



Residential Building Plan Review Requirements

Department of Planning & Development Review, Bureau of Permits and Inspections
900 East Broad Street, Room 108
Richmond, Virginia 23219
Office: (804) 646-4169

2015 Code Cycle

April 12, 2021

Residential 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.

Table of Contents

Residential Building Plan Review Requirements	1
Building Permit Exemptions	2
Zoning Districts	4
Submission Requirements	4
Plan Requirements	5
Plan Review And Approval Of Construction Documents.....	7
Responding To Plan Review Comments	8
Plan Revision Process	8
Inspections.....	8
Permit Expiration	10
Certificate Of Occupancy.....	10
Additional Submission Requirements	10
Contact Information	12
Plan Intake Sheet	13

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 m²) 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 m²).
4. Tents or air-supported structures, or both, that cover an area of 900 square feet (84 m²) 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 m²), 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 m²) or less of roof covering in all groups and all wind zones.
 - 14.6 Replacement of 256 square feet (23.78 m²) 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 m²) 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 addressed directly with Zoning Administration by calling (804) 646-6340 or e-mailing PDRZoningAdministration@Richmondgov.com

Submission Requirements

To submit plans for your proposed construction work, you will need to apply for a permit using the City of Richmond Online Permit Portal. You can access the Online Permit Portal at the address below.

https://energov.richmondgov.com/EnerGov_Prod/selfservice#/home

You can access the Online Permit Portal User Guide by clicking on the heading “Other Resources”.

Mechanical, Electrical, Plumbing, and Gas work *cannot* be included on a residential building permit. Each trade requires a separate application. All trade permits associated with a building permit will be “On Hold” until after the building permit is issued.

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 invoiced and routed to the plan examiners. 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 processed.

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. You can find a copy of The City of Richmond Owner Affidavit Form on the Online Permit Portal under the heading “Supporting Documentation”.

Construction Documents

All documents must be submitted as black and white pdf files. Below is a list of City acceptable file names. Depending on the project scope one or more of these file types will be required.

- Plans
- Site Plan
- Soil Report
- Braced Wall Spreadsheet
- Trusses
- Structural Reports
- Sealed Letter
- RESCheck
- Response Letter

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.

Fees

The City of Richmond permit fees are based on provided construction costs, provided square footage numbers, and computer generated R. S. Means Estimating Calculations. You will be invoiced through the Permit Portal once your application has been reviewed and processed by a Permit Technician.

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 structural alterations)

- 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, and 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.

Plan Review and Approval of Construction Documents

Once the application fees have been invoiced and paid the Permit Technician assigned to your project will route your documents to the necessary departments/divisions. The submission will then be technically reviewed by the appropriate plan examiners in accordance with applicable codes, ordinances, regulations and standards. The various agencies will review your documents simultaneously verses sequentially.

Below is a list of Departments or Divisions your plans could be routed to depending 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.

Once approved, the permit and City of Richmond stamped documents will be uploaded on the Online Permit Portal. The Applicant will receive an e-mail notification stating the permit has been issued and can be downloaded from the Permit Portal. 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, the applicant will be notified by e-mail. The comments will be sent in the e-mail or the e-mail will request that the applicant download marked-up plans from the Online Permit Portal. 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 uploaded on the Permit Portal. It is important that the applicant send an e-mail to the plan reviewer requesting the information notifying him or her that new information has been uploaded and is in need of review.

Revised documents must be resubmitted in their entirety. The goal is to have one complete stamped and approved set of drawings and reports when the review process is complete.

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.

A fee is required for post permit revisions. 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.

Post permit revisions currently can't be submitted through the Online Permit Portal. They must be submitted using One Drive. Please use the address below to access information pertaining to the One Drive submission process.

<https://rvagov.prod.acquia-sites.com/planning-development-review/one-drive>

Inspections

Once construction plans and documents have been approved and the permit has been issued, work may begin. You can schedule inspections using the Online Permit Portal or by calling 804-646-0770. The automated system will guide you through the process. The Pin Number e-mailed with the approved permit and documents is needed to schedule inspections over the phone.

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, and 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

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 request an extension by uploading an Application for Permit Extension Form on the City's One Drive. Below is a link to the required form and a link to One Drive instructions.

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

<https://rvagov.prod.acquia-sites.com/planning-development-review/one-drive>

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, please request a Certificate of Occupancy by completing and uploading a "Request a Certificate of Occupancy Form" on One Drive. Below is a link to the required form and a link to One Drive instructions.

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

<https://rvagov.prod.acquia-sites.com/planning-development-review/one-drive>

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 using the link below.

<https://cor.maps.arcgis.com/apps/webappviewer/index.html?id=cf5282d10b6f40fcb361cde85dcc6fe4>

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).

The following is required for a LDIS, Stormwater Drainage or RSMP permit.

- Application for permit and fee
- Water Resources Checklist
- Plan with erosion and sediment controls and/or storm water management (electronic file and one hard copy for review)
- DPU Designation of RLD form and a copy of the RLD's license
- Contractor information
- * 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 additional information, including submittal procedures, 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



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

Date:	Plan # –	Permit # –
Address:		

Your Name:	Email Address:	
Phone Number:	Contractor Name:	
Revision Description:		
Has the permit been issued Yes No	Cost increase to job (if any) - \$	
For revised plans, are the changes clouded Yes No	Are the plans signed/sealed (if applicable) Yes No	
Revised due to plan review comments Yes No	Revised due to inspector comments Yes No	Revised due to design Changes: Yes No

FOR OFFICE USE ONLY

Date Received:	Date Reviewed:	10% Revision fee required: Yes No
Original Permit Fee - \$	Original Cost of Work - \$	New Cost of Work - \$
Comments:		

Revision Resubmittal – Plan Intake Sheet
 Department of Planning and Development Review
 Bureau of Permits and Inspections
 900 East Broad Street, Room 108
 Richmond, Virginia 23219
 Phone (804) 646-4169