



PRINCE WILLIAM COUNTY  
Department of Development Services – Building Development Division

CONTACT INFORMATION FORM

Version 2012-01-14

To ensure the County has the proper information to facilitate timely communication, **PLEASE PRINT LEGIBLY**

Tenant Name: \_\_\_\_\_

Case Number (*to be assigned by staff*): \_\_\_\_\_

Project Name: \_\_\_\_\_

Name of Person providing this information: \_\_\_\_\_

Title (*or Relationship to project*): \_\_\_\_\_

**As the responsible party (applicant of record or authorized agent), I hereby request all correspondence regarding this application, including pick-up instructions, be sent to:**

Name of Person or Company: \_\_\_\_\_

Attention: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Please select one notification method for **Approved** Plans:  Mail  Email  Telephone  Fax

*Note: Comment letters listing deficiencies for non-approved plans will be mailed, as per VUSBC. You can also retrieve comments via [www.pwcgov.org/ePlanStatus](http://www.pwcgov.org/ePlanStatus) or by calling 703-792-7125.*

If there are any changes to these instructions, I will submit new information using this form.

This information replaces any previous information on file for this case.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check here if this is the **initial** information on file for this case.

Check here if this is an **update** to information on file for this application. Case # \_\_\_\_\_

Submit updates to:

Building Plan Intake Section, 5 County Complex Court, Prince William, VA, 22192  
or Fax to: 703-792-7054