



# Residential Building Plan Review Requirements

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<https://www.rva.gov/planning-development-review/permits-and-inspections>

2021 Code Cycle

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## Residential Building Plan Submittal and Plan Review Process for the City of Richmond, Virginia

The City of Richmond, Bureau of Permits and Inspections is responsible for the enforcement of all codes concerning new construction, additions, alterations, repairs, removal, demolition, occupancy and maintenance of buildings and structures located within the City of Richmond.

This guide is intended to aid you in starting the permit process. You will find useful information regarding the code requirements, plan requirements, fee requirements, and many other resources available to you as you start the construction of your new home, home improvement, addition, and/or repair.

This document is for general requirements, if you are proposing a subdivision or a project with multiple dwelling units, please contact our office to schedule a Predevelopment meeting.

If you have questions that this guide did not answer, please do not hesitate to contact us. The City of Richmond, Bureau of Permits and Inspections staff are here to assist you in understanding the rules and regulations that apply to your project. We look forward to serving you.

### Adopted Building Codes:

#### The 2021 Virginia Construction Code.

#### Section 310.6.1 Virginia Residential Code.

The provisions of the IRC for detached one-family and two-family dwellings and townhouses as amended by Virginia Construction Code (VCC) , also referred to as the Virginia Residential Code (VRC) printed by the ICC, shall apply to construction, rehabilitation, and demolition of the types of buildings and structures listed in this subsection, and the equipment therein, provided the building or structure is not more than three stories above grade plane in height with a separate means of egress:

1. Detached single-family and two-family dwellings.
2. Townhouses.
3. Care facilities for five or fewer people.
4. Owner-occupied or proprietor-occupied lodging houses with no more than five guest rooms and ten or fewer total occupants.
5. Accessory structures of Group R-5 occupancies, including Accessory Dwelling Units.
6. Other occupancies specifically permitted in the Uniform Statewide Building Code to be classified as Group R-5.

The 2021 Virginia Residential Code took effect on January 18, 2024.

## Table of Contents

|   |    |
|---|----|
| Building Permit Exemptions.....                         | 2  |
| Submission Requirements.....                            | 4  |
| Plan Requirements .....                                 | 5  |
| Plan Review And Approval Of Construction Documents..... | 6  |
| Responding To Plan Review Comments.....                 | 7  |
| Post Permit Revisions.....                              | 7  |
| Permit Expiration.....                                  | 7  |
| Permit Cancellation.....                                | 7  |
| Inspections.....  | 8  |
| Certificate Of Occupancy .....                          | 8  |
| Additional Submission Requirements .....                | 9  |
| Contact Information .....                               | 11 |

## Building Permit Exemptions

Below is a list of building projects that can be completed without a permit. Please note the exception for projects within a historic district.

### Virginia Residential Code Section 108—Application for Building Permit

**108.2 Exemptions from application for building permit.** Notwithstanding the requirements of, application for a permit and any related inspections shall not be required for the following; however, this section shall not be construed to exempt such activities from other applicable requirements of this code. In addition, when an owner or an owner's agent requests that a permit be issued for any of the following, then a permit shall be issued and any related inspections shall be required.

Be advised that some of the following items may require a zoning permit application, and a permit from Planning and Preservation if located within the historic district, for more information please contact the Zoning Administration Office at 804-646-4169 or [PDRPermitsAndInspections@rva.gov](mailto:PDRPermitsAndInspections@rva.gov)

