



Loudoun County, Virginia

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NEWS RELEASE

Office of the County Administrator, Public Affairs and Communications
1 Harrison Street SE, P.O. Box 7000, Leesburg, VA 20177-7000
703-777-0113 • Fax 703-771-5841

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Media Contact: Glen Barbour, Public Affairs and Communications Officer
703-771-5086, Glen.Barbour@loudoun.gov

Department of Building & Development Closed to In-Person Services April 26

The Loudoun County Department of Building and Development will be closed to the public on Wednesday, April 26, 2023, for staff training. As a result, in-person services —with the exception of drop-off and pickup services —will temporarily be suspended for one business day. Anything that is submitted online or dropped off on April 26 will not be processed until Thursday, April 27, when the department will reopen for normal operations.

Online Services

Online services will continue to be available, including:

- Submitting requests through the [Loudoun Express Request \(LEx\) system](#).
- [Submitting building and trade permit applications](#).
- [Submitting applications](#) for a variety of residential and commercial building projects.
- [Scheduling building, electrical, mechanical, plumbing and other inspections](#).
- [Applying for pre-submission meetings](#).
- [Emailing the department](#).

In-Person Drop-Off

The secure drop boxes for the public will continue to be available during the Department of Building and Development's one-day closure. Use the drop box to leave items such as permit and land development applications, which staff will process when the department reopens on Thursday, April 27. The drop boxes are located in lobby of the [Government Center](#).

In-Person Pickup

Members of the public also may continue to pick up items in person through the Department of Building and Development's pickup station, which is located in the Purcellville Room on the first floor of the [Government Center](#). Following notice and receipt of instructions by county staff, the public may pick up items, such as permits and other documents provided by the county to residents, through this convenient, self-service system.

More Information

More information about the department's services, including contact information, is available at loudoun.gov/BuildingandDevelopment.

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