

Applying for a Hauling 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](#)
- [Permits](#)
- [Land Development Applications](#)
- [Inquiries](#)
- [My Referrals](#)

At the Build Henrico Website home screen, click on "Land Development Applications".

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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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 \(Easements & ROW\)](#)



Hauling Permit HAUL-2023-100191 (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

Use the drop down options to make a selection

Type of permit you are applying for:

Hauling Permit

* Select the option that best describes the application:

(None)

* What type of work will be done:

(None)

* Pick the primary work scope:

Multi-trip Blanket Permit

Single-trip Permit

* asterisks indicate required fields

* Work Description:

[+]
[-]

Is this job a part of a project?

Select the project by name:

or project number:



When you have filled out all required fields, click "Next"

Next



Hauling Permit HAUL-2023-100191 (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:

Search

Parcel ID

Address

Net Acres

Total Area:

When you get to the Location page, first click Non-Addressed as the Location Type

Specific Location:



Hauling Permit HAUL-2023-100191 (Draft)

LOCATIONS

Location Type: Addressed Non-Addressed

Name:



Description:

Type "Hauling Permit" into the Name field and press enter or click the magnifying glass

Specific Location:

Specify the information for the truck/trailer owner here

OWNER/TENANT

* Name:

* Mailing Address:

* City:

* State:

* Zip Code:

 -

* Phone Number:

 () -

Email Address:

Back

Next



Hauling Permit HAUL-2023-100191 (Draft)

HAULING PERMIT DETAILS

You must fill out all information on this page

*Item to be moved or hauled:

*Origin:

*Destination:

*Movement Over Following Roadways:

*Overall Height:

 (feet) (inches)

*Overall Width:

 (feet) (inches)

*Overall Length:

 (feet) (inches)

*Gross Weight (lbs):

*Multi-Trip Blanket Permit:

OR

*Date of Move:

Approximate Time of Move (24hr):

 :

*Truck License Number:

*Trailer License Number:

Certificate of Insurance Previously Provided:

If and only if there is a certificate of insurance on file with Henrico County, check this box

*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.

Back

Next

You must either note the date and time of the move or specify that this is a multi-trip blanket permit



Hauling Permit HAUL-2023-100191 (Draft)

APPLICATION DETAILS

Project Description:

Existing Use:

Proposed Use:

RESIDENTIAL

For residential development, please provide the following:

Number of Dwelling Units:

Total Floor Area:

No information on this page is necessary. Feel free click "Next" without filling in any fields

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:

Back

Next

Hauling Permit HAUL-2023-100191 (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
Optional	Certificate of Liability Insurance	A valid Certificate of Liability Insurance made out to the County of Henrico, with County of Henrico listed as an additional insured.	None

UPLOADED DOCUMENTS

+ Upload Files

If you do not have a copy of a Certificate of Liability Insurance on file, you must upload one here. Do this by clicking +Upload Files and selecting the Certificate of Liability Insurance

File Name	Document Type	Comments
- (1) New Documents		
<input type="checkbox"/> CertificateOfLiabilityInsurance.png New	<div><p>Application Documents</p><p>Certificate of Liability Insurance</p><p>Certificate of Liability Insurance</p></div>	<input type="text" value="Add comment"/>

After you have uploaded the relevant document, specify that it is a Certificate of Liability Insurance

Back

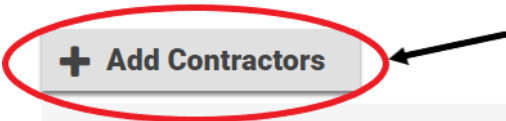
Next



Hauling Permit HAUL-2023-100191 (Draft)

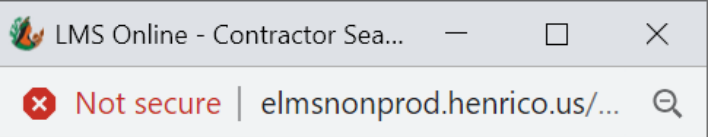
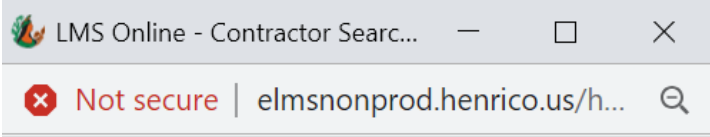
PROFESSIONALS/CONTRACTORS

Enter the Contractors that will be performing the work.



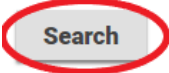
Add any related Contractors organizations set up in POSSE here. First click the +Add Contractors button

Prime?	Type
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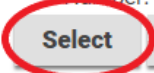
Contractor Search with Filter

Business Name:



In the pop-up, specify the Business name and click Search

Display Format	License Numbers
Example Business	
<input type="checkbox"/> Phone: (111) 111-1111, License Number: 1111111111	1111111111

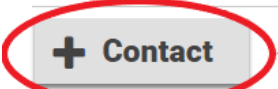


Check the relevant Contracting Organization and click Select





Hauling Permit HAUL-2023-100191 (Draft)

CONTACTS



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

Name	Contact Type	Phone	Email	
 Example Applicant	Applicant	(111) 111-1111	example@example.com	



Click the user icon to subscribe to notifications within a pop-up window



LMS Online - Job Contact - Google Chrome

Not secure | elmsnonprod.henrico.us/henuatest/pub/l...

Job Contact

Fill in all relevant fields on this window.

*Type:

Name:

Phone: () -

Email: **Subscribe to Notifications**

Comments:

Please click Subscribe to Notifications when adding a new contact so everyone associated with the application can receive updates on its progress

MAILING ADDRESSES

+ Mailing Address

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

Cancel **Save** **Save & Close**



Hauling Permit HAUL-2023-100191 (Draft)

SUBMIT APPLICATION

You will need to check this box to acknowledge the "Homeowner Declaration Statement" as well as make the declaration statement and Submit Application button appear

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.

Back **Submit Application** **Save**

Click here to submit the application. You will be emailed when the permit is ready to be issued and it is time to pay fees. See the Pay Fees After Submission video on Build Henrico's help page for more information