1. Installation of wiring and equipment that (i) operates at less than 50 volts, (ii) is for broadband communications systems, (iii) is exempt under or , or (iv) is for monitoring or automation systems in dwelling units, except when any such installations are located in a plenum, penetrate fire-rated or smoke-protected construction or are a component of any of the following:
  - 1.1 Fire alarm system.
  - 1.2 Fire detection system.
  - 1.3 Fire suppression system.
  - 1.4 Smoke control system.
  - 1.5 Fire protection supervisory system.
  - 1.6 Elevator fire safety control system.
  - 1.7 Access or egress control system or delayed egress locking or latching system.
  - 1.8 Fire damper.
  - 1.9 Door control system.
2. One-story detached structures used as tool and storage sheds, playhouses or similar uses, provided the building area does not exceed 256 square feet (23.78 m<sup>2</sup>) and the structures are not classified as a Group F-1 or H occupancy. This type of project requires a zoning permit application.
3. Detached prefabricated buildings housing the equipment of a publicly regulated utility service, provided the floor area does not exceed 150 square feet (14 m<sup>2</sup>). A zoning permit is required for this type of work.
4. Tents or air-supported structures, or both, that cover an area of 900 square feet (84 m<sup>2</sup>) or less, including within that area all connecting areas or spaces with a common means of egress or entrance, provided such tents or structures have an occupant load of 50 or less persons.
5. Fences of any height unless required for pedestrian safety as provided for by Section 3306, or used for the barrier for a swimming pool. Zoning regulations may apply, please contact the Zoning Administration Office.
6. Concrete or masonry walls, provided such walls do not exceed 6 feet (1829 mm) in height above the finished grade. Ornamental column caps shall not be considered to contribute to the height of the wall and shall be permitted to extend above the 6-foot (1829 mm) height measurement. Zoning regulations may apply, for more information please contact the Zoning Administration Office.
7. Retaining walls supporting less than 3 feet (914 mm) of unbalanced fill that are not constructed for the purpose of impounding Class I, II or III-A liquids or supporting a surcharge other than ordinary unbalanced fill.
8. Swimming pools that have a surface area not greater than 150 square feet (13.95 m<sup>2</sup>) and are less than 24 inches (610 mm) deep.
9. Signs under the conditions in of Appendix H. Zoning regulations may apply, for more information please contact the Zoning Administration Office.
10. Replacement of above-ground existing LP-gas containers of the same capacity in the same location and associated regulators when installed by the serving gas supplier. Zoning regulations may be applicable, for more information please contact the Zoning Administration Office.

11. Flagpoles 30 feet (9144 mm) or less in height.
12. Temporary ramps serving dwelling units in Groups R-3 and R-5 occupancies where the height of the entrance served by the ramp is no more than 30 inches (762 mm) above grade.
13. Construction work deemed by the building official to be minor and ordinary and which does not adversely affect public health or general safety.
14. [Ordinary repairs that include the following:](#)
  - 14.1. Replacement of windows and doors with windows and doors of similar operation and opening dimensions that do not require changes to the existing framed opening and that are not required to be fire rated in Group R-2 where serving a single dwelling unit and in Groups R-3, R-4 and R-5.
  - 14.2. Replacement of plumbing fixtures and well pumps in all groups without alteration of the water supply and distribution systems, sanitary drainage systems or vent systems.
  - 14.3. Replacement of general use snap switches, dimmer and control switches, 125 volt-15 or 20 ampere receptacles, luminaires (lighting fixtures) and ceiling (paddle) fans in Group R-2 where serving a single dwelling unit and in Groups R-3, R-4 and R-5.
  - 14.4. Replacement of mechanical appliances, provided such equipment is not fueled by gas or oil in Group R-2 where serving a single-family dwelling and in Groups R-3, R-4 and R-5. Please verify with the Zoning Administration office for external setbacks requirements.
  - 14.5. [Replacement of an unlimited amount of roof covering or siding in Group R-3, R-4 or R-5, provided the building or structure is not in an area where the nominal design wind speed is greater than 100 miles per hour \(44.7 meters per second\) and replacement of 100 square feet \(9.29 m<sup>2</sup>\) or less of roof covering in all groups and all wind zones.](#)
  - 14.6. [Replacement of 256 square feet \(23.78 m<sup>2</sup>\) or less of roof decking in Group R-3, R-4 or R-5 unless the decking to be replaced was required at the time of original construction to be fire-retardant-treated or protected in some other way to form a fire-rated wall termination.](#)
  - 14.7. Installation or replacement of floor finishes in all occupancies.
  - 14.8. Replacement of Class C interior wall or ceiling finishes installed in Groups A, E and I and replacement of all classes of interior wall or ceiling finishes in other groups.
  - 14.9. Installation or replacement of cabinetry or trim.
  - 14.10. Application of paint or wallpaper.
  - 14.11. Other repair work deemed by the building official to be minor and ordinary which does not adversely affect public health or general safety.
15. [Crypts, mausoleums and columbaria structures not exceeding 1,500 square feet \(139.35 m<sup>2</sup>\) in area if the building or structure is not for occupancy and used solely for the interment of human or animal remains and is not subject to special inspections.](#)
16. Billboard safety upgrades to add or replace steel catwalks, steel ladders, or steel safety cable.

