



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: _____

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.) DETAILED INFORMATION: (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.) ESTIMATED COST INFORMATION:

PERMIT TYPE	ESTIMATED COST	FOR OFFICE USE ONLY	
		PERMIT FEE	NOTES
Building	\$	\$	
Electrical	\$	\$	
Plumbing	\$	\$	
Gas Fitting	\$	\$	
Mechanical (Heating/Air Conditioning)	\$	\$	
Mechanical (Commercial Range Hood)	\$	\$	
Mechanical (Range Hood Suppression)	\$	\$	
Mechanical (Sprinkler System)	\$	\$	
Electrical (Alarm System)	\$	\$	
TOTAL	\$	\$	

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	* Signature of owner, agent, lessee, or design professional
Print or type name	Print or type name
Date	Date
E-mail address	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
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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. 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: <input type="checkbox"/> Approved <input type="checkbox"/> Denied By: _____	Date: _____
ZONING: <input type="checkbox"/> Approved <input type="checkbox"/> Denied By: _____	Date: _____
E & S: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
CODE USED TO REVIEW APPLICATION: <input type="checkbox"/> 2018 VRC <input type="checkbox"/> 2015 VRC <input type="checkbox"/> 2018 VCC <input type="checkbox"/> 2015 VCC <input type="checkbox"/> 2018 VEBC	
<input type="checkbox"/> NO REVIEW – SUBJECT TO FIELD INSPECTIONS	
CONSTRUCTION TYPE: _____ OCCUPANCY TYPE: _____ OCCUPANCY LOAD: _____	
PLAN STORAGE: _____	