



This guide will walk you through how to apply for a Hauling permit on the Build Henrico customer portal.

Applying for a Hauling Permit

1. When you first log into Build Henrico, you will be taken to your Home page. To apply for a Hauling Permit, click the Land Development Applications hyperlink.

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](#) [Land Development Applications](#)

[Permits](#) [Inquiries](#)

[My Referrals](#)

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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2. Next, choose the type of Application. Click on the hyperlink for the Hauling Permit under the Hauling Permits section.

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.

<p>Subdivision Subdivision</p>	<p>Plan of Development (POD)/Site Plan Plan of Development</p>	<p>Land Use Approvals Provisional Use Permit Rezoning & Proffer Amendment</p>
<p>Board of Zoning Appeals Appeal Conditional Use Permit Variance</p>	<p>Construction Activities DPU Construction Direct to DPW Submittal Work in Right of Way</p>	<p>CIP - County Contractors Only Design Capital Projects Environmental Capital Project Transportation Development</p>
<p>Administrative Approvals Administrative Modification Interpretation Temporary Use Permit Zoning Confirmation Letter</p>	<p>Public Utilities Review Water and Sewer Agreements Water and/or Sewer Plan</p>	<p>Floodplain Floodplain</p>
<p>Hauling Permits Hauling Permit</p>	<p>Real Property (Easements & ROW) Real Property Review (Easements & ROW)</p>	

3. When you are in the application, you will go through a series of application windows. Fill out all system-required information as well as any additional information related to the job and then click Next.

Hauling Permit

HAUL-2024-100099 (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/](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/](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/](https://henrico.us/services/rightofwayform1-1-pdf/)

APPLICATION

Type of permit you are applying for: Hauling Permit

*Select the option that best describes the application: Single-trip Permit

*What type of work will be done: Hauling Permit

*Pick the primary work scope: Hauling Permit

*Work Description: Single Trip Hauling Permit [+]
[-]

Is this job a part of a project? Select the project by name:
or project number:

*What is your relationship to this permit?
 Homeowner Contractor (Parham Contracting LLC)

4. Change the Location Type to Non-addressed, then type Hauling Permit into the Name Field, and click the magnifying glass.

Hauling Permit HAUL-2024-100101 (Draft)

LOCATIONS

Location Type: Addressed Non-Addressed

Name:

Description:

Specific Location:

OWNER/TENANT

* Name:

* Mailing Address:

* City: * State:

* Zip Code: -

* Phone Number: () -

Email Address:

5. This will change the Location Description to "This is the non-addressed parcel for Hauling Permits" as shown below.

Hauling Permit HAUL-2024-100101 (Draft)

LOCATIONS

Location Type: Addressed Non-Addressed

Name:

Description:

Specific Location:

OWNER/TENANT

* Name:

* Mailing Address:

* City: * State:

* Zip Code: -

* Phone Number: () -

Email Address:

6. Enter the required information for the truck/trailer owner in the OWNER/TENANT section and then click Next.

Hauling Permit HAUL-2024-100101 (Draft)

LOCATIONS

Location Type: Addressed Non-Addressed

Name: Hauling Permit ✘

Description: This is the non-addressed parcel for Hauling Permits

Specific Location:

OWNER/TENANT

* Name:

* Mailing Address:

* City: * State:

* Zip Code: -

* Phone Number: () -

Email Address:

7. Enter information like the example below and click Next.

Hauling Permit HAUL-2024-100102 (Draft)

HAULING PERMIT DETAILS

* 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:

*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.

8. Enter any applicable information and click Next.
 * Note: Nothing is required on this page.

Hauling Permit HAUL-2024-100101 (Draft)

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:

Back
Next

9. Upload any required documentation, such as a Certificate of Liability Insurance. Specify document type, add comments and then click Next.

Hauling Permit HAUL-2024-100101 (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	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