**Exceptions:**

1. Application for a permit may be required by the building official for the installation of replacement siding, roofing and windows in buildings within a historic district designated by a locality pursuant to § 15.2-2306 of the Code of Virginia.
2. Application for a permit may be required by the building official for any items exempted in this section that are located in a special flood hazard area.

## Submission Requirements

To submit plans for your proposed construction work you will need to apply for a permit using the City of Richmond Online Permit Portal. You can access the Online Permit Portal at the address below:

[https://energov.richmondgov.com/EnerGov\\_Prod/selfservice#/home](https://energov.richmondgov.com/EnerGov_Prod/selfservice#/home)

You can access the Online Permit Portal User Guide by clicking on the heading “Other Resources”.

Mechanical, Electrical, Plumbing, and Gas piping work *cannot* be included on a residential building permit. Each trade requires a separate application. Construction documents are not required for trade permit applications.

### Contractor’s Licenses or Owner Statement

Confirmation of a valid State Contractors License with the appropriate DPOR (Department of Professional and Occupational Regulations) classification is needed before a submission can be invoiced and routed to the plan examiners. Contractors are required to confirm they hold a valid Virginia business license. If the total construction value of their work in the City of Richmond totals \$25,000 or more in the previous 12 months (From the date of submission back 12 months) then confirmation of a City of Richmond Business license is required before a submission can be processed. You can reach the City of Richmond Business license office by calling 804-646-6662.

An applicant can apply for a permit without designating a contractor as long as a written statement, supported by an affidavit is submitted stating that he/she is not subject to licensure or certification as a contractor per Title 54.1-1111 of the Code of Virginia. Refer to The Code of Virginia Title 54.1-1101 for a list of exceptions from meeting the Code of Virginia Contractor Requirements. You can find a copy of The City of Richmond “Building Permit- Owner Statement” form at:

<https://rva.gov/sites/default/files/2022-06/BuildingPermitOwnerStatement.pdf>

### Construction Documents

All documents must be submitted as black and white pdf files. Below is a list of the City of Richmond acceptable file names. Depending on the project scope one or more of these file types will be required.

- Plans.
- Site Plan indicating the proposed setbacks of the improvements.
- Soil Report – Required for New Homes.
- Braced Wall Spreadsheet.
- Trusses.
- Structural Reports depending on the scope of work.
- A Sign and Sealed Letter by a Register Design Professional as required by Code.
- REScheck report confirming that the new construction meets energy code requirements or enough information verifying that the building thermal envelope complies with the 2021 VRC.

Plans which are incomplete or illegible will not be accepted. The minimum scale used on architectural plans shall be 1/8” = 1’-0”. Civil and site plans can be plotted at a smaller scale, such as 1”=30’.

Per 54.1-402 of the Code of Virginia, homes over 3 stories require plans signed and sealed by a certified professional architect or engineer responsible for the design and licensed in the Commonwealth of Virginia. A Code Modification request is required for the construction of single and two-family homes and townhouses exceeding three stories above grade plane.

### Fees

The City of Richmond permit fees are based on provided construction costs, provided square footage numbers, and computer-generated R. S. Means Estimating Calculations. You will be invoiced through the Permit Portal once your application has been reviewed and processed by a Permit Technician.

The City of Richmond fee schedule can be found at:

<https://www.rva.gov/sites/default/files/2024-08/PermitsFeeSchedule.pdf>

## Plan Requirements

The following construction documents are required when submitting a building permit application for a new building, addition, alteration, repair, change of use, and/or interior or partial demolition of an existing building. Residential plans do not require to be prepared by a Register Design Professional, construction documents can be prepared by the applicant, owner, or contractor. However, where a project includes a design containing structural elements, framing systems, materials, etc. not conforming to the limits of the 2021 VRC, these elements shall be designed following accepted engineering practice, and sealed construction documents will be required.

### Submitted documents must include the following information.

#### 1. **Site Plan or Survey:** (Required for new homes, additions, and decks)

- Show property lines.
- Show location of existing structures, proposed structures, additions, decks, driveways, walkways, and easements.
- Provide the exterior dimensions of the building or structure.
- Provide the distance between the building/structure and adjacent property lines.

#### 2. **Soil Report:** (Required for new homes)

#### 3. **Footing /Foundation Plan:** (Required for new homes, additions, and structural alterations)

- Provide dimensioned footing and foundation plans for new construction and existing construction affected by the proposed work.
- Show the size, depth, and location of the footing and/or slab-on-grade.
- Show the location, size and spacing of anchor bolts.
- Show the location, size, spacing and clearances of the proposed reinforcement.
- Show the location and size of foundation ventilation.
- Show the location and size of the crawl space access door.
- Show a typical section through the footing and foundation.
- Where new loads are bearing on existing foundations, submit a sealed engineer's letter or report confirming the existing foundation can support the new loads.

