

- Wall check plats, final plats, height certifications/as-built coverage certifications, and plats of excavation shall be submitted using the form below. All required information is noted with an asterisk (*).
- All documents must be correctly scaled and signed, sealed, and dated by a Virginia-licensed land surveyor.
- Every building permit must have its own individual submission.
- Any survey that does not scale correctly is grounds for an automatic rejection by your Plan Reviewer.
- Please note that submission of a document is not an automatic approval. Upon review, your Plan Reviewer may contact you with revision comments. If revisions are required, please resubmit using this form.
- Any items submitted after 4:00 PM on a normal business day will be processed the next available business day. Please note that every third Thursday of the month, offices close at noon.

*Name:

*Email Address:

*Phone Number:

*Building Permit #:

*Project Address:

Zoning Plan Reviewer:

Use Permit/Variance #:

CO #:

SITE PLAN #:

*Is this submittal for a pending inspection?

- NO YES

*Has a Height Certification or an As-Built Coverage Certification been requested with the submission of the final survey?

- NO YES