



# BUILDING PERMIT APPLICATION

CITY OF WAYNESBORO, BUILDING & ZONING DEPARTMENT

## A.) CLASS OF WORK:

- Residential Single Family       Residential Multi-Family       Commercial       Industrial
- New Construction       Addition/Deck/Patio       Alterations       Change of Use

Separate permits are required for electrical, plumbing, mechanical and gas fitting.

## B.) SITE INFORMATION:

Please attach a site plan of entire property indicating all existing structures, any proposed structures including but not limited to decks, porches, patios, stoops, mechanical equipment, chimneys, carports, bay windows, proposed parking and all setbacks.

Physical Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
(Printed)

Property Owner of Record: \_\_\_\_\_ Phone #: \_\_\_\_\_  
(Printed)

Owner's Mailing Address (if different): \_\_\_\_\_  
(Printed)

Owner's Email Address: \_\_\_\_\_

Occupant/Tenant: \_\_\_\_\_ Floodplain:  Yes  No

## C.) APPLICANT INFORMATION:

Applicant Name: \_\_\_\_\_  
(Printed)

- Property Owner     \*Duly Authorized Tenant/Lessee     Contractor (please attach a copy of your VA Contractor's License)

Contractor license #: \_\_\_\_\_ Class: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Tradesman license #: \_\_\_\_\_ Class: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Printed)

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\* Power of Attorney Form is required.

## D.) MECHANIC'S LIEN AGENT INFORMATION:

Agent Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## E.) ARCHITECT OR DESIGNER INFORMATION:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

PERMIT #

ADDRESS:

**F.) BUILDING INFORMATION:**

Type of Construction:     Wood Frame                       Concrete Floors                       Vinyl Siding                       Fire Rated  
     Steel Frame                       Reinforced Concrete                       Brick Veneer                       Basement  
     Block                       Engineered Joist                       Metal Siding                       Crawl Space  
     Piers                       Slab                       Other: \_\_\_\_\_

Type of Heating Fuel:     Natural Gas                       Propane Gas                       Oil                       Electric Baseboard  
     Gas Logs                       Gas Fireplace Insert                       Heat Pump                      Air Conditioning:  Yes  No

Number of Dwelling Units: \_\_\_\_\_ Number of Stories: \_\_\_\_\_ Elevator:  Yes  No

Number of bedrooms: \_\_\_\_\_ Number of bathrooms: \_\_\_\_\_ Number of Off Street Parking Spaces: \_\_\_\_\_

Water Supply:                       Public                       Private (well)  
 Sewage Disposal:                       Public                       Private (septic system)

**G.) DESCRIPTION OF WORK:** (See last page of application for required details)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**H.) GROSS SQUARE FOOTAGE INFORMATION:**

Finished floor area including attached garages, enclosed porches and finished basements: \_\_\_\_\_

Unfinished floor including unenclosed porches, decks, detached garages, and unfinished basements: \_\_\_\_\_

Total gross square footage: \_\_\_\_\_

**I.) VALUATION, BUSINESS LICENSE INFO, AND PERMIT FEES:**

	<b>VALUATION – TOTAL COST, CONTRACT PRICE, OTHER</b> * Business license may be required
TOTAL	\$ _____

**\*BUSINESS IS LICENSED WITH THE WAYNESBORO COMMISSIONER OF THE REVENUE (gross receipts in excess of \$25,000/year):**                       Yes     No (exempt)    INITIALS: \_\_\_\_\_

FOR OFFICE USE ONLY		
PERMIT FEE	INVOICE #	NOTES
\$ _____		

**J.) SIGNATURES:**

**To be completed by applicant:**     Licensed Contractor                                         Owner                                         Authorized agent for Owner  
 Registered Design Professional                                         Lessee

I hereby submit this application for a building permit, and acknowledge that the plans, specifications, and other information attached hereto, together with the statements made hereon, are all a part of this application, and acknowledge that I have read these statements and agree, that when the permit herein applied for is issued that the work will be done as stated and as shown on the attached plans and specifications and as required by city ordinances, and state laws and regulations. Failure to comply with any part or terms of this application shall be sufficient cause to revoke the permit so issued. I hereby authorize the building inspector to enter upon my property during normal business hours to inspect the work authorized by this permit.