#### 4. **Framing:** (Required for new homes, additions, porches, decks, and alterations)

- Provide separate framing plans for each floor, and roof.
- Framing plans shall be dimensioned and shall including the location and size of girders, beams, columns, and Headers.
- Locate and identify load-bearing walls.
- Provide the size, spacing, and species of joists, studs, and rafters.
- Provide wall sections and details illustrating the proposed material and the structural connections.
- Submit structural reports or drawings sealed by an engineer for structural members that fall outside the prescriptive requirements of the Virginia Residential Code. This includes but is not limited to trusses, structural steel, LVLs, and PSLs.
- Submit information from the manufacturer confirming proposed I-joists are in accordance with the manufacture's recommendations.
- Show the types and number of fastenings.
- Illustrate the location of braced wall panels and identify the braced wall system proposed. Provide fastening and hold down information as applicable.
- Indicate the dead load used for the design (Please note the use of floor tile, wall tile, granite counters, and slate roofing can have a substantial impact on the design dead load).
- Shaft elevator framing plans required to be sealed and signed by a professional Engineer.

#### 5. **Floor Plans—New Construction:**

- Provide floor plans of each level with all rooms and use labeled.
- Show the location and sizes of doors, windows, and openings.
- Locate and identify rated wall assemblies, horizontal assemblies, and rated doors.
- Identify safety glazing where required.
- Show the location of all appliances and plumbing fixtures.
- Show the location and provide construction documents for decks, stoops, and porches. Include a list of approved fasteners and connectors.
- Clearly show the elevation of all floors.

- Show the width, headroom, riser height, and tread depth of stairs.
- Provide insulation R-values.
- Locate wood burning fireplaces, gas fireplaces, and gas logs.
- Show the location of the any new elevator shaft on each floor.

#### **6. Floor Plans—Alterations:**

- Provide floor plans of each level impacted by the proposed work with all rooms labeled.
- Clearly differentiate between existing walls, new walls, and walls selected for demolition.
- Show the location and size of new doors, windows, and openings.
- Provide window dimensions and sill heights in bedrooms.
- Locate and identify rated wall assemblies, horizontal assemblies, and rated doors.
- Indicate how altered walls within five feet of the property line will be rated.
- Identify safety glazing where required.
- Dimension and locate fixtures in new and renovated bathrooms.
- Show the location of decks, stoops, and porches.
- Provide the size of new landings adjacent to doors.
- Clearly show the elevation of all floors.
- Show the width, headroom, riser height, and tread depth of new stairs.
- Provide the width and headroom of stairs leading to previously unfinished attics and basements.
- Provide ceiling heights in altered rooms and rooms with a new use.
- Provide the insulation R-value of wall, floor, and rafter cavities exposed during the renovation.
- Provide the R-value of new continuous insulation.
- Show location and number of framing members being replaced in kind.
- Locate wood burning fireplaces, gas fireplaces, and gas logs.
- Show the location of any new elevator shaft on each floor.

#### **7. Elevations:** (Required for new homes, additions, and alterations to the exterior)

- Show the Right Side and Left Side. Front and Back Elevations with all windows, doors, and any other exterior features.
- Show the height of each floor level and overall height.

#### **8. Exterior and Interior finishes:**

- Show the type, and size of material used for interior and exterior finishes.
- Provide UL details of all rated assemblies.

#### **9. Photovoltaic Solar Systems:**

- Show a site plan with the location of the new photovoltaic system.
- Provide plans with the layout of the solar module array, attachment details, required access, and pathways.
- Plans required to be sealed and signed by a Professional Engineer clearly stating that the roof is capable of supporting the load of the new system.

#### **10. Accessory Dwelling Units (ADUs):**

- A complete list of application requirements can be found at the link below:

[Accessory Dwelling Units | Richmond](#)

### **Plan Review and Approval of Construction Documents**

Once the application fees have been invoiced and paid the Permit Technician assigned to your project will route your documents to the necessary departments/divisions. The submission will then be technically reviewed by the appropriate plan examiners in accordance with applicable codes, ordinances, regulations and standards. The various agencies will review your documents simultaneously verses sequentially.

