

# Temporary Use Permit: Step by step instructions.

## Home

Welcome to Build Henrico!

For information, guides, and tutorials please go to our [Help using Build Henrico page](#)

- Select 'Complaints' to report an issue to the County or see updates on your previous issues.
- Select 'Permits' to create and apply for a building, trade, demolition, elevator, sign, fire protection system, or other construction permit.
- Select 'Land Development Applications' to create and apply for any Planning, Department of Public Utilities, or Department of Public Works related applications. These include Plan of Development, Subdivision, Rezoning, Variances, Utility Plans, Utility Agreements, Hauling Permits, Work in the Right of Way Permits, Floodplain Permits, and Capital Projects.

[Complaints](#)   [Land Development Applications](#)   [Inquiries](#)   [My Referrals](#)

[Permits](#)

**MY INSPECTIONS**   MY ACTIVITIES   MY PROJECTS

Below are your recent inspection activities.  
- To request an inspection, click on the MY ACTIVITIES tab.

Inspection Number	Result	Next Action	Inspection Discipline	Requested Date	Scheduled Date	Location	View Permit
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At the Build Henrico website home screen, click on "Land Development Applications".

## Apply for a Land Development Approval

Select the Application Type from the Menu Categories shown below. For assistance on selecting the correct Application Type, please contact the respective agency as outlined below:

- To create and submit to the Planning Department the following applications: subdivision, plan of development, rezoning, proffer amendment, provisional use permit, appeal, conditional use permit, variance, interpretation, temporary use permit, zoning confirmation letter, or administrative modification.
- For any construction plan activities or Temporary Use Permit (TUP) related to a Plan of Development/Site Plan/Subdivision utilize the Plan of Development/Site or Subdivision menu categories.
- For DPU related Construction Activities and Public Utilities Review contact the Department of Public Utilities at 804-501-4275
- For DPW related Construction Activities, CIP, Floodplain, Hauling Permits, and Real Property related reviews contact the Department of Public Works at 804-501-4393

**Subdivision**  
[Subdivision](#)

**Plan of Development (POD)/Site Plan**  
[Plan of Development](#)

**Land Use Approvals**  
[Provisional Use Permit](#)  
[Rezoning & Proffer Amendment](#)

**Board of Zoning Appeals**  
[Appeal](#)  
[Conditional Use Permit](#)  
[Variance](#)

**Construction Activities**  
[DPU Construction](#)  
[Direct to DPW Submittal](#)  
[Work in Right of Way](#)

**CIP - County Contractors Only**  
[Environmental Capital Project](#)  
[Transportation Development](#)

**Administrative Approvals**  
[Administrative Modification](#)  
[Interpretation](#)  
[Temporary Use Permit](#)  
[Zoning Confirmation Letter](#)

**Public Utilities Review**  
[Water and Sewer Agreements](#)  
[Water and/or Sewer Plan](#)

**Floodplain**  
[Floodplain](#)

**Hauling Permits**  
[Hauling Permit](#)

**Real Property (Easements & ROW)**  
[Real Property Review \(Easements & ROW\)](#)

Then choose the type of application. Click on "Temporary Use Permit".

# Temporary Use Permit TUP-2023-100177 (Draft)

## APPLICATION INSTRUCTIONS

- Instructions for how to fill out a Floodplain Permit can be found at <https://henrico.us/works/design/floodplain/build-responsibly/floodplain-permits/>
- Instructions for how to fill out a Hauling Permit can be found at <https://henrico.us/services/hauling-permit/>
- Instructions for how to fill out a Work in the ROW Permit can be found at <https://henrico.us/services/rightofwayform1-1-pdf/>

## APPLICATION

Type of permit you are applying for: Temporary Use Permit

\*Select the option that best describes the application: (None)

\*What type of work will be done: (None)

\*Pick the primary work scope: (None)

\*asterisk indicate a required field.

\*Work Description:

Short description of permit request.

Select the project by name:

or project number:

When all required fields have been filled out, click "Next".

Next

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## APPLICATION

Type of permit you are applying for: Temporary Use Permit

\*Select the option that best describes the application: (None)

\*What type of work will be done: (None)

\*Pick the primary work scope: (None)

\*Work Description:

Select the project by name:

or project number:

Use the drop down options to make a selection.

When all required fields have been filled out, click "Next".

Next

# Temporary Use Permit TUP-2023-100177 (Draft)

## LOCATIONS

Location Type:  Addressed  Non-Addressed

You may enter an address or full parcel number in the Address field below. A valid address or parcel number must be selected to submit an application.

- For an address search it is best to enter address number and street name but not street type (e.g. Road, Circle, Lane, Blvd., etc.).  
- For projects with multiple parcels, please enter each address/parcel ID involved. A complete parcel ID has 10 digits formatted as follows: XXX-XXX-XXXX. Parcels must be added in this step to be selected on the following screen.

- For Building Inspections related Asbestos Certifications: For Electrical, Mechanical and Plumbing Permits, the following box must be checked for proposed work on commercial buildings that were constructed prior to January 1, 1985, including residential buildings that are being renovated or demolished for commercial or public development. For Building Permits please fill out and submit the Certification of Asbestos Inspection form.

\*Address:

Parcel ID	Address	Net Acres
Total Area:		

Specific Location:

Click on the "Search" to input the address of the property. If you have multiple parcels, each parcel must be added to this section.

## OWNER/TENANT

Add information about the current owner/tenant.

