



BRHD Local Environmental Health Offices		Phone	FAX
Charlottesville/Albemarle, 1138 Rose Hill Drive, Charlottesville, VA 22903		434-972-6219	434-972-4310
Fluvanna County, Route 15, County Office Bldg., PO Box 136, 132 Main Street, Palmyra, VA 22963		434-591-1965	434-591-1966
Greene County, 50 Stanard Street, PO Box 38, Stanardsville, VA 22973		434-985-2262	434-985-4822
Louisa County, 101 Woolfolk Avenue, Suite 203 Louisa, VA 23093		540-967-3707	540-987-3733
Nelson County, 1645 Thomas Nelson Highway, Arrington, VA 22922		434-263-4297	434-263-4304

APPLICATION FOR A HOTEL PLAN REVIEW

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

\$40.00 FEE

<input type="checkbox"/> Hotel Name:	
Hotel Address:	City/State/Zip:
Hotel 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: Approved
(VDH USE ONLY)

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)

Included (cont.):

Approved
(VDH USE ONLY)

<input type="checkbox"/> Floorplan/ layout of hotel	<input type="checkbox"/>
<input type="checkbox"/> Specifications for laundry facilities	<input type="checkbox"/>
<input type="checkbox"/> Dish and ware-washing facilities	<input type="checkbox"/>
<input type="checkbox"/> Ice Machines	<input type="checkbox"/>

*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:_____