

Requirements for Tenant Spaces, Renovations and Additions

We are listing these items to enable you to provide us with the initial information necessary so that your review will not be delayed while waiting for additional information. If you take the time to verify the presence of this information it will enable us to provide a quicker, more effective review of your proposed plans.

- Login to [Build Henrico](#) to submit an online application. Permit fees and state levy fees are due upon application.
- Permit fees can be paid on the website via credit card at the time your application is submitted. You may also pay in person via check or credit card. A check may also be mailed to the address on the Building Inspections website. **If paying by check, please be sure to note the permit number on the check. You cannot submit your permit application until payment has been made.**
- Code used, including edition, should be included on the plans
- For Existing Buildings, the following forms are required. These can also be found in the Documents section of the online permit application:
 - [Accessibility Certification](#)
 - [Certification of Asbestos Inspection](#)
 - [Statement of Special Inspections Form](#) to include the name of the company to perform the tests and a list of the inspections agreed upon as required for new construction
- **For additions only:** A soils report for the job location, including foundation recommendations, as required for new construction.
- The stamped approved Plan of Development or the Administrative approved plans for additions or exterior improvements. A site plan should be submitted when a Plan of Development or Administrative approval is not required. Please contact the County of Henrico Planning Department at (804) 501-4602 if you need further assistance regarding these plans.
- All tenant work or interior renovations in shopping centers, strip stores, office or office/warehouse buildings require a lease plan or key plan showing the locations of the space and space number. Please show the location of all fire rated construction and state the previous use of the space.
- Parking schedule, including locations of accessible spaces, showing calculations based on the County of Henrico code. Please contact the County of Henrico Planning Department at (804) 501-4602 if you need further assistance with the calculations.
- A complete set of architectural and structural drawings. These plans should include the following information:
 - Use group clarification and the proposed use for all areas of the building
 - Type of construction

- Occupancy load for all areas of the building to be occupied
- Structural design including stair details, door & window schedules, fire resistant rated assemblies, accessible bathroom layouts, safety glazing location and glass types
- Sprinklered or not sprinklered
- Insulation
- A complete set of mechanical drawings including:
 - Fan and equipment schedules
 - Kitchen rangehood details
 - Fire sprinkler design information
 - Fire standpipe locations
 - Supply and return duct layouts
- A complete set of plumbing drawings including:
 - Waste and vent riser diagrams
 - Storm water riser diagrams
 - Drawings showing storm and sanitary sewer installation outside of building
 - Water supply and water distribution piping
 - Backflow prevention and cross connection control devices
- A complete set of electrical drawings including:
 - Lighting and single line power drawings
 - Panel schedules
 - Power distribution details/risers
 - Fire alarm device locations and sequence of operation
 - Exit sign locations

Restaurants or food service facilities require a food service permit, which may be obtained through the Health Department. Please contact the Health Department at (804) 501-4530 if you need further assistance regarding these plans.

For additions only: In some cases, a footing and foundation permit application may be submitted in addition to your building permit through [Build Henrico](#). Apply for a separate building permit and choose a primary work scope of Footing & Foundation Only and submit structural drawings.