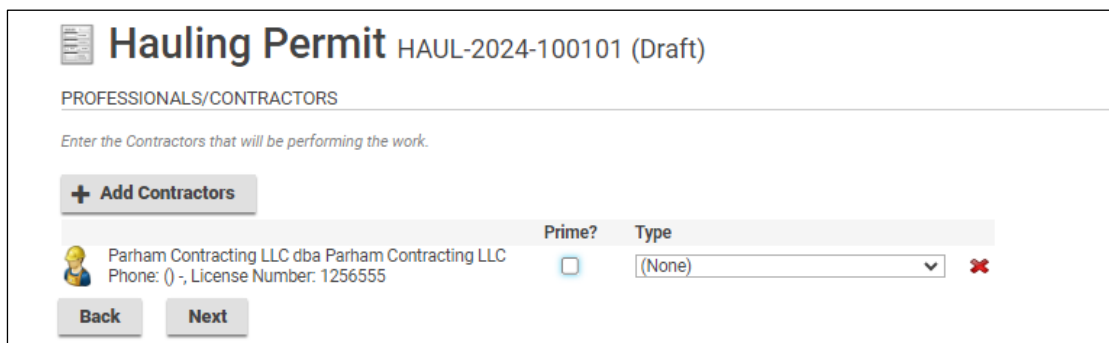
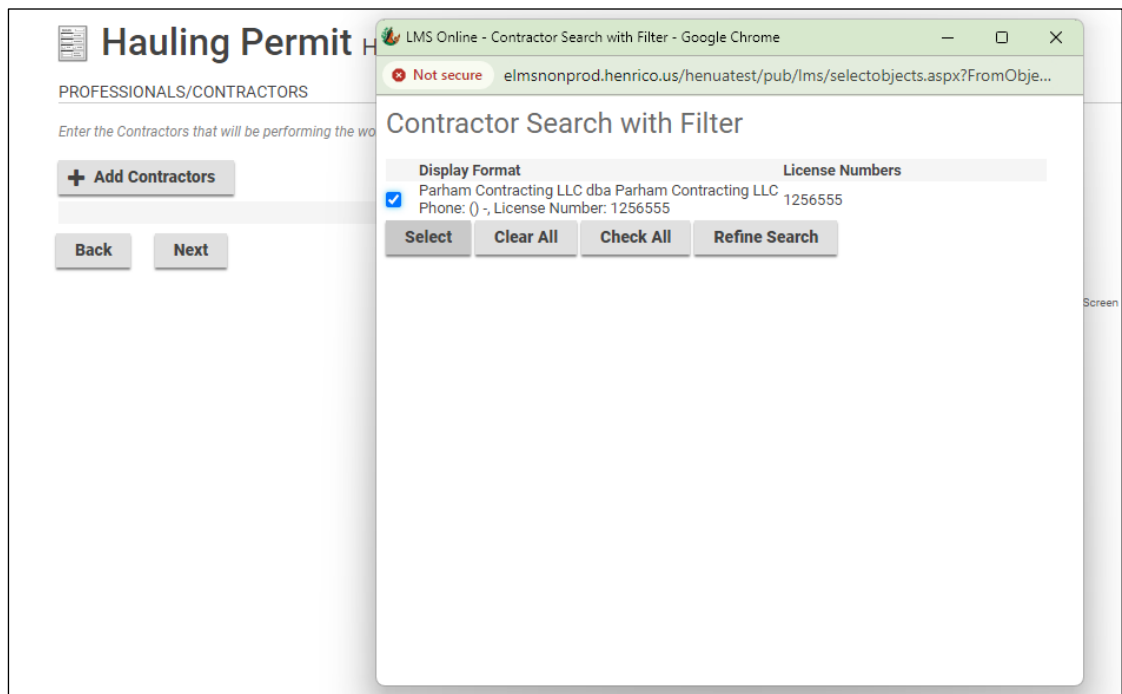
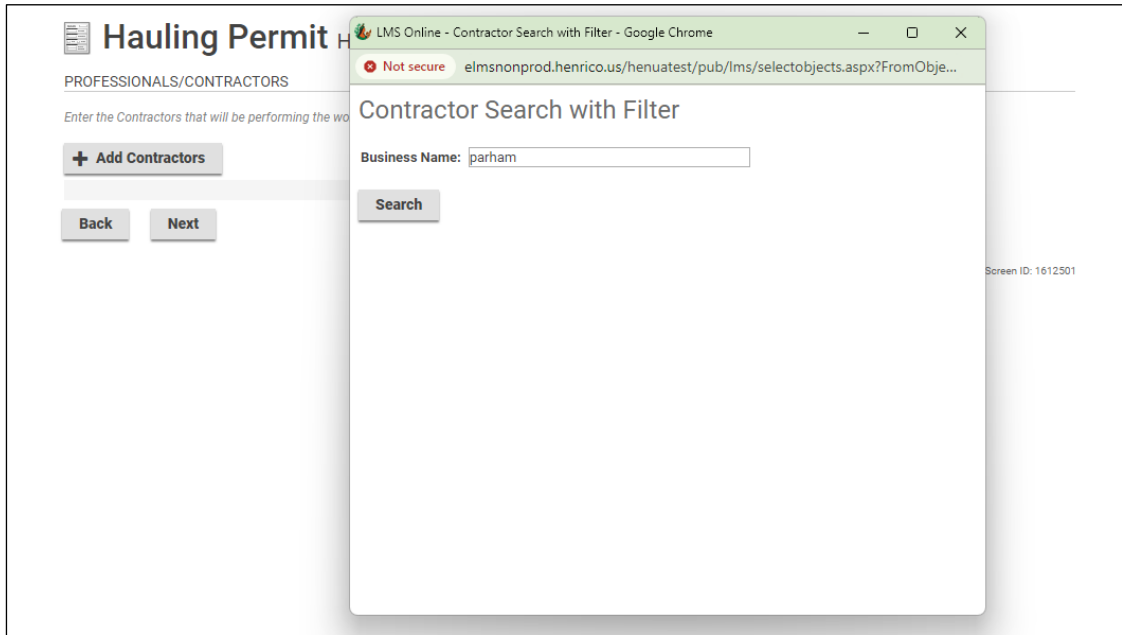
+ Upload Files

	File Name	Document Type	Comments
(1) New Documents			
<input type="checkbox"/>	Certificate Liability insurance documents... New	Certificate of Liability Insurance (Certificate o...	Certificate of Liability Insurance ✎

Back
Next

Screen ID: 1612354

10. Click Add Contractor, type in the name of the contractor and click search, and then select the contractor of choice and then click Next.