Building permits are typically reviewed by multiple agencies. In addition to the Building Code review, permits may be forwarded to some of the following departments:

- Building Department
- Zoning Division
- Planning and Preservation

- Land Use Administration
- Commission of Architectural Review
- Public Works
- Public Utilities
- Water Resources
- Code Enforcement / Property maintenance
- Fire Department

These agencies would review a specific aspect of the proposed construction to verify compliance with their regulations. The initial review will be completed within 10 business days of receiving the application in plan review.

At the time of submission, your application will be given a tracking number referred to as a “Plan Number”. Once your application is approved a “Permit Number” will be issued. These two numbers will be unique and will not match.

Once approved, the permit and City of Richmond stamped documents will be uploaded on the Online Permit Portal. The Applicant will receive an e-mail notification stating the permit has been issued and can be downloaded from the Permit Portal. A copy of the Permit and approved documents must be kept on the building site and the inspector must have access to this set while the structure is under construction.

### **Responding to Plan Review Comments**

If questions arise or discrepancies are discovered when the construction documents are examined, the applicant will be notified by e-mail. Review comments for the permit application will be available on the Online Portal. If an application is routed to multiple departments/divisions, an applicant potentially could receive review comments from multiple reviewers.

Once all questions and discrepancies have been addressed, revised documents need to be uploaded on the Permit Portal. It is important that the applicant send an e-mail to the plan reviewer requesting the information notifying them that new information has been uploaded and is in need of review.

Revised documents must be resubmitted in their entirety. The goal is to have one complete stamped and approved set of drawings and reports when the review process is complete.

### **Post Permit Revisions**

Every building must be constructed per the City of Richmond, Bureau of Permits and Inspections approved plans and construction documents. If any changes or revisions to the project are proposed, those changes need to be reviewed and approved by the City of Richmond, Bureau of Permits and Inspection before initiation and incorporation of the work.

Fees are usually due and this needs to be reviewed by a Permit Tech before the revision is handled by a plan reviewer. Post permit revisions can be submitted by completing the Revision Form: [RevisionResubmittal-Plan-Intake-Sheet.pdf](#) and email it to [PDR.Permits@rva.gov](mailto:PDR.Permits@rva.gov)

### **Permit Expiration**

Building permits are valid for 180 days from the date of issuance. Every time there is a building inspection on the property, the permit is extended for another 180 days from the date of the last inspection. If your permit has expired, you can request an extension by completing the Extension Form: [Permit Extension Application.pdf](#) and email it to [PDR.Permits@rva.gov](mailto:PDR.Permits@rva.gov)

### **Permit Cancellation or Refund**

Any authorized agent listed on the permit can request a cancellation. If any refunds are due, they will be issued back to the payor on record. You can request a cancellation or refund by completing the Cancellation Form: [Authorization to Kill Permit.pdf](#) and email it to [PDR.Permits@rva.gov](mailto:PDR.Permits@rva.gov)

## Inspections

Once construction plans and documents have been approved and the permit has been issued, work may begin. You can schedule inspections using the Online Permit Portal, [Online Permit Portal](#)

Below is a list of typical building inspections and the associated system codes. An applicant needs to request only those inspections related to their scope of work. Inspection requests can be made 24 hours a day. All building inspections must be scheduled before midnight on the day before the inspection appointment.

- 101 - Footing – The footing trench must be completely prepared for concrete. Grade pegs must be in place location, depth, width, reinforcing and soil conditions will be checked.
- 102 - Foundation – Footing inspection must be approved before proceeding. If poured concrete foundation, call for inspection when forms are in place and before placing concrete. If masonry foundation, call before framing is started. During the inspection, the inspector will check materials, foundation size, anchoring, vent placement, access doors, and reinforcing if required,
- 103 - Slab – If there are any underslab electrical or plumbing installations, trade inspection approvals must be obtained before calling for a slab inspection. Inspector will check soil condition, compaction, thickness, reinforcing, vapor barriers and expansion joints.
- 104 - Framing – Rough in inspections must be approved for electrical, plumbing and mechanical work prior to calling for a framing inspection. Approved plans must be on the job site. Inspector will check lumber grades, nailing schedules, cutting, notching and adherence to approved plans.
- 105 - Insulation – After framing inspection has been approved and all insulation has been installed, call for insulation inspection. Attic and under floor insulation will be checked at final inspection.
- 106 - Sill – For siding replacement or installation, call for sill inspection when bottom boards of existing siding are removed and existing sill is exposed. Inspector will check for soundness of existing sills and other structural elements.
- 107 - Veneer – Call for inspection when all sheathing is secured and doors and windows are wrapped. Inspector will check for the type of sheathing, proper installation of sheathing and nailing schedule.
- 109 - Other – This is used for inspections other than those listed above.
- 110 - Fire Separation
- 190 - Partial Final – This inspection is used only on large commercial projects to final out an entire floor when the remainder of the building is not complete.
- 199 - Final – Call for final inspection when all work is completed. Inspector will check for smoke detectors, handrails, guardrails, required egress, and access to attic and concealed spaces. Building numbers must be attached to the building and visible from the street. Required for Certificate of Occupancy.

