



Request to Review Plans/Files

Department of Public Works
Building Inspections Section
777 Lynn Street 2nd Floor, Herndon, VA
Telephone (703) 435-6850
Fax (703) 318-8492
E-Mail: buildinginspections@herndon-va.gov

NAME: _____

ADDRESS: _____

E Mail: _____

TELEPHONE NUMBER: _____

NAME OF PROJECT/PLANS YOU ARE REQEUSTING: _____

REASON FOR REQUESTING TO REVIEW PLANS: _____

- I am requesting to review plans on behalf of myself
- I am requesting to review plans on behalf of my firm\company

FIRM NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

Signature

Date

Please complete this form and return it to the Department of Public Works, Building Inspection Section if you would like to review permit plans or files.

Town Use Only	
Received By: _____	Date: _____
File/Plan Location: _____ (Box)	_____ (Slot)
Contacted By: _____	Date: _____