



Virginia Department of Transportation
NOVA Fairfax Permits
Permit Update Request Form

♥ = Required Field

Date: _____

Permit Information

♥Permit #

♥Route #

Permit Update Request

- Change of Address
- Cancellation (give reason below)
- Extension (give reason below with projected end date & include a check or money order)
See 24VAC30-151-710 for fee required.
- Reinstatement (give reason below with projected end date & include a check or money order)
See 24VAC30-151-710 for fee required.

Make check or money order payable to "Treasurer of Virginia"

Note: You must provide documentation from your bonding company (for a surety bond) or your bank (for a letter of credit) that your surety is valid and will continue to be valid through the period of time that you are requesting the permit to be extended or re-instated. The letter needs to be on original letterhead with an original signature and it must have the date that the next premium is due stated within the letter. Permits which have been on VDOT's books greater than three (3) years may be re-instated for only six (6) months, and the work must be completed by that date.

Reason: _____

Permittee Information

♥Name: _____

♥Company _____

♥Mailing Address: _____

♥City, State, and Zip Code: _____

♥Phone # _____ ♥24 hr # _____

♥ Email address: _____

(Must be Permittee's email address)

♥Permittee Signature: _____