Additional inspections may be required depending on the scope of work of your project, including final inspections for Certificate of Occupancy, please verify with other departments:

Zoning Final, call 804-646-4169 or email [PDRZoningAdministration@rva.gov](mailto:PDRZoningAdministration@rva.gov)

Land Disturbing Final, call 804-646-7087 or email [Waterresources@rva.gov](mailto:Waterresources@rva.gov)

Public Works Final, call 804-646-6430 or email [RightofWay@Richmondgov.com](mailto:RightofWay@Richmondgov.com)

## Certificate of Occupancy

A Certificate of Occupancy indicating completion of work must be obtained prior to occupancy or change of occupancy of a building or structure. A Certificate of Occupancy is not required for an accessory structure as defined in the International Residential Code. A new Certificate of Occupancy is not required for an addition to an existing Group R-5 building that already has a Certificate of Occupancy.

A Certificate of Occupancy for new construction will not be issued until there is a successful final building inspection, final zoning inspection, final land disturbance inspection, and final public works inspection. Once all required inspections have been recorded, please request a Certificate of Occupancy by completing the Certificate of Occupancy request form [Request a Certificate of Occupancy form.pdf](#) and email it to [PDR.Permits@rva.gov](mailto:PDR.Permits@rva.gov)



## **Additional Submission Requirements**

Additional Permits may be required above and beyond the building and trade permits depending on the project scope and project location. Refer to the Planning and Preservation, Zoning, Water Resources, and Public Works sections below for general information concerning requirements for special conditions. Each department should be contacted for more specific information.

### **Zoning Division**

Each parcel of property within the City of Richmond is part of a designated zoning district. The zoning district specifies the permitted land uses, such as residential, commercial, or industrial, and the minimum distances or setbacks from the property lines for buildings, accessory structures, and fences as well as maximum height restrictions. If the permit request is for new construction, architectural design, and landscaping standards may also apply to the property or project.

Any questions related to setbacks or allowed uses within a zoning district can be addressed directly with the Zoning Administration office by calling (804) 646-6340 or email [PDRZoningAdministration@rva.gov](mailto:PDRZoningAdministration@rva.gov)

### **Department of Planning and Development Review—Planning and Preservation Division**

If your property is located within a City's Old and Historic District, a certificate of appropriateness from the Commission of Architecture Review is required for any new construction or exterior alterations that are visible from the public right of way prior to the issuance of a building permit. Alterations typically exempt from building permit application may require a permit if located within a historic district per the exception in Section 108.2 of the Virginia Residential Code and Section 15.2-2306 of the Code of Virginia.

To determine if your property is within a City's Old and Historic District, please consult the City's Old and Historic Districts Map using the link below:

<https://cor.maps.arcgis.com/home/webmap/viewer.html?webmap=60ee42f309734f2aa23955db82f707b5&extent=-77.4823,37.5406,-77.4403,37.5692>

For more information contact the Planning and Preservation Office at 804-646-6335 or email [PDRPlanningAndPreservation@rva.gov](mailto:PDRPlanningAndPreservation@rva.gov)

### **Department of Public Utilities – Water Resources Division**

The City of Richmond Water Resources Division has combined the three previously used permits into one. Land Disturbing (LDIS), Richmond Stormwater Management permits (RSMP), and on-site (civil) stormwater permits (STRM) are now combined into the Richmond Erosion and Stormwater Management Program Permit (RESMP). Water Resources is also a part of the review team for most other types of building permits including, but not limited to residential and commercial permits for new and redevelopment projects, demolition, and some trade permits. Most building permits for the construction of detached, single family dwellings that are not a part of a common plan of development, will require a separate Richmond Erosion and Stormwater Management Program Permit (RESMP).

