



Independent Plan Review Procedures

101-E Mounts Bay Road, P. O. Box 8784 Williamsburg, VA 23187-8784
PHONE: (757) 253-6626 FAX: (757) 259-4038 E-Mail: codecomp@james-city.va.us

1. Request letter directed to Director of Code Compliance including:
 - I..D. Project
 - I. D. Reviewers qualifications
 - Include reasoning for independent review
2. The request will be reviewed for:
 - A project of size and scope where an independent review will help the county's workload.
 - The reviewer must show they are qualified with either Virginia State Plan Reviewer's Certification or other experience and documented qualifications.
3. When the review is approved and then submitted with permit application:
 - County will review the submittal and report and then comment. It will be placed in order of other small commercial projects. This will be a shorter turnaround time.
 - Once reviewed, and depending on comments, a permit may be issued.