

Work in Right of Way Permit Application Guide



This guide will walk you through how to apply for a Right of Way (ROW) permit on the Build Henrico customer portal.

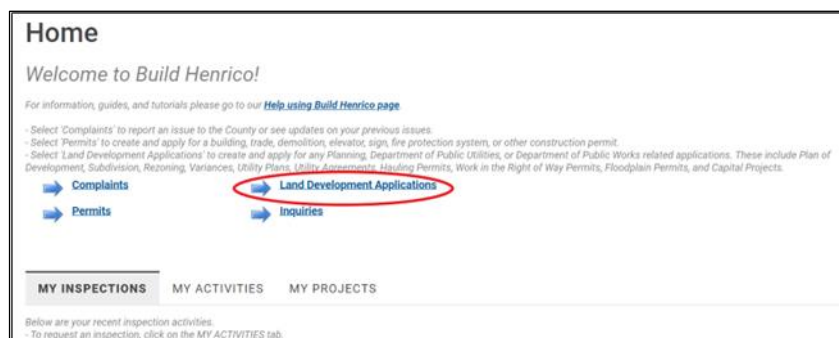
User Profile Setup

1. The first time you use Build Henrico, you will need to create a new user profile by following <https://henrico.gov/assets/Build-Henrico-Registration-Guide.pdf>.
2. If you are a contractor, create a Contractor organization. If there are other people in your organization, they can also associate themselves with the organization to submit/resubmit a project for a coworker while the coworker is out of the office. Watch https://www.youtube.com/watch?v=H_uTaAFYEFs for instructions on how to create and associate with a Contractor.

*Note: If your contractor license type is not on the list or is from another state, add yourself as a contractor with the license type MSC – Miscellaneous Contracting.

Applying for a Work in ROW Permit

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



2. Next, choose the type of Application. Click on the hyperlink for the Work in Right of Way under Construction Activities.

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 Design Capital Projects Environmental Capital Project Transportation Development

3. When you are on 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.

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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: Work in Right of Way

* Select the option that best describes the application: (None)

* What type of work will be done: (None)

* Pick the primary work scope: Commercial
Resident

* Work Description

* asterisks indicate fields required by the Build Henrico system, although additional fields may be required for your submittal

Use the drop down options to make a selection

4. If this job has a Continuation Bond, please specify that it is part of a project.
 - Search the project by continuation bond type and add "[Continuation Bond Type] Continuation Bond".
5. When you have filled out all required fields, click "Next".

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

6. Type in the nearest address to the project area click Search to add the relevant property.

Work in Right of Way ROW-2024-100033 (Draft)

LOCATIONS

Location Type: Addressed Non-Addressed

You may enter an address or full parcel number in the Address field below. A valid address or parcel number must be selected to submit an application.
 - 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.).
 - For projects with multiple parcels, please enter each address/parcel ID involved. A complete parcel ID has 10 digits formatted as follows: XXX-XXX-XXXX. Parcels must be added in this step to be selected on the following screen.
 - For Building Inspections related 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:

Parcel ID	Address	Net Acres
Total Area:		

Specific Location:

7. Fill in both project location fields within ROW PERMIT DETAILS.
8. If you are the land owner or tenant, specify your contact information in the OWNER/TENANT area.

ROW PERMIT DETAILS

*Work occurring on which road:

*Work occurring between which two cross roads:

OWNER/TENANT

Name:

Mailing Address:

City: State:

Zip Code: -

Phone Number: () -

Email Address:

9. Specify the Project Description. All other fields on this page can be left blank.

Work in Right of Way ROW-2024-100033 (Draft)

APPLICATION DETAILS

Project Description:

Existing Use:

Proposed Use:

RESIDENTIAL BUSINESS

For residential development, please provide the following: *For business/commercial (non-residential) development, please provide the following:*

Number of Dwelling Units: Previous Use:

Total Floor Area: Activities Outside the Building:

Maximum Seating Capacity:

Outdoor Patio Area:

Type of Building:

Total Floor Area:

Total Site Area:

Total Parking Spaces:

10. At the top of the documentation page is a list of all document types, with a description and sorted by required by the system or optional per the system. Additional documents may be required for a specific job.

- The ROW Permit Application has a link to the fillable application form as a hyperlink in the Sample form column.

