

**DEPARTMENT OF TRANSPORTATION  
LOCATION AND DESIGN**

**VSMP CONSTRUCTION PERMIT FEE REGISTRATION FORM**

*For Distribution from VDOT project funds to VDOT L&D Administrative funds (Account 1541 – Agency Service Charges)*

**To: VDOT**  
  
**Location and Design Division, Hydraulics Section**  
  
**VSMP Construction Permit Coordinator**  
  
**1401 East Broad Street**  
  
**Richmond, VA 23219**

**From:**

**Date:**

<b>I. VDOT PROJECT INFORMATION</b>									
Route:				VDOT Project #:					
City/County:				UPC #:					
<b>II. VDOT Accounting Distribution</b>									
Cat**	Speed Type	Account	Amount	County/City #	Asset Type	Route	Structure	Facility	Bldg/lot
Activity	MP From	MP to	Parcel	Operational Project	EMS WO	Equip ID	Org	Contract ID	Bond #
** RTE = Route; CSC = Cost Center; WKO = Equipment Work Order; UPC = Universal Project Number									
<b>III. VDOT CONTACTS</b>									
<b>District VSMP Coordinator</b>					<b>Project Contact**</b>				
Name:					Name:				
Address:					Address:				
Phone #					Phone #:				
Please check applicable box below:									
<input type="checkbox"/>	<b>Original Application</b>								
<input type="checkbox"/>	<b>Revised Application</b>								
_____		<b>Original Permit Number</b>							

**Please distribute Drop-down Selection\* from the funds of the above noted project to the Location and Design Administrative Account 1541.**

- \*
  - \$200.00 for projects with a disturbed area of 2500 S. F. to 1 acre in a designated Chesapeake Bay Preservation Area location.
  - \$300.00 for projects with a disturbed area of 1-5 acres;
  - \$500.00 for projects with a disturbed area of 5 acres or greater.
  - \$200.00 if project has already been reported and the disturbed area increases from less than 5 acres to 5 acres or greater.
- \*\*
  - Project Manager or other designated project authority

