



PRINCE WILLIAM COUNTY
Department of Development Services – Building Development Division

CONTACT INFORMATION FORM

Version 2009-02-28

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

Project / Tenant Name: _____

Case Number (to be assigned by staff): _____

Case or 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, as follows, 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 USBC. You can also retrieve comments via 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.

Signed: _____ 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)