Work in Right of Way ROW-2024-100033 (Draft)

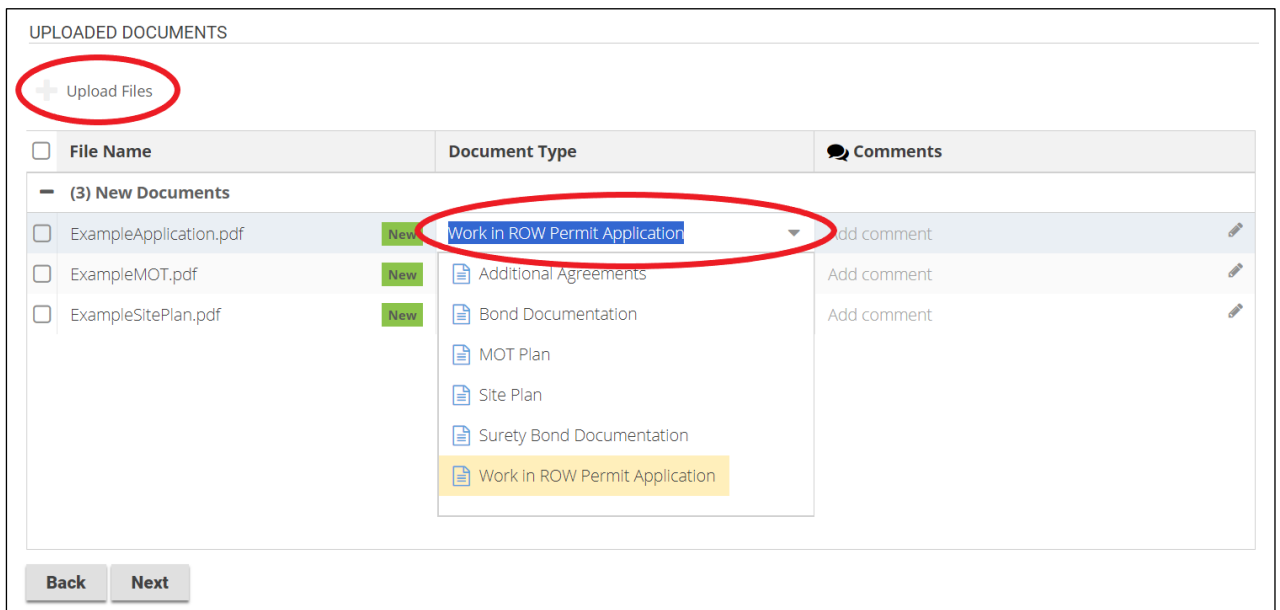
- Before uploading documents, please review our [Document Submission Standards](#).
- Check the statement marked with a red asterisk * to authenticate any submitted construction documents that are required to be prepared by a Virginia Registered Design Professional.

DOCUMENTS TO ATTACH

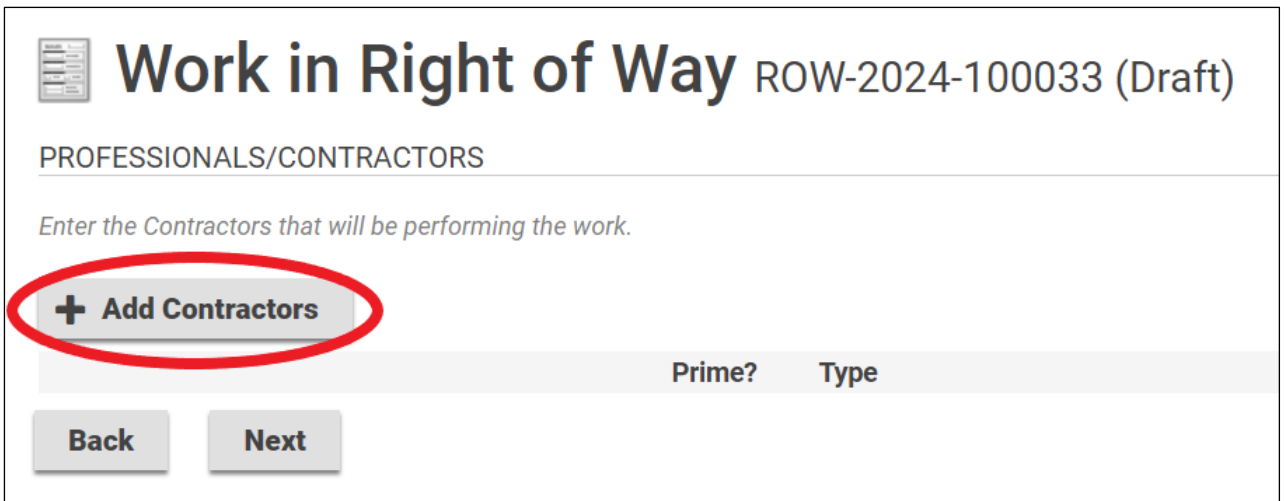
	Uploaded	Attachment Type	Description	Sample Form
Required		MOT Plan	Plan detailing traffic control measures while working within the ROW.	None
Required		Site Plan	Construction details for proposed work.	None
Required		Work in ROW Permit Application	Filled out Work in ROW Permit application completed/submitted by the applicant.	Open
Optional		Additional Agreements	Any additional agreements related to this work.	None
Optional		Bond Documentation	Information for required bond(s) associated with this work.	None
Optional		Surety Bond Documentation	Document detailing required Surety Bond information.	None