### **Richmond Erosion and Stormwater Management Program Permit (RESMP)**

RESMP Permits are required for land disturbance of 4,000 square feet or greater or land disturbance of 2,500 square feet or greater in a Chesapeake Bay Preservation Area (CPBA). This permit will cover all erosion and sediment control, storm drainage installation, structural and non-structural best management practices, CBPA, and floodplain regulatory requirements.

Reference the Stormwater Permitting page <https://www.rva.gov/public-utilities/permits> for the RESMP permit application and checklist.

The following information may be required by Water Resources before a permit is approved and issued:

- a. RESMP application and fees.
- b. Contractor's City of Richmond business license.
- c. Contractor's H/H or plumbing license.
- d. RLD designation form.
- e. RLD certificate.
- f. E&SC bond agreement (amount - \$ TBD based on plans)
- g. E&SC Bond Receipt Copy (will be provided upon bond payment)
- h. Agreements in lieu (AILOs) for erosion control and stormwater.
- i. Nutrient credit purchase receipt.
- j. Recorded SUMA agreement and exhibit.
- k. SWPPP and general state registration statement.

- l. RPA Encroachment Application.
- m. USACE-approved wetlands delineation and permits.
- n. Section 408 approval for development near the floodwall

### **CBPA Mapping**

Locally designated Chesapeake Bay Preservation Areas have been depicted on adopted Bay Act maps for the City of Richmond. These maps are to be used as a guide for applicants and local staff as to the general location of CBPA Resource Protection Areas (RPAs) and Resource Management Areas (RMAs) on lots and parcels and should be used for planning purposes only. Once a project is proposed, a site-specific location of the RPA and the RMA must be determined. The locally adopted CMA can be found at:

<https://www.arcgis.com/home/webmap/viewer.html?webmap=10339f483a774998930b81accf227768>

To apply for a RESMP permit, upload all the required documents and plans in a PDF format and email directly to [Waterresources@rva.gov](mailto:Waterresources@rva.gov). Any questions, resubmittals, should be sent to [Waterresources@rva.gov](mailto:Waterresources@rva.gov). The submitted application subject should be titled the address of the main project.

For additional information, call Water Resources at 804-646-7586 or visit us online at <https://www.rva.gov/public-utilities/stormwater-utility>.

### **Department of Public Works—Right-Of-Way Division**

A Work-in-Streets Permit (WISP) is required whenever work is done within the public right-of-way, a public easement, or impacts a public facility. Examples of work requiring a WISP are as follows:

1. The placement and/or use of equipment and materials on sidewalks, curbs and gutters, streets, alleys, and easements. (i.e. use of ladders, lifts, and cranes, placement of dumpsters, PODs, and trailers).
2. Any improvements to or within the public right-of-way or easement. (i.e. repairing or installing sidewalk, driveway apron, curb, gutter and/or streets).
3. The installation, repair, or removal of entrances or driveway aprons to public streets.
4. Excavation and connection or removal of private sanitary or storm facilities to the public sewer system.
5. The installation and/or repair of signs, canopies and awnings, footings, or other building features above, at, or below public sidewalks, streets, or alleys. (A separate encroachment application must be submitted).
6. Connections to public infrastructure (driveways, construction entrances...etc) even if off a public alley.

There is an application for WISPs and fees for inspections, along with requirements for insurance.

For additional information visit us at <https://www.rva.gov/public-works/right-way-management> or email [RightofWay@Richmondgov.com](mailto:RightofWay@Richmondgov.com)

## Contact Information

- The City of Richmond, Planning and Development Review website is:  
<https://www.rva.gov/planning-development-review>
- The City of Richmond, Permits and Inspections Help Desk:  
[PDRPermitsAndInspections@rva.gov](mailto:PDRPermitsAndInspections@rva.gov) or 804-646-4169
- The City of Richmond, forms and other information can be found on our website:  
<https://rva.gov/planning-development-review/permits-and-inspections>
- The International Code Council website is:  
<https://www.iccsafe.org/>
- The Virginia Department of Housing and Community Development website is:  
<http://www.dhcd.virginia.gov/codes>
- The City of Richmond Department of Finance for Business website is:  
<https://www.rva.gov/finance/revenue-administration>
- The Virginia Department of Professional and Occupational Regulation website is:  
<https://www.dpor.virginia.gov/node/6>