



## 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>

### 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:PDRPermitsAndInspections@rva.gov)