MECHANICAL PERMIT
RE-SUBMITTAL FORM

COUNTY OF HENRICO, VIRGINIA
DEPARTMENT OF BUILDING CONSTRUCTION AND INSPECTIONS
4301 E. PARHAM ROAD * HENRICO, VA 23228
P.O. BOX 90775 * HENRICO, VA 23273-0775
henrico.us/bldg
PHONE (804) 501-4360 * FAX (804) 501-4984

October 8, 2019

MECHANICAL PERMIT #: MEC	DATE OF RE-SUBMITTAL:
JOB ADDRESS	
SUBDIVISION	
NAME OF CONTRACTOR OR OWNER OF RECORD	
CONTACT PERSON	PHONE
EMAIL	

PLEASE ITEMIZE AND DESCRIBE FULLY THE CHANGES MADE TO THE PLANS THAT ARE TO BE REVIEWED:

1) _____
2) _____
3) _____
4) _____

CHANGES: SQ. FOOTAGE: TO FIN. AREA _____: TO UNFIN. AREA _____: TO EST COST: _____

CHANGES TO PERMIT FEES

ADDITIONAL PERMIT FEE (RESIDENTIAL $6 PER $1000 OR FRACTION THEREOF WHEN APPLICABLE)
(COMMERCIAL $7 PER $1000 OR FRACTION THEREOF WHEN APPLICABLE)

_____ ÷ $1000 = _____ x $6.00 or $7.00 = _____
(ADDITIONAL ESTIMATED COST) RES COM

RE-REVIEW FEE ($25 applied to the 3rd and to any subsequent review) + _____

STATE LEVY TAX (CURRENT STATE LEVY TAX RATE OF 2%) + _____

TOTAL PERMIT FEE DUE = _____

FOR OFFICE USE ONLY

VOUCHER #	CHECK #	

DEPARTMENT	ROUTING	DATE RECEIVED	DATE APPROVED	DATE REJECTED	INITIALS
PLANNING/ZONING					
PUBLIC UTILITIES					
BUILDING INSPECTIONS					