



DEPARTMENT OF PLANNING AND DEVELOPMENT REVIEW
BUREAU OF PERMITS AND INSPECTION
ROOM 110 CITY HALL
900 E. BROAD STREET
RICHMOND, VIRGINIA 23219
PHONE (804) 646-4169

STORM DRAINAGE
PERMIT
APPLICATION

PLAN NUMBER:

STRM-

THIS IS AN APPLICATION ONLY. IT IS NOT AUTHORIZATION TO START ANY WORK.
NO WORK SHALL START UNTIL A PERMIT IS POSTED ON THE JOB SITE.

CONTRACTOR/OWNER INFORMATION
1 JOB/PROPERTY ADDRESS (STREET & NUMBER)
2
3 CONTRACTOR NAME
4 LICENSE TYPE (H/H or PLUMB)
5 CLASS
6 STATE LICENSE NO.
7 CONTRACTOR STREET ADDRESS
8 CONTRACTOR TELEPHONE NO. / EMAIL ADDRESS
9 CITY STATE ZIP CODE
10 CONTRACTOR FAX NO.
11 PROPERTY OWNER NAME
12 PROPERTY OWNER ADDRESS/ZIP
13 OWNER DAYTIME TELEPHONE NO.

BUILDING INFORMATION
14 DESCRIBE CURRENT STRUCTURE USE
15 DESCRIBE PROPOSED STRUCTURE USE
OFFICE USE ONLY
Intake Initial: Date:
Inspector: HUC Code:
Sewer Type:

30 RESIDENTIAL COMMERCIAL
31 IF FOR STORMWATER
32 CHECK ONE
WATER QUALITY WATER QUANTITY BOTH

33 TOTAL VALUE OF CONTRACT INCLUDING MATERIAL, LABOR, SUBCONTRACTS, OVERHEAD AND PROFIT TO BE COVERED UNDER THIS PERMIT (NOT THE VALUE OF THE ENTIRE PROJECT).
\$ REQUIRED

34 DESCRIBE SCOPE OF STORM WATER SYSTEM (I.E. DRAINAGE PIPE, BMP, ETC.)
WORK DESCRIPTION

35 CONTACT PERSON
36 CONTACT PHONE NO.
37 CONTACT FAX NO.

38 CONTACT ADDRESS
ZIP CODE
39 EMAIL REGISTERED WITH ONLINE PERMIT PORTAL

40 DO YOU WANT TO BE CALLED TO PICK UP PERMIT WHEN ISSUED?
NAME PHONE NO.

41 ENGINEER NAME
42 ENGINEER PHONE NO.
43 ENGINEER FAX NO.
44 EMAIL

Table with columns: PIPING SIZES, LINEAL FOOTAGE, ITEM, UNITS, QUANTITY, ITEM, UNITS, QUANTITY, ITEM, UNITS, QUANTITY. Rows include Excavation, Grading, Seeding, Mulching, Sodding, Riser, Barrel, Rip-Rap, Fence, Gate, Mft. SWM Pond, SWM System, Inlets, Manholes, Gutters, Down Spout, Excavation, Grading, Seeding, Mulching, Sodding, PVC (perf.) pipes, Filter Cloth, Gravel, Sand, Clean Out, Peat, Plant, Mft. BMP System, BMP System.

OWNERS STATEMENT
FOR OWNER'S WHO ARE APPLYING FOR WORK IN THE CITY OF RICHMOND, IT WILL BE YOUR RESPONSIBILITY TO FILL OUT THE "BUILDING PERMIT - OWNER STATEMENT" FORM IN THE LINK BELOW AND SUBMIT THIS WITH THE PERMIT APPLICATION EITHER THROUGH THE CITY'S ONEDRIVE OR SUBMITTED BY MAIL:
https://www.rva.gov/sites/default/files/2022-06/BuildingPermitOwnerStatement.pdf

OFFICE USE ONLY
ARTS DISTRICT HISTORICAL DISTRICT VIOLATION ON PROPERTY DELINQUENT TAXES DUE? ICC TYPE OF CONSTRUCTION
EXISTING USE GROUP PROPOSED USE GROUP FEE CALC. TYPE PERMIT FEE
IS PROPERTY IN 100 YR FLOOD PLAIN? FLOOD ELEV. SITE ELEV. CHESAPEAKE BAY PROTECTION AREA? CHESAPEAKE BAY MANAGEMENT AREA?
APPLICATION APPROVED BY DATE APPLICATION DISAPPROVED BY DATE

A COPY OF YOUR STATE CONTRACTOR'S LICENSE AND BUSINESS LICENSE MUST BE ON FILE BEFORE A PERMIT WILL BE ISSUED.

