



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

**SUPERSEDED PROJECT REQUEST FORM**  
**for the Tenant Partial Permitting Process**

Version 2021-07-08

<i>Staff Use Only</i> BLD20 ___ - ____
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**Project Name** \_\_\_\_\_

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

**Tenant Address** \_\_\_\_\_

Code Year Building is designed under:	VUSBC	Code Year Tenant is Designed under:
Construction Type per IBC:		Tenant Square Foot Area:
Tenant USE Group(s) per IBC:		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 contact Building Plan Review staff at 703-792-6930 or BDD@pwcgov.org. This basic request form lists the minimum essential building information required prior to review of plans for a Tenant submission in a new 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 any 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 The holders of such permits for any part of a Superseded Project Shall agree to the conditions of the Policy for design and construction inspections.

**Describe the Scope of Work:** Tenant build-out completion (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 Final and the Tenant completion for occupancy.

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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Commercial Partial Permitting Process for Shell Buildings](#) and understand and agree to all of the requirements for a Superseded Project. I further agree to inform all prospective Designers and contractors of the requirements of this process”.

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

*By checking this box, I agree to electronically signing this form.*

*Staff Use Only*

**Approved by Signature** \_\_\_\_\_ **Date** \_\_\_\_\_