\_\_\_\_\_  
Signature of Licensed Contractor

\_\_\_\_\_  
Print or type name

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
\* Signature of owner, agent, lessee, or design professional

\_\_\_\_\_  
Print or type name

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail address

**NOTICE**

**This document contains important information  
concerning the Virginia Contractor’s Licensing Law.  
Please read carefully before signing.**

**\*To be completed when applicant is not a licensed contractor:**

I, \_\_\_\_\_ of \_\_\_\_\_ (address)  
affirm that I am the owner, authorized agent, lessee or design professional for a certain tract or parcel of land located at \_\_\_\_\_ in the city of Waynesboro, Virginia; that I have applied for a building permit to erect a structure on said land or repair or improve an existing structure on said land. I affirm that I am aware of the provisions of Title 54, Chapter 11, in the Code of Virginia that requires a contractor to be properly licensed before he may bid or undertake a job of \$1,000 or more. I further certify that I am familiar with the responsibilities of an awarding authority specified in Section 54.1 Chapter 11 of the code which prohibits any awarding authority from considering bids or awarding contracts to any contractor not properly licensed under the provisions of the code and that to do so would constitute the commission of a misdemeanor. I affirm that I understand that a contractor must be licensed as a Class C contractor for any job of \$1,000 but less than \$7,500; a Class B contractor for any job of \$7,500 but less than \$120,000; and that a contractor must be licensed as a Class A contractor for any job of \$120,000 or more.

\_\_\_\_\_  
Signature of owner, agent, lessee, or design professional

\_\_\_\_\_  
Date

**K.) SITE PLAN INFORMATION:** (Two copies of the site plan are required)

Please use the following checklist to provide a detailed site plan of the entire property. Plans shall be of adequate size and scale allowing for satisfactory review. Permits may be issued only when sufficient information is given to show that the proposed work will comply with all building and zoning laws.

- All property lines and adjacent streets and alleys
- All right-of-ways and easements
- All setback lines
- All existing structures
- All proposed structures to include building footprints, decks, porches, patios, stoops, bay windows, window wells, chimneys, mechanical equipment, stairs, sidewalks, retaining walls, fences and ornamental features.
- Driveways and all parking areas.
- All structure sizes and measurements. Please show distance from structures to property lines and distances between all structures.
- An illustration of lot coverage showing percentage of all impervious area.

**L.) BUILDING PLANS:** (Two sets of residential buildings plans are required. Three sets of plans are required for commercial and industrial uses.)

Please use the following checklist to provide detailed building plans of the entire project. Plans shall be of adequate size and scale allowing for satisfactory review but *in no case should plans exceed 24" x 36"*. Permits may be issued only when sufficient information is given to show that the proposed work will comply with all building and zoning laws. All work performed will be subject to field inspections.

- Complete scope of work. If work is to be completed in phases, please clearly indicate phases and time frame for completion.
- Complete floor plan with room labels and dimensions. For interior alterations and additions, please show existing and proposed floor plans.
- Detailed wall section.
- Front and side elevation views.
- Foundation plan – please include an overview plan of foundation or footings.
- Separate electrical, mechanical and plumbing plans may be required.

**FOR OFFICE USE ONLY:**

**VALIDATION:**

**BUILDING:**  Approved  Denied By: \_\_\_\_\_ Date: \_\_\_\_\_

**ZONING:**  Approved  Denied By: \_\_\_\_\_ Date: \_\_\_\_\_

**E & S:**  Approved  Denied

CODE USED TO REVIEW APPLICATION:  2018 VRC  2015 VRC  2018 VCC  2015 VCC  2018 VEBC  
 NO REVIEW – SUBJECT TO FIELD INSPECTIONS

CONSTRUCTION TYPE: \_\_\_\_\_ OCCUPANCY TYPE: \_\_\_\_\_ OCCUPANCY LOAD: \_\_\_\_\_

PLAN STORAGE: \_\_\_\_\_