



**PRINCE WILLIAM COUNTY**  
**Department of Development Services – Building Development Division**

**SHELL BUILDING REQUEST FORM**  
**for the Commercial Partial Permitting Process**

Version 2015-11-12

<i>Staff Use Only</i> BLD20__ - ____
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**Project Name** \_\_\_\_\_

**Building Owner/Contact Person** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Building Address** \_\_\_\_\_

Code Year Building is designed under :	VUSBC	Building Height :
Construction Type :		Building Square Foot Area :
Use Group(s) :		Does the building have a fire suppression system? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the building fire suppression system supervised / monitored per Chapter 9? <input type="checkbox"/> Yes <input type="checkbox"/> No		

***This Request is to be completed and signed by the Owner/Owner’s Agent who will prepare and compile the plans. Submit the Request to the Building Official.*** Please address any questions to the Building Plan Review staff at 703-792-6930. This basic request form lists the minimum essential building information required prior to review of plans for a Shell Building. Please reference the following paragraph from the Virginia Uniform Statewide Building Code (VUSBC).

“**Approval of partial construction documents.** The Building Official may issue a permit for the construction of foundations or any other part of a structure before the construction documents for the entire structure have been submitted provided adequate information and detailed statements have been filed indicating compliance with the pertinent requirements of the VUSBC. The holder of such permit for the foundations or other part of a structure shall proceed with construction operations at the holder's risk, and without assurance that a permit for the entire structure will be granted.”

**Describe the Scope of Work:** White Box Shell, Cold Dark Shell or Existing Building Converted to Shell (as defined in the [Shell Policy](#)).

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**Describe the Project Schedule:** The schedule must identify the proposed sequence of design, permitting and construction for the Shell Building and the tenant spaces.

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**Acknowledgement of Requirements:** “I have read the [Policy & Procedure for Commercial Partial Permitting Process for Shell Buildings](#) and understand and agree to all of the requirements. I further agree to inform all prospective tenants of the requirements of this process”.

**Owner/Owner’s Agent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<i>Staff Use Only</i> <b>Approved by Signature</b> _____ <b>Date</b> _____
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