

City of Richmond

Department of Community Development
 Bureau of Permits & Inspections
 900 E. Broad Street, Room 110
 Richmond, VA 23219



Modification Request

Date Applied	Project Name	Modification Number - Permit Number -	Fee Paid \$
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Address - Suite or Floor Number(s)	Owner' Name
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Applicant's Name and Relationship to Project: <input type="checkbox"/> Owner <input type="checkbox"/> Design Professional <input type="checkbox"/> Engineer <input type="checkbox"/> Contractor	Phone Number: FAX Number:
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BUILDING DESCRIPTION

<input type="checkbox"/> New <input type="checkbox"/> Existing	Construction Type	Square Footage • Area to be modified _____ • Entire Building _____ <input type="checkbox"/> Not Applicable	Total Number of Stories _____ Number of Stories Above Grade _____ Building Height in Feet
Type of Fire Protection Fire Alarm- <input type="checkbox"/> Yes <input type="checkbox"/> No Sprinkler System - <input type="checkbox"/> Full <input type="checkbox"/> Partial <input type="checkbox"/> None			

Location/Area/Item to be Modified	Previous Use	Current Use	Change of Use? <input type="checkbox"/> Yes <input type="checkbox"/> No
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MODIFICATION REQUESTED

Code Edition: _____ Year _____ <input type="checkbox"/> USBC <input type="checkbox"/> IBC <input type="checkbox"/> IRC <input type="checkbox"/> IEBC <input type="checkbox"/> IMC <input type="checkbox"/> IPC <input type="checkbox"/> NEC <input type="checkbox"/> IPMC <input type="checkbox"/> 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 Bureau of Permits & Inspections, (804) 646-6955.