BY SUBMITTING THIS APPLICATION, I CERTIFY I AM IN COMPLIANCE WITH THE CODE OF VIRGINIA, SECTION 54.1-1100 ET SEQ; RULES AND REGULATIONS OF THE VIRGINIA BOARD OF CONTRACTORS AND CHAPTER 14, CODE OF THE CITY OF RICHMOND.

**FEE SCHEDULE • BASED ON VALUE OF CONTRACTOR'S ESTIMATE OR ESTIMATE CALCULATED BY R.S. MEANS, WHICHEVER IS HIGHER AMOUNT.**

VALUE OF WORK INCLUDES LABOR, MATERIALS, SUBCONTRACTS, OVERHEAD AND PROFIT. THE FEE IS BASED ON CONTRACTOR'S ESTIMATE OR ESTIMATE CALCULATED BY R.S. MEANS, WHICHEVER IS HIGHER AMOUNT.	RESIDENTIAL ONLY - 1 & 2 FAMILY		COMMERCIAL ONLY	
	VALUE OF WORK	PERMIT FEE	VALUE OF WORK	PERMIT FEE
	\$0 - \$2000	\$63.00	\$0 - \$2000	\$131.00
OVER \$2000	\$63.00*	OVER \$2000	\$131.00*	

\* Add \$6.07 per thousand or fraction thereof for residential construction.  
\* Add \$8.50 per thousand or fraction thereof for commercial construction.  
\* Add a 2% state surcharge to the final calculated fee.

USE GROUP CODES	CODE	DESCRIPTION	CODE	DESCRIPTION	CODE	DESCRIPTION	CODE	DESCRIPTION
	A1A	THEATER/STAGE	B5	FIRE STATION	H5	HIGH HAZARD	NU	NO USE SANCTIONED VACANT STRUCTURE
	A1B	THEATER NO STAGE	B6	FUNERAL HOME	I1	GROUP HOMES 17 OR MORE	R1M	MOTEL
	A2A	NIGHTCLUB	B7	LAUNDRY	I2A	INSTITUTIONAL INCAPACITATED	R2A	DORMITORIES
	A2B	RESTAURANT EAT IN	B8	MEDICAL OFFICE	I2B	INSTITUTIONAL DAY NURSERY	R2B	MULTIFAMILY
	A3B	MUSEUM/ART GALLERY	B9	OFFICE	I3	DETENTION FACILITY	R2C	LODGING HOUSES
	A3C	LIBRARY	B10	BUSINESS - OTHER	I4	ADULT CARE FACILITY	R3A	1&2 FAMILY OVER 3 STORIES
	A3D	PASSENGER TERMINAL	E1	EDUCATION/SCHOOL 1 TO 12	I4B	CHILD CARE >5 CHILDREN <2.5 YRS	R5A	SINGLE FAMILY ATTACHED UNDER 4 STORIES
	A3F	LECTURE HALL	E2	DAYCARE OVER 2 1/2 YEARS	MU	MIXED USE	R5B	TWO FAMILY ATTACHED UNDER 4 STORIES
	A3H	CHURCH	F1	FACTORY MODERATE HAZARD	M1	RETAIL CONVENIENCE STORE	R5C	SINGLE FAMILY DETACHED UNDER 4 STORIES
A4A	RECREATION CENTER	F2	FACTORY LOW HAZARD	M2	RETAIL DEPARTMENT STORE	R5D	TWO FAMILY DETACHED UNDER 4 STORIES	
B1	AUTO DEALERSHIP	H1	HIGH HAZARD	M3	RETAIL SUPERMARKET	R4A	ASSISTED LIVING 5 TO 16 PEOPLE	
B2	DENTIST/DOCTOR'S OFFICE	H2	HIGH HAZARD	M4	RETAIL STORE	S1	STORAGE MODERATE HAZARD	
B3	BANK	H3	HIGH HAZARD	M5	RETAIL AUTO SERVICE STATION	S2	STORAGE LOW HAZARD	
B4	CAR WASH	H4	HIGH HAZARD	R1H	HOTEL	U	TEMPORARY/MISC	

**INSTRUCTIONS ON FILLING OUT A STORM DRAINAGE APPLICATION**

At the top right hand corner of the application is a capital C. This is the space where your permit number will be written after you have paid for the permit. There is also a capital B, this is where you will write any building permit number that is associated with the storm drainage application.

