



Danville City - Pittsylvania  
Halifax - Mecklenburg - Brunswick



## APPLICATION FOR A Tourist Establishment/Summer Camp PLAN REVIEW

Please place a  next to the address where you would like VDH to mail correspondence

\$40.00 FEE

<input type="checkbox"/> Facility Name:	
Facility Address:	City/State/Zip:
Facility Phone:	Email:

<input type="checkbox"/> Owner Name:	
Owner Address:	City/State/Zip:
Owner Phone:	Email:

<input type="checkbox"/> Lessee Name:	
Lessee Address:	City/State/Zip:
Lessee Phone:	Email:

This application is for a plan review of (choose one):

- Construction/conversion of a new hotel
- Remodeling or addition to an existing property

If you plan to have a swimming pool, spa/hot tub, or sauna at this facility, **you must separately apply** for a pool construction permit.

For renovations and additions, is your hotel:

- Currently permitted by VDH
- Not currently permitted by VDH

If you plan to have food service at this facility, **you must separately apply** for a food establishment plan review and permit

Future application for operation permit will be made in the name of the  Owner  Lessee

Proposed facility type:  Hotel  Motel  Bed & Breakfast

This application must include a site map and any supplemental material necessary to review the following items\*:

- Included:
- Proposed method and location of the sewage disposal system.  
(e.g. public sewer, onsite sewage system, discharge system)
  - Proposed water supply and details of distribution system  
(e.g. public water hookup, hotel operates its own waterworks, private well)
  - Plans for all buildings and structures, including interior finishes  
(please include specifications on building finishes, including floors, walls, and ceilings)

Approved  
(VDH USE ONLY)

Included (cont.):

Approved  
(VDH USE ONLY)

- Floorplan/ layout of hotel
- Specifications for laundry facilities
- Dish and ware-washing facilities
- Ice Machines

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\*During plan review, VDH may require submission of additional information to determine regulatory compliance.

\*This plan review will **not** determine whether the proposed hotel/ motel/ bed & breakfast will comply with all operational requirements of 12VAC5-431, the Sanitary Regulations for Hotels.

Any person desiring to operate a hotel should apply for an operational permit **at least 30 days prior to the opening of the hotel.**

I understand this form contains information subject to disclosure under §2.2-3700 of the Code of Virginia.

Owner/Lessee Signature \_\_\_\_\_ Date: \_\_\_\_\_

**VDH USE ONLY**

Fee Amount Received: \_\_\_\_\_ Receipt # \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_  Cash  Check  Wire Transfer  Credit Card

Tax Map/GPIN/Census Tract: \_\_\_\_\_

*\* Please make checks payable to the local Health Department. We do accept credit or debit cards by phone at the local office where the facility is located.*

Please send completed application and the fee(s) to the appropriate Health Department:

Southside Health District

Pittsylvania-Danville Health District

Brunswick County Health Department  
1632 Lawrenceville Plank Road  
Lawrenceville, Virginia 23868 Phone:  
434-848-2525  
Fax: 434-848-2235

Danville City Health Department  
326 Taylor Drive  
Danville Virginia 24541  
Phone: 434-766-9828  
Fax: 434-766-9805

Mecklenburg County Health  
Department 969 Madison Street  
Boydton, Virginia 23917  
Phone: 434-738-6815  
Fax: 434-738-2695

Pittsylvania County Health Department  
P.O. Drawer 369  
Chatham, VA 24531  
Phone: (434) 433-3544  
Fax: 434-432-7764

Halifax County Health Department  
P.O. Box 845  
Halifax, Virginia 24558  
Phone: 434-476-4863  
Fax: 434-476-4869

Applications may be submitted via email at:  
environmentalhealthsshd@vdh.virginia.gov (Southside)  
environmentalhealthpdhd@vdh.virginia.gov (Pittsylvania-Danville)