\*Name:   
\*Mailing Address:   
\*City:  \*State:   
\*Zip Code:  -   
\*Phone Number: (  )  -   
Email Address:

When all required fields have been filled out, click "Next".

# Temporary Use Permit TUP-2023-100177 (Draft)

## APPLICATION DETAILS

Project Description:   
Existing Use:   
Proposed Use:

## RESIDENTIAL

For residential development, please provide the following:

Number of Dwelling Units:   
Total Floor Area:

## BUSINESS

For business/commercial (non-residential) development, please provide the following:

Previous Use:   
Activities Outside the Building:   
Maximum Seating Capacity:   
Outdoor Patio Area:   
Type of Building:   
Total Floor Area:   
Total Site Area:   
Total Parking Spaces:

Use the boxes above to briefly explain the request for a Temporary Use Permit.

When all required fields have been filled out, click "Next".

# Temporary Use Permit TUP-2023-100177 (Draft)

- Before uploading documents, please review our [Document Submission Standards](#).

- Check the statement marked with a red asterisk \* to authenticate any submitted construction documents that are required to be prepared by a Virginia Registered Design Professional.

## DOCUMENTS TO ATTACH

Uploaded	Attachment Type	Description	Sample Form
Required	Concept Plan	Conceptual site plan for the development of the proposed use, including all required items outlined on the complete plan checklist.	None
Required	Property Survey	Survey of property (existing conditions).	None
Optional	Applicant Exhibits	Photographs, drawings, or other exhibits submitted by the applicant in support of their request.	None
Optional	Architectural Floor Plan(s)	Floor plan(s) with use of interior building spaces, access points, and loading areas labeled/dimensioned.	None
Optional	Conceptual Building Elevations	Graphic representation of proposed buildings that may include information such as architectural design, exterior building materials, and building height.	None
Optional	Power of Attorney Form	County originated document completed/submitted by the applicant authorizing the use of a Power of Attorney.	None

## UPLOADED DOCUMENTS

<input type="checkbox"/> File Name	Document Type	<input type="button" value="Comments"/>

Temporary Use Permits require a Concept Plan to be provided with the application. Click the + Upload Files to select the document for upload. You may upload any documents that are relevant to this application.

# Temporary Use Permit TUP-2023-100177 (Draft)

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## DOCUMENTS TO ATTACH

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Required	Property Survey	Survey of property (existing conditions).	None
Optional	Applicant Exhibits	Photographs, drawings, or other exhibits submitted by the applicant in support of their request.	None
Optional	Architectural Floor Plan(s)	Floor plan(s) with use of interior building spaces, access points, and loading areas labeled/dimensioned.	None
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Optional	Power of Attorney Form	County originated document completed/submitted by the applicant authorizing the use of a Power of Attorney.	None

## UPLOADED DOCUMENTS

<input type="checkbox"/> File Name	Document Type	<input type="button" value="Comments"/>
<b>(2) New Documents</b>		
<input type="checkbox"/> approved.PNG <span style="color: green;">New</span>	Concept Plan (Concept Plan) <input type="button" value="v"/>	<input type="button" value="Add comment"/>
<input type="checkbox"/> survey.PNG <span style="color: green;">New</span>	<input type="button" value="v"/>	<input type="button" value="Add comment"/>

- Architectural Floor Plan(s)
- Concept Plan
- Concept Plan
- Conceptual Building Elevations
- Conceptual Building Elevations
- Power of Attorney Form
- Power of Attorney Form
- Property Survey
- Property Survey

Once the documents have been uploaded, use the drop down option to add the document type. Then click "Next".

# Temporary Use Permit TUP-2023-100177 (Draft)

PROFESSIONALS/CONTRACTORS

Enter the Contractors that will be performing the work.

**+ Add Contractors**

Prime? Type

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# Temporary Use Permit

CONTACTS

**+ Contact**

Use +Contact to add any contacts that may be associated with this project.

Name	Contact Type	Phone	Email	
 Jean-Luc Picard	Applicant	(804) 501-4609	poa002@henrico.us	

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Click this icon to subscribe to notifications. The field below will populate and allow the applicant to subscribe to notifications.

This field appears when adding contacts.

### Job Contact

\*Type:

Name:

Phone: (  )  -

Email:

Comments:

**Subscribe to Notifications**

MAILING ADDRESSES

**+ Mailing Address**

Address	Primary
<input type="text"/>	<input type="checkbox"/>

Cancel Save Save & Close

When adding contacts, please subscribe to notifications in order for everyone associated with the application to receive updates on it's progress.

# Temporary Use Permit TUP-2023-100177 (Draft)

SUBMIT APPLICATION

Check this box to acknowledge the Homeowner Declaration Statement.

Check box to accept Homeowner Declaration Statement.

The following fees must be paid as part of your permit application.

Description	Amount	Balance
TUP Fee	\$450.00	\$450.00

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Save



# Temporary Use Permit TUP-2023-100202 (Draft)

## SUBMIT APPLICATION

Check this box to acknowledge the Homeowner Declaration Statement.

*By checking this box, I certify that I am the authorized representative to make application, that the information given is correct and that the request shall comply with applicable State and Local laws for this type of activity.*

## FEES

*The following fees must be paid as part of your permit application.*

Description	Amount	Balance
TUP Fee	\$450.00	\$450.00

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[Pay Fees & Submit Application](#)

[Save](#)

Click "Pay Fees & Submit Application". You will then be redirected to the Paymentus application in order to submit required fees. After paying the fees, you will receive an email confirming the application is complete.

Screen ID: 1