11. Upload all documents associated with this submittal by clicking +Upload Files and selecting all desired documents. You can add as many files as desired, although all files of types other than non-macro enabled word documents, excel documents, or PDFs must be uploaded within a zip file.

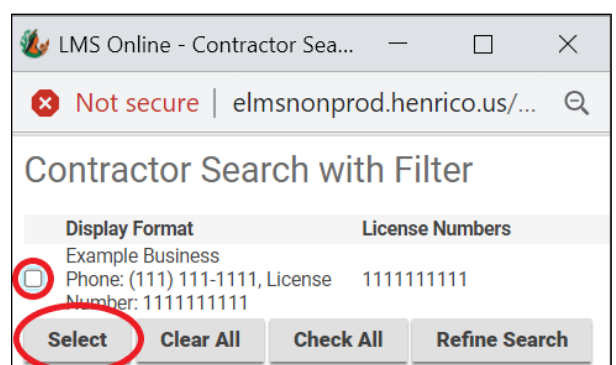
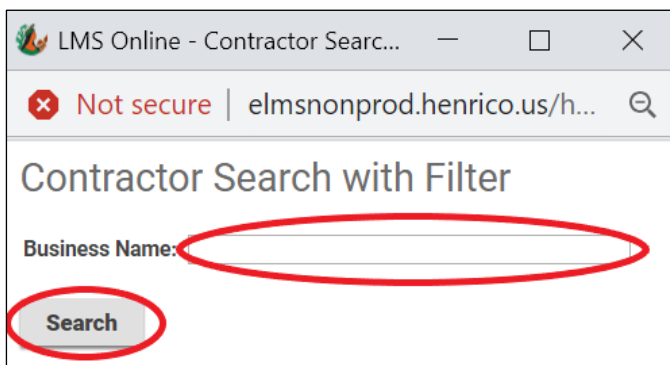
12. For each document, select it, then specify the type and add any comments.



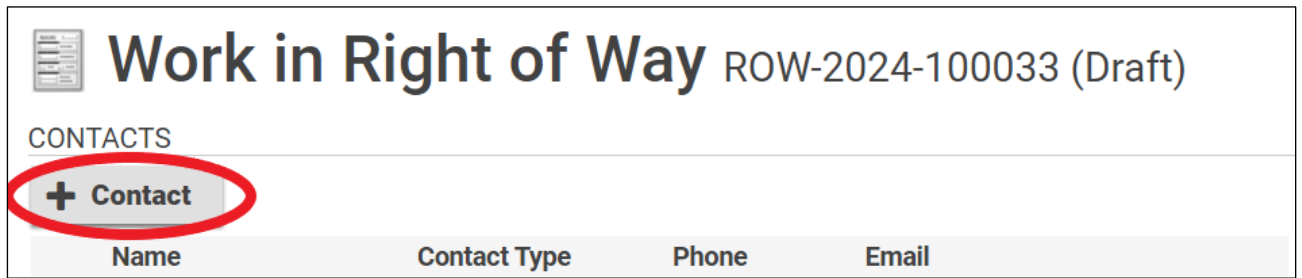
13. Add any related Contractor organizations that have already been set up within the system here. First click the +Add Contractors button. If you are a subcontractor for a larger organization, add that larger organization as associated Contractor.



