

Permit Application #: _____
 Plans Submitted: _____ Approved: _____
 Date of Application: _____ Date of Issue: _____
 New Alteration Addition Demolish Repair

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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Project Address: _____ **Tax Map Number:** _____

ZONING: Zoning District: _____ Enterprise Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No Historic District: <input type="checkbox"/> Yes <input type="checkbox"/> No Approval: _____ <div style="text-align: right; margin-right: 50px;"><i>Zoning Administrator</i></div>	Description of Proposed Use: _____ Allowable Use: _____ Setbacks: Front: _____ Rear: _____ Side(s): _____ <div style="text-align: right;"><i>Date</i></div>
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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: _____

Land Disturbance: (L) _____ Acreage Disturbed: _____ Fee: _____
 Description of Work: _____

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

Type	Name of Contractor & Address	Insurance	License #	Contract Amount
General				
Demolition				
Electrical				
Mechanical				
Plumbing				
Gas Fitting				
Framing				
Sprinkler				
Amusement Device				
Land Dist.				
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
 Use Group: A B E F H I M R S U
 Change of Use: _____
 Approved: _____

Protected Construction (A)
 Subgroup: _____
 Date: _____

Building Official

Visual Description of Proposed Work (if needed):