

All applications must give name and address of owner and applicant, property information, and a listing of all contractors who will perform work on the project. Property owners applying for permits must complete the affidavit on back of form. Note that some projects require sealed drawings and site plans for approval.
NOTE: Separate permits are required for building, mechanical, electrical, plumbing, & fire protection systems work.
 *Please request a Sign Permit Application from our Zoning Department if Signs will be installed
 **Driveway entrance/curb cuts go through the Public Works Department

Applicant Information:

Owner Information (if other than applicant):

Name: _____ Company Name: _____ Address: _____ City/State/Zip: _____ Phone Number: _____ Email Address: _____ <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Agent	<input type="checkbox"/> check if same Name: _____ Company Name: _____ Address: _____ City/State/Zip: _____ Phone Number: _____ Email Address: _____
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Property/Project Information: Project Address: _____
 Tax Map Number: _____

Zoning: Zoning District: _____ Enterprise Zone: Yes No

Description of Proposed Use: _____ Allowable Use: _____

Historic District: Martinsville (Uptown) Local East Church/Starling LSF Fayette Street LSF Martinsville (Uptown) SF

Setbacks: Front: _____ Rear: _____ Side(s): _____

Additional Approvals

Planning Commission: _____ Board of Zoning Appeals: _____
 Parking Spaces: _____ Architectural Review Board: _____

Approval: _____
Zoning Administrator Date

Building (B) _____ #of Floors: _____ Est Cost: _____ Dimensions: _____
 Square Footage: _____
 Fee: _____ Description of Work: _____

Demolition (D) _____ #of Floors: _____ Est Cost: _____ Dimensions: _____
 Square Footage: _____ Asbestos Sign-Off Attached
 Fee: _____ Description of Work: _____

Electrical: (E) _____ Est Cost: _____
 Service Size(Amps): _____ Fee: _____
 Description of Work: _____

Mechanical: (M) _____ BTU/Ton: _____ Est Cost: _____ Fee: _____
 Description of Work: _____

Plumbing: (P) _____ #of Fixtures: _____ Est Cost: _____ Water/Sewer line: _____
 Fee: _____ Description of Work: _____

Gas Fitting: (G) _____ #of Fixtures: _____ Est Cost: _____
 Fee: _____ Description of Work: _____

Fire Protection System: (F) _____ #of Floors: _____ Est Cost: _____ Wet/Dry: _____
 Fee: _____ Description of Work: _____

Sign: (S) _____ **Height of Sign:** _____ **Est Cost:** _____ **Dimensions:** _____
Square Footage: _____ **Illuminated Sign:** Yes No **Sign Materials:** _____
Type of Sign: Ground Wall Projecting Marquee Roof Temporary Other: _____ **Fee:** _____
Description of Work: _____

<i>Type</i>	<i>Name of Contractor & Address</i>	<i>Insurance</i>	<i>License #</i>	<i>Contract Amount</i>
General				
Demolition				
Electrical				
Mechanical				
Plumbing				
Gas Fitting				
Framing				
Sprinkler				
Amusement Device				
Sign				

Mechanics Lien Agent Information, if provided, *residential only*:

Name: _____ Address: _____
 City/State/Zip: _____ Phone: _____

Applicant

Date

OWNERS AFFIDAVIT

I affirm that I am the owner of the property described in the application 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. I am also aware that it is a violation of State Law to hire or award a contract to an unlicensed contractor. Signed and acknowledged by:

Owner

Date

For Official Use Only

Construction Type: I II III IV V

Protected Construction (A)

Use Group: A B E F H I M R S U

Subgroup: _____

Change of Use: _____

Approved: _____

Date: _____

Building Official

Visual Description of Proposed Work *(if needed):*

A large, empty rectangular box with a thin black border, intended for a visual description of proposed work. The box is currently blank.