

Applying for an Interpretation: 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](#)

Then choose the type of application. Click on "Interpretation".

Hauling Permits

[Hauling Permit](#)

Real Property (Easements & ROW)

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

Interpretation INTERP-2023-100156 (Draft)

(*)asterisk indicate a required field.

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:

- * select the option that best describes the application:
- * What type of work will be done:
- * Pick the primary work scope:

Interpretation

(None) [v]

(None) [v]

(None) [v]

* Work Description:

[Text Area]

Select the project by name: [Text Box]

or project number: [Text Box] [Search Icon]

Short description of the request.

Use the drop down options that best describes the application type.

Next

Screen ID: 1610366

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LOCATIONS

Location Type: Addressed Non-Addressed

You may enter an address or full parcel number in the Address field below.

- 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.).

- 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: [Text Box] [Search]

Parcel ID	Address	Net Acres
Total Area:		

Specific Location: [Text Area]

Enter the address and click "Search". Click on the correct address and then click "Select".

OWNER/TENANT

*Name: [Text Box]

*Mailing Address: [Text Box]

*City: [Text Box] *State: [Dropdown]

*Zip Code: [Text Box] - [Text Box]

*Phone Number: ([Text Box]) [Text Box] - [Text Box]

Email Address: [Text Box]

Add Addresses

Parcel ID	Address
<input checked="" type="checkbox"/> 768-753-0395	4301 E PARHAM RD, HENRICO, VA 23228

[Select] [Clear All] [Check All] [Refine Search]

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Next

Add information about current owner/tenant

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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 explain the request for Interpretation. Then click "Next" to continue.

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Next

Screen ID: 1613303

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- 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	Applicant Exhibits	Photographs, drawings, or other exhibits submitted by the applicant in support of their request.	None
Optional	Concept Plan	Conceptual site plan for the development of the proposed use, including all required items outlined on the complete plan checklist.	None

UPLOADED DOCUMENTS

Upload Files

Upload any documents that may apply to the Interpretation application.

File Name	Document Type	Comments
approved.PNG	<div style="border: 1px solid gray; padding: 5px;"><ul style="list-style-type: none">Application DocumentsApplicant ExhibitsArchitectural Floor Plan(s)Architectural Floor Plan(s)Concept PlanConcept PlanConceptual Building ElevationsConceptual Building ElevationsPower of Attorney Form</div>	<input type="text" value="Add comment"/>

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

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Next

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PROFESSIONALS/CONTRACTORS

Enter the Contractors that will be performing the work.

+ Add Contractors

Prime? Type

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Next

Click next to continue.



Screen ID: 1612501

Interpretation INTERP-2023-100156

CONTACTS

+ Contact

Use the +Contact icon 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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Next

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

Screen ID: 1609169

This field appears when you click +Contacts or the applicant icon.

Job Contact

*Type:

Name:

Phone: -

Email:

Comments:

MAILING ADDRESSES

+ Mailing Address

Address	Primary

Cancel Save Save & Close

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

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SUBMIT APPLICATION

Check this box to acknowledge the Homeowner Declaration Statement.

Check this box.

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Save

Interpretation INTERP-2023-100156 (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.

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Submit Application

Save

You are now ready to click
"Submit Application".

Interpretation INTERP-2023-100156 (Submitted)

CONFIRMATION

Submission Successful.

Permit Number: INTERP-2023-100156

To view the information and status for this Land Development Application, [click here](#).

The Interpretation application has now been submitted successfully.

Screen ID: 1610546



Interpretation INTERP-2023-100156 (Submitted)

Status: Submitted Application Date: Oct 2, 2023
 Issue Date:
 Completed Date:
 Expiration Date: Apr 2, 2024

Description: Interpretation - Residential

- DETAILS**
- DOCUMENTS
- CONTACTS

DETAILS

Applicant: Homeowner
Permit Name: Interpretation
Primary Location: 1701 FOXFIRE CIR, HENRICO, VA 23238
Specific Location:
Approved Work Description:
Use Designation: Residential
Work Type: Interpretation of Principal Use
Primary Work Scope: New
Additional Work Scope(s)

LOCATIONS

Parcel ID	Address	Net Acres
744-747-6936	1701 FOXFIRE CIR, HENRICO, VA 23238	
Total Area:		

OWNER/TENANT

Name: Harry Dresden
Mailing Address: 1701 Hounds Way
City: Henrico **State:** VA
Zip Code: 23231
Phone Number: 8045014609

APPLICATION DETAILS

Project Description:
Existing Use:
Proposed Use:

RELATED INFORMATION

Type	Description
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HOLDS

Type	Description	Status
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PERMIT ACTIVITIES

This is where you can make requests on your permit. The eligible request types will appear depending on what your permit status is. The requests can include:

FEES

You have no outstanding fees.

WITHDRAW PERMIT

[Withdraw Permit](#)

DOWNLOAD PERMIT

You cannot download this permit at this time.

REQUEST INSPECTION

You cannot request an inspection at this time.

ACTIVITIES

I would like a meeting with an Inspector about this permit.

[Submit Request](#)