



# HIP Permit Fee Waiver Screening Form

Henrico Investment Program (HIP)

Henrico County Department of Community Revitalization

804-501-7640 (Assistance) [enterprisezone@henrico.gov](mailto:enterprisezone@henrico.gov) (Electronic Submission)

P.O. Box 90775, Henrico, Virginia 23273-0775 (Mail Submission)

**This form should be submitted and approved BEFORE application for permits in order for fee waivers to be granted.**

## Applicant/Property Information

### Applicant:

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

City/State/ Zip-code: \_\_\_\_\_  
\_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Relationship to Owner (if not owner): \_\_\_\_\_

### Project Site(s) (addresses):

\_\_\_\_\_  
\_\_\_\_\_

HIP Zone: \_\_\_\_\_

Property ID Number (GPIN): \_\_\_\_\_

### Property Owner (if different from applicant):

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

City/State/ Zip-code: \_\_\_\_\_  
\_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Project Values

Building: \_\_\_\_\_

Electrical: \_\_\_\_\_

Plumbing: \_\_\_\_\_

Mechanical: \_\_\_\_\_

Total Project Value: \_\_\_\_\_

In the space below, please provide a brief project description and estimate of building and site costs (separated) associated with the property/business owner's plans for the property. Any supporting documentation may be included with this application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that all of the information submitted with this form is, to my knowledge, truthful and accurate.

### Signatures:

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner (if different from applicant): \_\_\_\_\_ Date: \_\_\_\_\_

***For HIP and Permit Center staff use only. Do not write below this line.***

HIP Staff approves the property/business owner's request for Permit Fee Waiver(s)

HIP Staff has concluded that the property/business owner is not eligible for this incentive

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Ineligibility (if applicable): \_\_\_\_\_