



SUBMITTALS

Department of Community Development and Code Compliance
6602 Courts Drive, PO Box 68
Prince George, VA 23875
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**Charles Harrison,
III
Director
Building Official**

DATE:	PERMIT NUMBER:	PARCEL ID #:
CONTRACTOR'S NAME:	CONTRACTOR PHONE#:	
JOB ADDRESS:	CONTACT EMAIL:	
CONTACT NAME:	CONTACT PHONE #:	

PLEASE MARK ALL CATEGORIES THAT APPLY TO YOUR SUBMITTAL:

- PERMIT RENEWAL REQUEST
- ADDITIONAL OR REPLACEMENT PLANS FOR APPROVAL STAMPS
- REVISED LOCATION OF STRUCTURE ON PROPERTY
- CONSTRUCTION DETAIL, PLANS, OR INFORMATION REQUESTED BY PLAN REVIEWER
(NO FEE DUE IF PLAN REVIEW IS STILL IN PROGRESS)
- REVISED PLANS
 - FULL SET
 - PARTIAL SET (FLOOR PLAN ONLY, FOUNDATION PLAN, ETC.)
- ADDITIONAL SQUARE FOOTAGE
 - FINISHED SQUARE FOOTAGE
 - UNFINISHED SQUARE FOOTAGE
 - EXTERIOR SQUARE FOOTAGE
- REVISED STRUCTURE DETAILS (Beam changes, truss design changes, framing revision)
- CONSTRUCTION DETAIL OR INFORMATION REQUESTED BY INSPECTOR

BRIEFLY DESCRIBE SUBMITTAL AND REASON FOR SUBMITTAL:

TWO SETS OF SUBMITTALS ARE REQUIRED. ONE SET WILL BE RETURNED TO YOU AFTER APPROVAL. IF SUBMITTALS INCLUDE AN ADDENDUM TO YOUR APPROVED PLANS, YOUR SET OF APPROVED PLANS NEEDS TO BE SUBMITTED AS WELL. **DO NOT MARK REVISIONS ON YOUR APPROVED SET.** THE CURRENT FEE FOR SUBMITTALS IS \$40.00 PER SUBMITTAL, PLUS ANY SQUARE FOOTAGE COSTS IF APPLICABLE.