



Third Party Building Plan Review Submittal Sheet

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>

THIS FORM SHALL BE SUBMITTED WITH BUILDING PERMIT SUBMISSION DOCUMENTS ONLY

City of Richmond Notice of Intent Approval Number: _____ Date: _____

Project Address: _____

Project Description: _____

Occupancy Use Classification: _____ Code Cycle: _____ Type of Construction: _____

Certificate of Occupancy Required: Yes No Occupant Load: _____

Code Modification: Yes No Special Inspections Required: Yes No

Third Party Inspection Required: Yes No

Third Party Inspection Description:

APPROVAL

Name of Agency: _____ Date: _____

Agency Address: _____

Signature: _____

Print Full Name and Title: _____

Agency Approval ID Number: _____

Professional Engineer/Architect or Master Code Professional Number: _____