



# BUILDING PERMIT APPLICATION

Building Services Division, Community Development Department  
116 W. