Effective 9-14-2018
5. Type of Ownership

☐ Private (individual, corporation, nonprofit)  ☐ Public (Federal, State, or local government)

6. Cost

Cost of Improvement $______________________________

To be installed but not included in the above cost

Electrical $___________________________  Plumbing $___________________________  Heating/AC $___________________________

Other (i.e. elevator, etc.) $___________________________

Selected Building Characteristics – For new buildings complete parts 1 through 9; for demolition complete part 6 only

1. Framing

☐ Masonry  ☐ Wood Frame  ☐ Structural Steel  ☐ Reinforced Steel  ☐ Other-specify: _______

2. Heating Fuel

☐ Gas  ☐ Oil  ☐ Electric  ☐ Coal  ☐ Wood  ☐ Heat Pump  ☐ Other-specify: _______________

3. Sewage Disposal

☐ Public  ☐ Private Septic

4. Water Supply

☐ Public or private company  ☐ Private Well

5. Mechanical

Will there be central air conditioning? ☐ Yes ☐ No

Will there be an elevator? ☐ Yes ☐ No

6. Dimensions

Number of stories _______________

Total square feet of all floor areas based on exterior dimensions _______________

Total square feet of lot ________ total acre(s) of land __________

7. Number of off-street parking spaces

Enclosed __________

Outdoors __________

Residential Buildings only

8. Number of bedrooms: _______________

9. Number of bathrooms: _______________

☐ Full __________  ☐ Half __________
Contact Information and Certifications - This section must be completed by the applicant/contractor and certified design professional (CDP) as applicable:

**Applicant/Agent:**

Name: ____________________________________________

Address: _________________________________________ City ______________________________ State____ Zip ________

Phone Number: ________________________________ E-mail Address: __________________________

Signature of Applicant: __________________________________________________________________________ Date: __________________________

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her agent and we agree to conform to all applicable laws of Essex County and the Commonwealth of Virginia. I further authorize agents of Essex County or any other government agency(s), if needed, to enter and inspect the project to ensure all work in accordance with the regulations and laws of Essex County and the Commonwealth of Virginia.

**Contractor/Agent:**

Name: ____________________________________________

Address: _________________________________________ City ______________________________ State____ Zip ________

Phone Number: ________________________________ E-mail Address: __________________________

Professional License Number(s) __________________________________________________________________

Signature of Contractor: __________________________________________________________________________ Date: __________________________

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her agent and we agree to conform to all applicable laws of Essex County and the Commonwealth of Virginia. I further authorize agents of Essex County or any other government agency(s), if needed, to enter and inspect the project to ensure all work in accordance with the regulations and laws of Essex County and the Commonwealth of Virginia. I further certify that my professional license is up to date in accordance with the Commonwealth of Virginia.

**Architect/Engineer/Certified Design Professional**

Name: ____________________________________________

Address: _________________________________________ City ______________________________ State____ Zip ________

Phone Number: ________________________________ E-mail Address: __________________________

Professional License Number(s) __________________________________________________________________

Signature of CDP: ______________________________________________________________________________ Date: __________________________

I hereby certify that the proposed work is authorized by the owner of record and/or their agent that I have been authorized by the owner to prepare the plans and specifications in accordance with the requirements of Essex County and the most recent edition of Uniform Statewide Building Code.

Do not write on following page(s)
### Plan Review Record

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<th>Type</th>
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<th>Date Plans Approved</th>
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### Validation

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Approved by: __________________________________________ Date: __________________________

Title: __________________________________________________________