



# Annex B: Emergency Lighting Compliance Form

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>

Plan Number: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Address: \_\_\_\_\_

**It will be the responsibility of a master electrician or a professional engineer to perform a light test for the entire floor or entire project provided on the plans with new lighting, then fill out this form and submit to the City of Richmond prior to final inspection. The following items below will be for the entire path of egress within the scope of work for this project. An Emergency Lighting Test is not required when Photometrics are present on the drawings.**

**All documents shall be submitted through the City’s online Portal through the projects “Plan” number (not permit number). Email the plan reviewer once files have been uploaded.**

By the checking the following, as the contractor/engineer, you are stating you are in compliance for the following codes regarding lighting levels for normal and emergency power:

\_\_\_\_\_ This project meets all normal power lighting levels required by VCC 1008.2.1.

\_\_\_\_\_ This project meets all emergency power lighting levels required by VCC 1008.3.5 from the time the emergency lighting is activated to 90 minutes thereafter.

<p>Contractor/Master Electrician Sign-off:</p> <p>Contractor License #: _____</p> <p>Master License #: _____</p> <p>Print Name: _____</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>Engineer’s Signed/Seal:</p>
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Make sure to submit this document through the City’s Online Portal using the **plan** number above. Failure to do so could result in a delay in getting your final inspection.

[Online Portal](#)