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**COMMONWEALTH of VIRGINIA**  
DEPARTMENT OF  
HOUSING AND COMMUNITY DEVELOPMENT

Erik C. Johnston  
Director

**INVOICE # LV202104**

**TO:** County Administrators, City and Town Managers, Finance Officers,  
Treasurers, Building Officials, etc.  
**FROM:** Danielle Robertson, Chief Financial Officer  
**SUBJECT:** 2% Levy on Permit Fees  
**DATE:** July 2, 2021

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*** and enclose a check payable to the Treasurer of Virginia within 45 days of the quarterly collection period. If you have any questions, please do not hesitate to contact Sheila Battle, Finance Manager 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 percent 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 forward this invoice and supporting documentation to [dhcdfiscalservices@dhcd.virginia.gov](mailto:dhcdfiscalservices@dhcd.virginia.gov) ; referencing the above invoice number in the subject line.**

**PLEASE also reference this invoice number on the corresponding 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  
P. O. Box 652  
Richmond, Virginia 23218-0652**

Partners for Better Communities



[www.dhcd.virginia.gov](http://www.dhcd.virginia.gov)