PLAN REVIEW
DEFICIENCY REPORT

CITY OF RICHMOND NOTIFICATION APPROVAL NUMBER: _____DATE:_____
PROJECT NAME: _____
PROJECT ADDRESS: _____
PROJECT DESCRIPTION: _____
_____
PLAN REVIEW DISCIPLINE: _____
DISCIPLINE REVIEW REPORT NUMBER: _____

REPORT HAS BEEN DELIVERED TO:

☐ City of Richmond ☐ Owner ☐ Owner's Representative ☐ Engineer/Architect

ITEM NUMBER	DEFICIENCES	CODE SECTION	STATUS

APPROVAL

Name of Agency: _____ Date: _____
Signature: _____
Print Full Name and Title: _____
Agency Approval Id Number: _____
Professional Engineer/ Architect or MCP Number: _____

SUBMIT WITH BUILDING PERMIT SUBMISSION DOCUMENTS

thirdpartyprogram@richmondgov.com