



Code Modification Request

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>

Date Applied:	Project Name:	Modification Number: Permit Number:	Fee Paid \$
Address – Suite or Floor Number(s):		Owner's Name:	
Applicant's Name and Relationship to Project: Owner Design Professional Engineer Contractor			Phone Number:

BUILDING DESCRIPTION

New Existing	Construction Type:	Square Footage • Area to be modified • Entire Building Not Applicable	Total Number of Stories: Number of Stories Above Grade:
Type of Fire Protection: Fire Alarm - Yes No Sprinkler System - Full Partial None			Building Height in Feet:
Location/Area/Item to be Modified:		Previous Use:	Current Use: Change of Use? Yes No

MODIFICATION REQUESTED

Code Edition: Year: VUSBC VCC VRC VEBC VMC VPC NEC VPMC Other	Specific Code Section(s) to be Modified:
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Supporting Data for Modification Requested (Additional sheets of authoritative sources, manufacturer information, lab tests, related code documents, reports etc. may be attached. Do not use approvals and/or conditions/situations in other buildings as each request must stand on its own merit.)

What Will be Achieved if the Modification is Granted? (Describe how the modification will correct a hazard and/or deficiency or upgrade or enhance the structure to be equivalent to current code requirements. Please attach additional sheets if needed.)

DECISION AND/OR COMMENTS

Building Commissioner <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Signature:	Date:
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Comments:

Appeal Rights. In accordance with the USBC, the decision of the Building Official or the Code Official may be appealed concerning the application of the code or if the Building/Code Official has refused to grant a modification to the provisions of this code covering the manner of construction or materials to be used in the erection, alteration or repair of a structure. The appeals must be submitted in writing within 90 calendar days for construction matters; 21 calendar days for maintenance matters, from the receipt of the decision for appeal. Appeal applications may be obtained from the LBBCA Secretary, (804) 646-6398.