



PO Box 549  
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# BUILDING PERMIT APPLICATION

## Commercial

### NEW CONSTRUCTION/ADDITIONS

New Building Area: \_\_\_\_\_  
Number of Stories: \_\_\_\_\_  
Number of Units: \_\_\_\_\_

Is the job site in the 100- year floodplain Yes  No

Date of Application: \_\_\_\_\_

Review period of all permit applications is a minimum of 7 business days

Primary Heat Pump  Gas  Elec.   
Heat Type: Solar  Hot Water  Other

### TYPE OF PERMIT (One application for each type of permit)

New Construction \_\_\_\_\_ Gas \_\_\_\_\_  
Electrical \_\_\_\_\_ Fire Safety \_\_\_\_\_  
Plumbing \_\_\_\_\_ (Sprinkler, Alarm, or Hood) \_\_\_\_\_  
HVAC \_\_\_\_\_ Demolition \_\_\_\_\_  
Asbestos Abatement \_\_\_\_\_ Sign \_\_\_\_\_  
Other \_\_\_\_\_

**Com Check Worksheet is required at time of application for calculating heating and cooling requirements.**

Balanced HVAC System Report

### TYPE OF WORK (Check One)

Addition \_\_\_\_\_ Alteration \_\_\_\_\_  
Co-Location \_\_\_\_\_  
Other \_\_\_\_\_

Foundation Type: Masonry  Slab

Site Plan Yes  No

### CATEGORY OF CONSTRUCTION (Check One)

Building group use: \_\_\_\_\_  
Type of construction: \_\_\_\_\_  
Currently Sprinkled? Yes  No   
Other: \_\_\_\_\_

### For Office Use Only

Site Plan Format: \_\_\_\_\_ Added to system: \_\_\_\_\_

### SCOPE OF WORK (Describe briefly, but thoroughly)

### CONTRACTOR INFORMATION (General or Trades)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Contractor Address: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
VA Contractor's License Number: \_\_\_\_\_

### JOB SITE INFORMATION

911 Address \_\_\_\_\_  
City/State/ZIP \_\_\_\_\_  
Lot or Apt # \_\_\_\_\_

### ALTERATIONS/DEMOLITIONS

Permit fees are based on the value of work performed. Including equipment and labor. This estimate includes construction costs only, minus trades estimates.

### PROPERTY OWNER INFORMATION

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City/State/ZIP \_\_\_\_\_  
Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

ESTIMATED COST \$ \_\_\_\_\_

### OTHER REQUIRED INFORMATION

Power Company Work Order Temporary: \_\_\_\_\_  
Permanent/Reconnect: \_\_\_\_\_

Temporary power pole? Yes  No

When Applicable, the following may be required:

Building Height of Principle Structure: \_\_\_\_\_

Site Plan Petition #: \_\_\_\_\_

Special Use Permit Petition #: \_\_\_\_\_

I hereby certify that I have authority to make this application and to the truthfulness of the information in the application and that if any of the information provided is incorrect, the Building/Zoning Permit may be revoked. If the permit is issued wrongfully, whether based on misinformation or an improper application of the Code, the Building/Zoning Permit may be revoked. By signing this application, I am hereby certifying that I am responsible for conveying all information relevant to this application including Building, Zoning, E&S Control Codes and all other applicable codes to the property owner and/or contractor.

Signature of Applicant \_\_\_\_\_

Printed Name of Applicant \_\_\_\_\_

Contact Number \_\_\_\_\_

Date \_\_\_\_\_

### For Office Use Only

Tax Map# \_\_\_\_\_ Parcel ID: \_\_\_\_\_ Zone: \_\_\_\_\_ Acreage: \_\_\_\_\_  
Zoning Statement: \_\_\_\_\_  
Subdivision: \_\_\_\_\_ Lot#: \_\_\_\_\_ Section: \_\_\_\_\_  
Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Left: \_\_\_\_\_ Right: \_\_\_\_\_ Height: \_\_\_\_\_  
Remarks: \_\_\_\_\_

Approved by: C.B.O. \_\_\_\_\_ C.Z.A. \_\_\_\_\_ Approval date: \_\_\_\_\_

## **STATEMENT OF CONTRACTORS**

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### **MECHANICS LIEN AGENT (if applicable)**

Business Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Business Address: \_\_\_\_\_

### **GENERAL CONTRACTOR**

Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address: \_\_\_\_\_ Zip \_\_\_\_\_  
Virginia Contractor's License Number \_\_\_\_\_ Cost: \_\_\_\_\_

### **ELECTRICAL CONTRACTOR**

Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address: \_\_\_\_\_ Zip \_\_\_\_\_  
Virginia Contractor's License Number \_\_\_\_\_ Cost: \_\_\_\_\_

### **PLUMBING CONTRACTOR**

Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address: \_\_\_\_\_ Zip \_\_\_\_\_  
Virginia Contractor's License Number \_\_\_\_\_ Cost: \_\_\_\_\_

### **HVAC CONTRACTOR**

Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address: \_\_\_\_\_ Zip \_\_\_\_\_  
Virginia Contractor's License Number \_\_\_\_\_ Cost: \_\_\_\_\_

### **GAS CONTRACTOR**

Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address: \_\_\_\_\_ Zip \_\_\_\_\_  
Virginia Contractor's License Number \_\_\_\_\_ Cost: \_\_\_\_\_

### **SPECIALTY CONTRACTOR** (ie. Fire Alarm/Sprinkler/Suppression Systems, Sprinkler, Kitchen Hood, Asbestos, Modular, etc.)

Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address: \_\_\_\_\_ Zip \_\_\_\_\_  
Virginia Contractor's License Number \_\_\_\_\_ Cost: \_\_\_\_\_

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### **OWNER'S AFFIDAVIT (Only fill out if you are the owner and doing the work yourself)**

I, \_\_\_\_\_, of \_\_\_\_\_ (Current Address) affirm that I am the owner of a certain tract or parcel of land located at: \_\_\_\_\_ and that I have applied for a building permit. I affirm that I am familiar with the prerequisites of Section 54.1-1111 of the Code of Virginia and I am not subject to licensure as a contractor or subcontractor.

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Date**

**§ 54.1-111. Prerequisites to obtaining building, etc., permit.** Any person applying to the building inspector or any other authority of a county, city, or town in this Commonwealth, charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, or structure, or any removal, grading or improvement shall furnish prior to the issuance of the permit, either (i) satisfactory proof to such inspector or authority that he is duly licensed or certified under the terms of this chapter to carry out or superintend the same, or (ii) file a written statement, supported by an affidavit, that he is not subject to licensure or certification as a contractor or subcontractor pursuant to this chapter. The applicant shall also furnish satisfactory proof that the taxes or license fees required by any county, city, or town have been paid so as to be qualified to bid upon or contract for the work for which the permit has been applied.

It shall be unlawful for the building inspector or other authority to issue or allow the issuance of such permits unless the applicant has furnished his license or certificate number issued pursuant to this chapter or evidence of being exempt from the provisions of this chapter.

The building inspector, or other such authority, violating the terms of this section shall be guilty of a Class 3 misdemeanor. (Code 1950 § 54-138; 1970, c. 319; 1980, c. 634; 1988, c. 765; 1990, c. 911; 1991, c. 151; 1992, c. 713; 1995, c. 771; 1998, c. 754.)

**Cross references.** As to punishment for Class 3 misdemeanors, see § 18.2-11.