

**VSMP PERMIT FEE REGISTRATION FORM  
FOR VIRGINIA DEPARTMENT OF TRANSPORTATION PROJECTS**

*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 \_\_\_\_\_\* from the funds of the above noted project to the Location and Design Administrative Account 1541.**

- \*
  - \$300.00 for projects with disturbed areas 1-5 acres;
  - \$500.00 for projects with disturbed areas greater than 5 acres.
  - \$200.00 if project has already been reported and the disturbed area increases from less than 5 acres to greater than 5 acres.
- \*\*
  - Project Manager or other designated project authority