

Commercial Building Permit Review Procedure

How to Receive This Service

Please see [Building Permit - Commercial](#) for more information.

Turnaround Goals

Permit turnaround goals are based on submittal of complete and accurate plans.

New Buildings: 30 working days

Tents and other temporary structures: 10 working days

Renovations and Additions: 10 working days

Demolitions: Dependent on the verification of disconnection of all utilities (water, sewer, electrical, phone, gas, cable TV)

Who to call for assistance

Permit Technicians handle all general questions such as permit fees, permit issuing and permit application tracking. If you need help with plans, the Permit Tech will transfer you to the Plan Reviewer who can best assist you.

Permit Technicians (804) 501-4360

Other department contacts:

Planning and Zoning (804) 501-4602

Public Works (804) 501-4393

Public Utilities (804) 501-4517

Health Department (804) 501-4530