**Box #1** - Fill in the number & street address where the work is being done.

**Box #2** - Blank Space

**Box #3** - Fill in the name of the contractor doing the work or your name if you are the owner/tenant and are applying for the permit as the owner/tenant.

**Box #4** - Fill in the classification that is on your contractor's license such as H/H or PLUMB.

**Box #5** - Check the class of license located on your contractor's license.

**Box #6** - Fill in state board of contractor's license number. It will always begin with 2701 or 2705 and be followed by six digits. Do NOT use a license number that begins with 2710 as this is a tradesman card number and does not allow you to apply for a permit.

**Box #7** - Fill in the contractor's street address.

**Box #8** - Fill in the contractor's telephone number.

**Box #9** - Fill in the contractor's city, state and zip code.

**Box #10** - Fill in the contractor's fax number.

**Box #11** - Fill in the name of the property owner.

**Box #12** - Fill in the property owner's address.

**Box #13** - Fill in the property owner's daytime phone number.

**Box #14** - Fill in the current use of the property such as restaurant, single family dwelling, duplex, etc.

**Box #15** - Fill in the proposed use of the property such as restaurant, office, duplex, etc.

**Boxes #16 through #29** - Office use only.

**Box #30** - Fill in when dealing with single family houses and duplexes. Note the detached and attached designation. If the house stands alone and does not touch the house on either side, it is detached.

**Box #31** - Fill in the number of apartment units in the building.

**Box #32** - Check the appropriate box, if applicable.

**Box #33 - COST INFORMATION** - Fill in the cost of all labor, materials, overhead, subcontracts, and profit to be covered under this permit (not the value of the entire project). This may be used to determine the permit fee.

**Box #34** - Give a brief description of the work to be done.

**Box #35** - Fill in the name of the person to contact if there are questions about the application or drawings.

**Box #36** - Fill in the contact person's phone number.

**Box #39** - Fill in the contact person's email address that is registered with the online permit portal.

**Box #38** - Fill in the contact person's complete address.

**Box #39** - Fill in the contact person's e-mail, if available.

**Box #40** - Check whether or not you would like to be called to pick up the permit. If you check "yes", fill in your name and phone number.

**Box #41** - If submitting drawings done by an engineer please fill in their name here.

**Box #42** - Fill in the Engineer's phone number.

**Box #43** - Fill in the Engineer's fax number.

**Box #44** - Fill in the Engineer's e-mail address.

**TYPE OF WORK TO BE DONE -**

Description for storm sewer, stormwater management (swm), storm drain structures and water quality:

- Pipe Sizes - The length of pipe to be installed under this permit.
- Excavation - The quantity of soil or rock removed from the area of the stormwater management facility.
- Grading is the cut or fill soil of the stormwater management facility to receive positive drain.

• Riser - A vertical structure which extends from the bottom on an impoundment facility (stormwater management pond) and houses the control devices (weirs/orifices) to achieve the desired rates of discharge for specific designs.

• Barrel - Closed conduit used to convey water under or through an embankment, part of the principal spillway.

• Rip-rap - A permanent, erosion-resistant ground cover of large, loose, angular stone installed wherever soil conditions, water turbulence and velocity, expected vegetative cover, etc., are such that soil may erode under design flow conditions.

• Mft. SWM Pond - A pre-fabrication structure of the stormwater management facility that is built and delivered to site for installation at a lump sum cost.

• SWM System - A stormwater management structure that is built on site and installed at a lump sum cost.

• PVC (perf.) Pipes - Perforated PVC pipes that have holes throughout the length of the pipe.

• Filter Cloth - Construction material used too rap the perforated PVC pipes to prevent clogging. It is a 3.1 oz/sy nonwoven needle punched geotextile made of 100% polypropylene staple filaments.

• Cleanout - Observation well for inspection.

• Peat - Filter media.

• Plant - Plants located within the BMP system.

• Mft. BMP System - A pre-fabrication structure of the water quality facility that is built and delivered to site for installation at a lump sum cost.

• BMP System - A water quality structure that is built on site and installed at a lump sum cost.

**OFFICE USE ONLY – DO NOT WRITE IN THIS AREA.**