

## Permit Application Checklist

In addition to your permit application, please include the following:

- ✓ Name of property owner
- ✓ Property address
- ✓ Contractor's name and licensing information
- ✓ General description of the work to be done
- ✓ 2 copies of the building plans and 2 copies of sign drawings
- ✓ Name and address of Mechanics Lien Agent
- ✓ Site sketch or site plan showing distances from the building to property lines, and a sketch showing proposed sign location and any existing signs
- ✓ Driveway application showing location of proposed driveway
- ✓ E&S form or E&S plan, depending on project size
- ✓ Permit fee, based on square footage
- ✓ Payment of water and sewer facility fees

City of Staunton  
Community Development  
Division of Building Services  
116 W. Beverley St.  
P.O. Box 58  
Staunton, VA 24402

Recipient Name  
Address  
City, ST ZIP Code



## Building Permits

*Community Development  
Division of Building Services*





## Contact Us

Community Development  
Division of Building Services  
116 W. Beverley St.  
P.O. Box 58  
Staunton, VA 24402  
Phone: 540.332.3862  
Fax: 540.332.3807

Find additional information, visit the  
Division of Building Services page at  
[www.staunton.va.us](http://www.staunton.va.us).

## When is a building permit required?

Per Section 108.1 of the Virginia Uniform Statewide Building Code (USBC), a building permit is required in the following instances:

- Changing the use of a structure, either within the same use group or to a different use group, when the new use requires greater degrees of structural strength, fire protection, exit facilities, ventilation or sanitary provisions
- Removing or disturbing any asbestos or lead-containing materials during demolition, alteration, renovation of or additions to structures
- Moving a lot line that affects an existing structure's continued compliance with the building regulations under which it was built

- Construction or demolition of a building or structure. Installations or alterations involving:
  - (i) the removal or addition of any wall, partition or portion thereof,
  - (ii) any structural component,
  - (iii) the repair or replacement of any required component of a fire or smoke related assembly,
  - (iv) the alteration of any required means of egress system,
  - (v) water supply distribution system,
  - (vi) electric wiring,
  - (vii) fire protection system, mechanical systems, or fuel supply systems, or
  - (viii) any equipment regulated by the USBC

## What should be included in my building plans?

- A drawing that shows the plan for each floor level
- A foundation or footing plan that shows the footing sizes and the pier locations and the size of beams along the pier line
- A wall section indicating the framing members to be used for floors, walls and roofs
- Elevations showing how the building will look from the outside (may not be required for residential alterations)
- Some commercial plans will require prepared drawings from an architect and engineer

## Are there projects that are exempt from applying for a permit?

- Yes, Section 108.2 of the USBC does allow exemptions from applying for a permit. However, the homeowner or contractor completing the project shall still comply with the requirements of the code. Please contact the Building Services Division about what projects may be exempt from permits