

**Virginia Department of Education**  
**REQUEST FOR BUILDING EVALUATION OR INSPECTION**

**SECTION I (To be completed by applicant)**

\_\_\_\_\_  
(Applicant's Name)

\_\_\_\_\_  
(Telephone number)

\_\_\_\_\_  
(Applicant's Address)

I hereby request the building located at the following address be evaluated by the Building Official (and inspected if determined necessary by the Building Official) for compliance with the Virginia Uniform Statewide Building Code (VUSBC):

\_\_\_\_\_  
Building Address (provide complete address)

\_\_\_\_\_  
Building name or number

NOTE: If multiple buildings are used, please enter information for each building on a separate form.

I plan to use the building to operate the following:

- Family Day Home     Licensed Child Day Center     Religious Exempt Child Day Center  
 Certified Preschool or Nursery School

Specify the total number of children to be served: \_\_\_\_\_; and the number of those who will be 2 1/2 years of age or less: \_\_\_\_\_

I will bear any associated costs incurred.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

**SECTION II (To be completed by the Building Official)**

The VUSBC Group Classification required for  
the use indicated above: \_\_\_\_\_

Maximum Occupancy  
(including staff): \_\_\_\_\_

Specify any restrictions regarding children 2 1/2 years of age or less: \_\_\_\_\_

\_\_\_\_\_  
The building identified above has been evaluated based on the information provided and inspected, if necessary, and is determined to be properly classified under the VUSBC for the indicated use and number of occupants.

Comments (if any): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signature of Building Official: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Building Official

\_\_\_\_\_  
Telephone Number