11. Click +Contact, enter the contact information, select the Notification(s) and then click Save and Close.

The screenshot shows a web browser window titled "LMS Online - Job Contact - Google Chrome" with the URL "elmsnonprod.henrico.us/henuatest/pub/lms/editobjectpo...". The main content area is titled "Job Contact" and is part of a "Hauling Permit" (HAUL-2024-100102 (Draft)) interface. The "CONTACTS" section has a "+ Contact" button. The form fields are: *Type: (empty), Name: (empty), Phone: (() - -), Email: (empty), and Comments: (empty). A "Subscribe to Notifications" button is next to the email field. Below the form is the "MAILING ADDRESSES" section with a "+ Mailing Address" button and a table with columns "Address" and "Primary". At the bottom are "Cancel", "Save", and "Save & Close" buttons.

The screenshot shows the "Job Contact" form with the following filled-in information: *Type: Hauler, Name: Hauler One, Phone: (804) 555-1212, Email: hone@email.com, and Comments: Hauler One. The "MAILING ADDRESSES" section has a "+ Mailing Address" button and a table with columns "Address" and "Primary". The "NOTIFICATIONS" section has a "Notify When" header and a list of checkboxes, all of which are checked: Action Required before Permit Completion, Action Required before Permit Issued, Additional Information Required Before Acceptance, Inspection Completed, Notice of Expiration, Payment is Required, Permit/Application Accepted, Permit Complete, and Permit Issued. At the bottom are "Cancel", "Save", and "Save & Close" buttons.

12. Click Next, which takes you to the Submit Application screen.

Hauling Permit HAUL-2024-100101 (Draft)

SUBMIT APPLICATION

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](#)

13. Click Submit Application, which displays confirmation of the submission as well as a link to the permit information.

Hauling Permit HAUL-2024-100101 (Submitted)

CONFIRMATION

Submission Successful.

Permit Number: HAUL-2024-100101

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

14. Clicking on the hyperlink will display the Hauling Permit information.

Hauling Permit HAUL-2024-100101 (Submitted)

Status: Submitted Application Date: Jul 29, 2024
Issue Date:
Completed Date:
Expiration Date: Jan 29, 2025

Description: Hauling Permit - Single-trip Permit

DETAILS DOCUMENTS CONTACTS

DETAILS	RELATED INFORMATION						
Applicant: Parham Contracting LLC	<table><thead><tr><th>Type</th><th>Description</th></tr></thead><tbody><tr><td></td><td>Parham Contracting LLC dba Parham Contracting LLC Phone: (), License Number: 1256555</td></tr></tbody></table>	Type	Description		Parham Contracting LLC dba Parham Contracting LLC Phone: (), License Number: 1256555		
Type	Description						
	Parham Contracting LLC dba Parham Contracting LLC Phone: (), License Number: 1256555						
Permit Name: Hauling Permit	HOLDS						
Primary Location: Hauling Permit This is the non-addressed parcel for Hauling Permits	<table><thead><tr><th>Type</th><th>Description</th><th>Status</th></tr></thead><tbody></tbody></table>	Type	Description	Status			
Type	Description	Status					
Specific Location:	PERMIT ACTIVITIES <i>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:</i>						
Approved Work Description:	FEES You have no outstanding fees.						
Use Designation: Single-trip Permit	WITHDRAW PERMIT Withdraw Permit						
Work Type: Hauling Permit	DOWNLOAD PERMIT You cannot download this permit at this time.						
Primary Work Scope: Hauling Permit	REQUEST INSPECTION You cannot request an inspection at this time.						
Additional Work Scope(s)	ACTIVITIES I would like a meeting with an Inspector about this permit. Submit Request						
LOCATIONS							
<table><thead><tr><th>Parcel ID</th><th>Address</th><th>Net Acres</th></tr></thead><tbody><tr><td></td><td>Total Area:</td><td></td></tr></tbody></table>	Parcel ID	Address	Net Acres		Total Area:		
Parcel ID	Address	Net Acres					
	Total Area:						
OWNER/TENANT							
Name: Tractor Trailers-R-Us, LLC							
Mailing Address: 4301 E Parham Rd							
City: Richmond State: VA							
Zip Code: 22222							
Phone Number: 7575551212							