

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

<b>ZONING:</b> 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: _____ <b>Setbacks:</b> 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
<b>General</b>				
<b>Demolition</b>				
<b>Electrical</b>				
<b>Mechanical</b>				
<b>Plumbing</b>				
<b>Gas Fitting</b>				
<b>Framing</b>				
<b>Sprinkler</b>				
<b>Amusement Device</b>				
<b>Land Dist.</b>				
<b>Sign</b>				

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):**