



Terence R. McAuliffe
Governor

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Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

William C. Shelton
Director

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT INVOICE # LV201602

TO: County Administrators, City and Town Managers, Finance Officers, Treasurers, Building Officials, etc.
FROM: Darryl Hicks, Accounting Manager
SUBJECT: 2% Levy on Permit Fees
DATE: January 1, 2016

In accordance with Subdivision 7 of Section 36-107 of the Code of Virginia, this invoice serves as a reminder that the levy fees are now due. Please return this invoice with supporting documentation and enclose a check payable to the Treasurer of Virginia within 45 days of the end of the quarterly collection period. If you have any questions, contact this office at (804) 371-7016.

Section 107.2 Fees and fee levy of the Virginia Uniform Statewide Building Code states, "The local building department shall collect a 2.00% levy of fees charged for building permits issued under this code and transmit it quarterly to the DHCD to support training programs of the Virginia Building Code Academy. Localities which maintain a DHCD accredited training academy shall retain such levy fee."

Zero activity shall also be reported on this invoice. Delinquent balances can be reported or submitted with this invoice, however please contact this office for additional instructions if needed.

PLEASE RETURN THIS INVOICE WITH CHECK. PLEASE MAKE CHECK PAYABLE TO TREASURER OF VIRGINIA.

Locality: _____

First Quarter (July – Sept) Amount Enclosed: \$ _____

Second Quarter (Oct – Dec) Amount Enclosed: \$ _____

Third Quarter (Jan – Mar) Amount Enclosed: \$ _____

Fourth Quarter (Apr – Jun) Amount Enclosed: \$ _____

Virginia Department of Housing and Community Development
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Partners for Better Communities



www.dhcd.virginia.gov