



Quick Guide for Customers: Applications and Document Submission

Department of Planning & Development Review, Bureau of Permits and Inspections
900 East Broad Street, Room 110
Richmond, Virginia 23219
Office: (804) 646-4169

This is a linked document. Forms and other information can be found on our website:
<https://rva.gov/planning-development-review/permits-and-inspections>

The OneDrive Port of Entry will be discontinued on August 2, 2024.
Please follow these processes going forward.

New Permit Applications

Apply in the [Online Permit Portal](#)

Temporary, Partial, change of Owner/Tenant CO Requests

Apply in the [Online Permit Portal](#)

Final Building Permit CO Requests

Complete the [Final Building Permit Request](#) and email it to PDR.Permits@rva.gov.

Revisions to Plans and Permits Requiring Plan Review

Complete the [Revision Resubmittal – Plan Intake Sheet](#) and email it to PDR.Permits@rva.gov.

In addition, upload the revised plan set to the PLAN (Application) in the Portal.

If the Intake sheet is not emailed to PDR.Permits@rva.gov, the revision will not be processed.

For the following:

Complete the appropriate form/request and email it to PDR.Permits@rva.gov:

- [CODE MODIFICATIONS](#)
- [AMENDMENTS](#) (no Plan Review)
- [EXTENSIONS](#) (for expired Permits)
- [CANCELLATIONS AND REFUNDS](#)

To Add or Change Contacts on a Permit

Use the [Amendment form](#) and email it to PDR.Permits@rva.gov.

Note: If you experience issues with any of these processes, please contact the help desk as noted below. If you come to our front desk, please note it is open from 8:00 AM to 1:00 PM on days that City Hall is open to the public.

Permits and Inspections Help Desk: PDRPermitsAndInspections@rva.gov