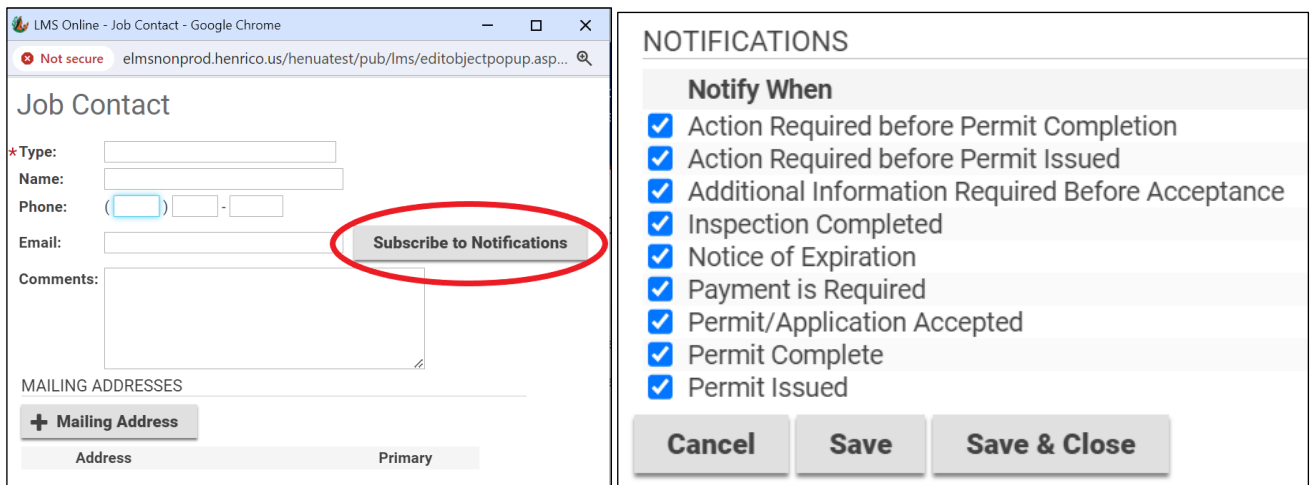
14. In the pop-up, specify the Business Name and click Search. Check the relevant Contractor organization and click Select.



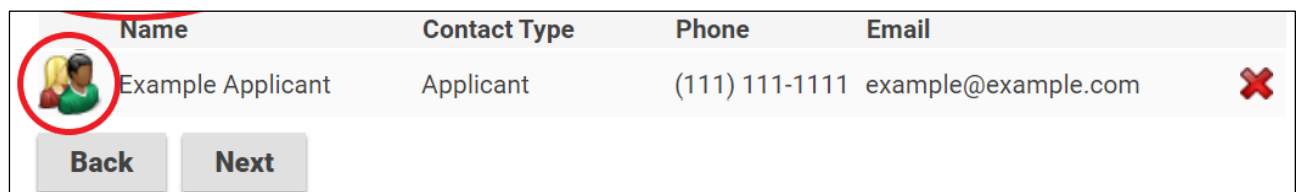
- Use the +Contact button to add any contacts (users not set up as a contracting organization) that may be associated with this job.



- On the pop-out fill in all relevant fields.
- Click Subscribe to Notifications when adding a new contact if the user would like to be notified of the job's progress.
- Select notification type, then click Save & Close to finish adding the contact.



- To subscribe yourself to notifications, click the person icon next to your name and follow the steps in steps 16 and 17.
*Note: It is highly recommended that you subscribe to notifications to assist with the permitting process and be notified at all stages of the process.



- On the final page, if you are not applying as a contractor, you must check the homeowner declaration to submit the declaration. No boxes need to be checked if you are applying as a contractor.

21. To finish your submittal, click Submit Application to send the application to the Henrico County Department of Public Works for intake and routing for review.

*Note: The permit will not be routed for review until the bond has been submitted and approved.

Work in Right of Way

ROW-2024-100033 (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.

Back
Submit Application
Save

Submitting Revisions

To find information about how to view comments and resubmit, please see the [Applicant Revisions](https://henrico.us/build/help/) video on <https://henrico.us/build/help/>.

MY INSPECTIONS		MY ACTIVITIES		MY PROJECTS		
Show more... <small>Henrico County will not be able to process your application until the Status column lists the application as 'Submitted'. - Changes can be made to any application that is in a 'Draft' status. - To resubmit an application, click on 'Submit Revision' hyperlink. If one does not appear, the application may not be eligible for resubmission. - My Activities can be sorted by selecting a column heading. - If your application is not visible, select 'Show More' located above these instructions to allow for additional applications to be visible. - For Building Inspections related applications, please call (804) 501-4360 to schedule inspections for permits in 'Amend' status.</small>						
Type	File Number	Location	Description	Status	Created Date	Submitted Date
Transportation Development	TDD-2024-100111	2 CHARNWOOD RD, HENRICO, VA 23229	Transportation Development - Transportation Development	Applicant Revisions	Feb 27, 2024	Feb 27, 2024
						Submit Revision