy** (Call 804-646-0436 to request inspection)

Inspection requests can be made 24 hours a day. Please note that all building inspections must be scheduled before midnight the day before the inspection appointment. To find out your inspection time please call your assigned inspector the morning of your scheduled inspection between the hours of 7:30 a.m. to 9:00 a.m. To cancel an inspection and avoid a possible re-inspection fee, please call your inspector or the Bureau of Permits and Inspections office by 9:00 a.m. the day of the inspection. You can review the inspection history of your permit by going to the website listed below.

[https://energov.richmondgov.com/EnerGov\\_Prod/selfservice#/home](https://energov.richmondgov.com/EnerGov_Prod/selfservice#/home)

### **Permit Expiration**

Building permits expire six months after the permit is issued or six months after the last inspection. If your permit has expired, you can file an Application for Permit Extension. This form can be obtained at the intake counter or online at the City of Richmond Department of Planning and Development Review web page listed below.

<https://www.rva.gov/planning-development-review/forms>

### **Certificate of Occupancy**

A Certificate of Occupancy indicating completion of work must be obtained prior to occupancy of a new home. A Certificate of Occupancy is not required for an accessory structure as defined in the International Residential Code. Per Section 113.8 of the Virginia Residential Code, the approval of a final inspection shall be permitted to serve as the new Certificate of Occupancy for additions or alterations to existing buildings that already have a Certificate of Occupancy.

A Certificate of Occupancy for new construction will not be issued until there is a successful

final building inspection, final zoning inspection, final land disturbance inspection, and final public works inspection. Once these inspections have been recorded, a Certificate of Occupancy can be obtained in Room 108 of City Hall.

## **Additional Submission Requirements**

Additional Permits may be required above and beyond the building and trade permits depending on the project scope and project location. Refer to the Planning and Preservation, Water Resources, and Public Works sections below for general information concerning requirements for special conditions. Each department should be contacted for more specific information.

### **Department of Planning and Development Review—Planning and Preservation Division**

If your property is located within a City Old and Historic District, a certificate of appropriateness from the Commission of Architecture Review is required for any new construction or exterior alterations that are visible from the public right of way prior to the issuance of a building permit. Alterations typically exempt from application for permit may require a permit if located within a historic district per the exception in Section 108.2 of the Virginia Residential Code and Section 15.2-2306 of the Code of Virginia. To determine if your property is within a City Old and Historic District, please consult the City's Zoning Map ([here](#)). For more information on the review process of Commission of Architectural Review, please contact Planning and Preservation staff at (804)646-6335 or visit <https://www.rva.gov/planning-development-review/planning-and-preservation>.

### **Department of Public Utilities—Water Resources Division**

The City of Richmond Water Resources Division issues three types of permits. Land Disturbing permits, Richmond Stormwater Management permits (RSMP), and on-site (civil) stormwater permits. Water Resources is also a part of the review team for most other types of building permits including but not limited to residential and commercial permits for new and redevelopment projects, demolition and some trade permits. Most building permits for the construction of detached, single family dwellings that are not a part of a common plan of development, will require a separate land disturbing permit

#### **Land Disturbing Permit (LDIS)**

LDIS Permits are issued when limits of disturbance (LOD) are greater than 4,000 square feet in the combined sewer service (CSS) area OR greater than 4,000 square feet, but less than 1 acre, in the municipal separate storm sewer (MS4) area.

#### **Richmond Stormwater Management Permit (RSMP)**

RSMP Permits are issued when limits of disturbance (LOD) are greater than 2,500 square feet within a Chesapeake Bay Preservation Area OR greater than 1 acre in the municipal separate storm sewer (MS4) area.

\*All projects in the Chesapeake Bay Areas (RMA/RPA) must submit with the permit application a Chesapeake Bay plan and a Stormwater Pollution Prevention Plan

(SWPPP) if part of a common plan of development.

### **Storm Drainage Permits**

Storm drainage permits are issued to construct, repair or replace a new stormwater conveyance system and to construct, repair or replace a new stormwater water quality or quantity best management practice (BMP).

To apply for a LDIS, Stormwater Drainage or RSMP permit, submit the following to Room 108 of City Hall:

- Application for permit and fee
- E & S, Stormwater, floodplain and/or Chesapeake Bay Checklists
- Plan with erosion and sediment controls (electronic file and one hard copy for review)
- DPU Designation of RLD form and a copy of the RLD's license
- \* Agreement in Lieu of ESC Plan for Detached SFD form. Please note that the RLD needs to sign this form.
- \* DEQ Agreement in Lieu of Stormwater Management Plan for Detached SFD form

\*The Agreement in Lieu of ESC Plan and the Agreement in Lieu of Stormwater Management Plan are only required if there are no erosion and sediment control or stormwater management plans prepared by a licensed engineer.

