Date of Application:

Review period of all permit applications is a minimum of 3 business days.

Both pages are to be completed.

MANUFACTURED home only

HUD Sticker Present?

Other REQUIRED INFORMATION

For Office Use Only

Required for conveying all information relevant to this application including Building, Zoning, E&S Control Codes and all other applicable codes to the property owner and/or contractor.

I hereby certify that I have authority to make this application and to the truthfulness of the information in the application and that if any of the information provided is incorrect, the Building/Zoning Permit may be revoked. If the permit is issued wrongfully, whether based on misinformation or an improper application of the Code, the Building/Zoning Permit may be revoked. By signing this application I am hereby certifying that I am responsible for conveying all information relevant to this application including Building, Zoning, E&S Control Codes and all other applicable codes to the property owner and/or contractor.

Signature of Applicant
Printed Name of Applicant
Contact Phone #
Date

For Office Use Only

Tax Map #
Zoning Statement:
Subdivision:
Front:
Remarks:

Approved by:
C.B.O
C.Z.A.
Approval date:
**MECHANICS LIEN AGENT (if applicable)**

| Business Name: ____________________________ | Phone #: ____________________________ |
| Business Address: ____________________________________________________________________ | |

**GENERAL CONTRACTOR**

| Name: ____________________________ | Phone #: ____________________________ | Zip: ____________________________ |
| Address: ____________________________________________________________________ | Virginia Contractor’s License Number: ___________________ |

**ELECTRICAL CONTRACTOR**

| Name: ____________________________ | Phone #: ____________________________ | Zip: ____________________________ |
| Address: ____________________________________________________________________ | Virginia Contractor’s License Number: ___________________ |

**PLUMBING CONTRACTOR**

| Name: ____________________________ | Phone #: ____________________________ | Zip: ____________________________ |
| Address: ____________________________________________________________________ | Virginia Contractor’s License Number: ___________________ |

**HVAC CONTRACTOR**

| Name: ____________________________ | Phone #: ____________________________ | Zip: ____________________________ |
| Address: ____________________________________________________________________ | Virginia Contractor’s License Number: ___________________ |

**GAS CONTRACTOR**

| Name: ____________________________ | Phone #: ____________________________ | Zip: ____________________________ |
| Address: ____________________________________________________________________ | Virginia Contractor’s License Number: ___________________ |

**SPECIALTY CONTRACTOR** (ie. Fire Alarm/Sprinkler/Suppression Systems, Sprinkler, Kitchen Hood, Asbestos, Modular, etc.)

| Name: ____________________________ | Phone #: ____________________________ | Zip: ____________________________ |
| Address: ____________________________________________________________________ | Virginia Contractor’s License Number: ___________________ |

**OWNER’S AFFIDAVIT (Only fill out if you are the owner and doing the work yourself)**

I, ____________________________, of ____________________________, (Current Address) affirm that I am the owner of a certain tract or parcel of land located at: ____________________________, 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.

________________________________________
Signature of Owner

Date

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**§ 54.1-111. Prerequisites to obtaining building, etc., permit.** Any person applying to the building inspector or any other authority of a county, city, or town in this Commonwealth, charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, or structure, or any removal, grading or improvement shall furnish prior to the issuance of the permit, either (i) satisfactory proof to such inspector or authority that he is duly licensed or certified under the terms of this chapter to carry out or superintend the same, or (ii) file a written statement, supported by an affidavit, that he is not subject to licensure or certification as a contractor or subcontractor pursuant to this chapter. The applicant shall also furnish satisfactory proof that the taxes or license fees required by any county, city, or town have been paid so as to be qualified to bid upon or contract for the work for which the permit has been applied.

It shall be unlawful for the building inspector or other authority to issue or allow the issuance of such permits unless the applicant has furnished his license or certificate number issued pursuant to this chapter or evidence of being exempt from the provisions of this chapter. The building inspector, or other such authority, violating the terms of this section shall be guilty of a Class 3 misdemeanor. (Code 1950 § 54-138; 1970, c. 319; 1980, c. 634; 1988, c. 765; 1990, c. 911; 1991, c. 151; 1992, c. 713; 1995, c. 771; 1998, c. 754.)

**Cross references.** As to punishment for Class 3 misdemeanors, see § 18.2-11.