Application for Amending a Permit without Plans

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

Email this form to: PDR.Permits@rva.gov

NOTE – If you have more than one permit number, please specify "See Below" in the "Permit Number" field and type all permit numbers in the large text box below.

Permit Number: _____

Project Address: _____

Contact Name: _____

Phone Number: _____ Date: _____

Portal Account Email: _____

To Whom It May Concern:

I am requesting an amendment to the above permit due to the following reason(s) [Specify whether the amendment is an increase or decrease in scope of work]:

Check One:

Increase Decrease the number of units: Size:_____ Quantity:_____

Check One:

Increase Decrease the number of units: Size:_____ Quantity:_____

Check One:

Increase Decrease the number of units: Size:_____ Quantity:_____

Check One:

Increase Decrease the estimated cost of construction by: _____

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Reviewed By: _____ Date: _____