Land disturbance work will require a surety bond. Information regarding the surety bond will be sent to the applicant as part of the review process. Surety bond payment and agreement must be received and processed before the LDIS or RSMP or Stormwater Drainage Permit can be issued. Bonds will be returned once the site is inspected by a City of Richmond E&S inspector, 80% vegetation has been established on site, and a written request for bond release is submitted by the owner.

For more information call Water Resources @ 804-646-7586 or visit us online at

<https://www.rva.gov/public-utilities/stormwater-utility>

(This document is intended as guidance only and is subject to change based on revisions to any applicable local, state or federal code laws and regulations.)

### **Department of Public Works—Right-Of-Way Division**

A Work-in-Streets Permit (WISP) is required whenever work is done within the public right-of-way, a public easement, or impacts a public facility. Examples of work requiring a WISP are as follows:

1. The placement and/or use of equipment and materials on sidewalks, curbs and gutters, streets, alleys and easements. (i.e. use of ladders, lifts, and cranes, placement of dumpsters, PODs, and trailers)
2. Any improvements to or within the public right-of-way or easement. (i.e. repairing or installing sidewalk, driveway apron, curb, gutter and/or streets).

3. The installation, repair, or removal of entrances or driveway aprons to public streets.
4. Excavation and connection or removal of private sanitary or storm facilities to the public sewer system.
5. The installation and/or repair of signs, canopies and awnings, footings, or other building features above, at, or below public sidewalks, streets, or alleys. (A separate encroachment application must be submitted.)

There is an application for WISPs and fees for inspections, along with requirements for insurance and bonding. For additional information visit us at <https://www.rva.gov/public-works/right-way-management> or email: RightofWay@Richmondgov.com .

### **Contact Information**

- The City of Richmond, Planning and Development Review website is  
<https://www.rva.gov/planning-development-review>
- The International Code Council website is  
<https://www.iccsafe.org/>
- The Virginia Department of Housing and Community Development website is  
<http://www.dhcd.virginia.gov/>
- Call the City of Richmond 311 Call Center to reach the Bureau of Permits and Inspections



**Plan Intake Sheet**



**FILLED IN BY APPLICANT – All boxes in this section must be completed if applicable**

<b>Date -</b>	<b>Plan # -</b>	<b>Permit # -</b>
<b>Address -</b>		

Responsible Contractor or Permit Holder -	
Contact Person -	Phone -
Fax -	Email -
Number of Sets Submitted -	*If only partial sets are submitted you may be required to insert them into record sets*
Revision Description -	

**FOR OFFICE USE ONLY**

Building	Zoning	Public Works	Public Utilities
Planning	Storm water Mgmt.	Mechanical	Sprinkler
Hood	Fire Suppression	Electrical	Security
Fire Alarm	Plumbing	Gas Piping	Miscellaneous

Date Received -	Time In -	Intake Person -			
Revised due to plan review comments	Yes	No	Revised due to design changes	Yes	No
Has permit been issued	Yes	No	Original permit fee - \$		
Cost increase per changes (if any) - \$	Yes	No	10% Revision fee required	Yes	No
If no revision fee is required (please explain) -					
For revised plans, are the changes clouded	Yes	No	Are the plans signed and sealed (if applicable)		
Comments					

**Revision - Resubmittal Plan Intake Sheet**  
 Department of Planning and Development Review  
 Bureau of Permits and Inspections  
 900 East Broad Street, Room 110  
 Richmond, VA 23219  
 Phone (804) 646-4169 • Fax (804) 646-1569





Permits and Inspection

October 2019

**Bureau of Permits & Inspections**  
**900 E. Broad Street, Room 110**  
**Richmond, Virginia 23219**

**Phone: 804-646-4169**  
**Fax: 804-646-1569**

*"Committed to Building a Better Richmond .... Together"*

[Reference Documents for this Policy:](#)

**2015 Virginia Residential Code  
For  
One- and Two- Family Dwellings**

**Important Phone Numbers:**

**Main Number:** 646-4169

**Single Family Plan Review:**  
646-6975

**Structural Plans Review:**  
646-6975

**Plumbing Plans Review:**  
646-6979

**Electrical Plans Review:**  
646-3611

**Mechanical Plans Review:**  
646-6982

**Planning & Preservation:**  
646-6440

**Zoning:** 646-6340

**Fax Number:** 646-1569

*For Inspection Requests,  
please use our automated  
system:*

**646-0770**