



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:

☐ 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)

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Included (cont.):

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

Approved  
(VDH USE ONLY)

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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: \_\_\_\_\_

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**VDH USE ONLY**

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

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

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