



**BUILDING PERMIT APPLICATION**

Date \_\_\_\_\_

Permit # \_\_\_\_\_

Is this property located in a historic district? Yes ( ) No ( )

**I am applying for this permit as: (Please check one)**

( ) **OWNER**

Name \_\_\_\_\_

Mailing address \_\_\_\_\_

City/ZIP \_\_\_\_\_ Phone \_\_\_\_\_

Affidavit

I \_\_\_\_\_

Of (address) \_\_\_\_\_

Affirm that I am the owner of a certain tract or parcel located at \_\_\_\_\_

And that I have applied for a building permit. I affirm that I am familiar with the prerequisites of section 54.1-111 or the Code of Virginia and I am not subject to licensure as a contractor or sub-contractor and that I accept the responsibility for insuring that all workmen hired in conjunction with this job are property licensed, registered or certified with applicable local, State and Federal agencies.

(Affiant)

Signed and acknowledged by \_\_\_\_\_

In the City of Staunton, VA on the \_\_\_\_\_ day of \_\_\_\_\_

20\_\_\_\_ in the presence of the undersigned witness.

(Witness)

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 or as shown on the attached plans and specifications as required by City Ordinances, and State and Federal Laws and Regulations. Failure to comply with any part or terms of this application shall be sufficient cause to revoke the permit so issued. Any change to the work as shown on the attached plans and specifications must be re-approved. **On completion of this work, I will report the final cost in detail and pay any additional fee as required by law.** I hereby authorize the building inspector or an authorized agent to enter upon my property during normal business hours to inspect the work authorized by this permit. **I understand this permit is not an approval for occupancy and that an occupancy permit must be obtained prior to occupancy for a change in use, a new occupancy, or for occupancy of a structure which has been vacant for six (6) months or more. (Permit void if construction not started within six (6) months of permit issuance.)**

Owner \_\_\_\_\_

( ) **CONTRACTOR**

Name \_\_\_\_\_

Mailing address \_\_\_\_\_

City/ZIP \_\_\_\_\_ Phone \_\_\_\_\_

License # \_\_\_\_\_

Expiration Date \_\_\_\_\_

I hereby certify that this proposed work will be done with the owner's consent and I acknowledge that I have read this application and the statements printed hereon and agree that the work will be done as stated and subject to the conditions stated herein.

Agent \_\_\_\_\_

Address \_\_\_\_\_

MLA \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**Attached Plans**

Number and type of plans filed with this application: \_\_\_\_\_

Plans prepared by: \_\_\_\_\_

**Lot Description**

House # \_\_\_\_\_ Street \_\_\_\_\_

Tax Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Subdivision \_\_\_\_\_ Zoning District \_\_\_\_\_

Number of buildings now on lot \_\_\_\_\_

**Present Use** (Dwelling, Apartment, Store, Factory, etc)

If multi-units specify number of units \_\_\_\_\_

**Description of Building**

# of Stories \_\_\_\_\_ # of Rooms \_\_\_\_\_

# of Baths \_\_\_\_\_ # of Elevators \_\_\_\_\_

**Building Area (square footage of work area)** \_\_\_\_\_

**(Must include living area, basement, garages, porches and decks)**

Height at highest point at front of building line \_\_\_\_\_

**Heating / Air Conditioning**

No Heat  Boiler  Gas Water Heater

Heat Pump  Electric Baseboard  Gas Clothes Dryer

Gas Furnace  Air Conditioning  Gas Fireplace/Logs

**Porches:**  Enclosed  Deck

**Suppression System Type:** \_\_\_\_\_

Partial  Complete

**Alarm System Type:** \_\_\_\_\_

Automatic  Manual

Connected to central site

**Description of Proposed Work**

Kind of work, materials, extent of work \_\_\_\_\_

**Estimated Total Value of Construction**

Including value of materials and labor

\$ \_\_\_\_\_

**Approval**

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

By \_\_\_\_\_

Building Official

Date \_\_\_\_\_ Fee \$ \_\_\_\_\_

Remarks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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