



Notice of Intent to Use Third Party Plan Review Agency

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

<https://www.rva.gov/planning-development-review/permits-and-inspections>

The purpose of this notification is to inform the City of Richmond of the Permit Applicant's intention to utilize Third Party Plan review services in connection with the following construction project. thirdpartyprogram@richmondgov.com

Section A – Applicant Information

Applicant Name: _____ Project Name: _____

Project Address: _____

Project Description:

Section B – Third Party Plan Review Agency

Agency Name: _____

Name of Professional in Charge – First: _____ Last: _____

Street Address: _____ Suite/Room/Unit: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell Number: _____ Fax Number: _____

Agency Approval ID Number: _____ Date: _____

Professional Engineer/Architect Number: _____

Section C – Primary Third-Party Plan Review Agency

The names of the Professionals-in-Charge, Supervisory Plan Reviewer and Plan Reviewer, along with the discipline to be reviewed are as follows:

Discipline	Professional-in-Charge	Plan Reviewer

Section D – Acknowledgments

By signing below the Permit Applicant, the Third-Party Plan Review Agency and its Professional-in-Charge, agree to comply with the third-party plan review procedures, responsibilities and requirements set forth therein, and other conditions that may be specified by the Code Official.

I have read and agree to comply with the terms and conditions of this agreement.

Applicant:

Applicant's Name: _____

Applicant's Signature: _____

Title of Signatory: _____ Date: _____

Professional-In-Charge of Primary Third-Party Plan Review Agency:

Design Professional's Name: _____

Design Professional's Signature: _____

PE/Architect License Number of Signatory: _____ Date: _____

Third Party Plan Review Agency:

Agency's Name: _____

Agency's Signature: _____

Title of Signatory: _____ Date: _____

CITY OF RICHMOND - FOR OFFICIAL USE ONLY

Accepted By: _____

Signature: _____

Title: _____ Date: _____

NOA Certification Number: _____

Notes: