



# Essex County VIRGINIA

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## BUILDING/ZONING PERMIT APPLICATION Residential

### NEW CONSTRUCTION/ADDITIONS/MANUFACTURED HOMES

Building Size (ie. 24x36):  
Number of Bedrooms:  
Number of Full Baths:  
Number of Half Baths:  
Existing Buildings on Property and Dimensions (incl. main dwelling):

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

**Both pages are to be completed.**  
**Review period of all permit applications is a minimum of 7 business days.**

#### TYPE OF WORK (Check One)

New Construction  Alteration   
Addition  Demolition   
Generator  Other \_\_\_\_\_

#### CATEGORY OF CONSTRUCTION (Check One)

Single Family Dwelling  Patio Home   
Manufactured Home  Multi-family (Duplex/Townhouse/Apts)   
Dock  Accessory Building   
Attached Garage  Detached Garage   
Industrialized:  
On-Frame  Off-Frame

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

\_\_\_\_\_

#### JOB SITE INFORMATION

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

#### PROPERTY OWNER INFORMATION

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

Temporary power pole? (New homes only) Yes  No

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

Building Height of Accessory Building: \_\_\_\_\_

Year Constructed: \_\_\_\_\_

Estimated Construction Cost: \_\_\_\_\_

Town Zoning?

Check all permits needed that apply...

Electric  Plumbing  HVAC  Gas

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

\* Duct blast test required at rough in or final

\* Blower Door test required per Virginia Residential Code

\* Arc fault required on all none GFI protected circuit

\* Attic insulation requirements of R-49

Foundation Type: Masonry  Poured Wall   
Other \_\_\_\_\_  Crawlspace:  
Conditioned  Unconditioned   
Backfill \_\_\_\_\_ Height \_\_\_\_\_

First Floor \_\_\_\_\_ sq. ft.  
Second Floor \_\_\_\_\_ sq. ft.  
Third Floor \_\_\_\_\_ sq. ft.  
Basement (Fin) \_\_\_\_\_ sq. ft.  
Basement (Unfin) \_\_\_\_\_ sq. ft.  
Porch (w/ roof) \_\_\_\_\_ sq. ft.  
Deck (no roof) \_\_\_\_\_ sq. ft.  
Garage \_\_\_\_\_ sq. ft.  
Attic/Bonus Room (over 7' & 70 sq. ft) \_\_\_\_\_ sq. ft.

#### MANUFACTURED HOME ONLY

Type: Single  Double  Triple   
Manufacturer: \_\_\_\_\_ Size: \_\_\_\_\_  
Year: \_\_\_\_\_ Color: \_\_\_\_\_  
Front Porch/Deck Size: \_\_\_\_\_ Rear/Side Deck/Porch Size(s): \_\_\_\_\_  
HUD Sticker Present? Yes  No

#### OTHER REQUIRED INFORMATION

Is the job site in the Floodplain or RPA Yes  No   
Power Company Work Order T \_\_\_\_\_  
Permanent/Reconnect: \_\_\_\_\_  
Site Plan Yes  No   
For Office Use Only Site Plan Format: \_\_\_\_\_ Added to system: \_\_\_\_\_

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 Phone # \_\_\_\_\_

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

## **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: \_\_\_\_\_

## **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.