



Administrative Procedures for Revisions and Re-submittal

Permits and Inspection

Policy 10-04

for public distribution

October 2008

Revisions: A revision shall be submitted for any amendment or change to the original approved design documents after the permit has been issued. Revised plans shall be clouded or some other method used so that the reviewer has a clear understanding of where the design changes occur. Revisions must be submitted with an intake form obtained in our office that clearly lists the project information, the general nature of design changes and any increased cost.

Depending on the type of permit for which the revision is being submitted, the number of drawings to be submitted may vary. If the revision is for an **Electrical, Gas Piping, Mechanical or Plumbing** permit, two (2) sets of drawings and associated information shall be submitted for review. If the revision is for a **Building permit**, it is recommended that the applicant submit the same number of drawings submitted with the original permit application, but no fewer than two (2) sets. The number of drawings for Building permit is based on which reviewing agencies are affected by the changes. If all drawings are not required any extras will be returned to the applicant.

Once the original permit application and related documents are approved, any revisions must be submitted with a revision fee. The fee for revisions will be either **\$30.00** (thirty dollars) or **10%** (ten percent) of the original permit fee which ever is greater. The cost for revisions may also be affected by any added construction cost or square footage.

Re-submittals: A re-submittal shall be considered as the submittal of any information for a permit prior to the issuance or approval of the permit. Re-submittals are typically submitted in response to plan review comments. The information should be submitted with an intake form that clearly lists the project information, the general nature of design changes and any increased cost. It is often helpful if the designer will indicate the design changes or responses from review comments with a cloud.

If the re-submittal is for an **Electrical, Gas Piping, Mechanical or Plumbing** permit, two (2) sets of drawings and associated information shall be submitted for review. If the re-submittal is for a **Building permit**, it is recommended that the applicant submit at least two (2) sets. The number of drawings required for Building permits is based on which reviewing agencies are affected by the changes.

Typically, fees are not required for re-submittals. This is due to the fact that the permit application and related drawings are currently under review pending approval. Unless there is an increase in the scope of work or job cost, no fees will be charged.

For re-submittals: the applicant shall slip the replacement sheet on top of the matching voided sheet within the City of Richmond set of Drawings. The revised drawings shall be clearly marked as such. The other sets shall have the voided sheets removed with the replacement sheets put in their place.



Permits and Inspection

Policy 10-04

2008

Permits & Inspections

900 E. Broad Street, Room 110

Richmond, Virginia 23219

Phone: 804-646-6955

Fax: 804-646-6948

Email: DCDPermitsAndInspections@ci.richmond.va.us

"Committed to Building a Better Richmond Together"

Important Phone Numbers:

Main Number: 646-6955

Single Family Plan Review:
646-6975

Structural Plans Review:
646-7483

Plumbing Plans Review:
646-6979

Electrical Plans

Review: 646-6963

Mechanical Plans

Review: 646-6982

Housing Code

Enforcement: 646-6419

Environmental Code

Enforcement: 646-7448

Permits for:

Sewer Connection, On-site
Storm Sewer , Driveways,
Work in Streets & Alleys,
Land Disturbing;

Flood Plain Information;
Chesapeake Bay Preserva-
tion Program:

646-6440

Zoning: 646-6340

Fax Number: 646-6948

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

646-0770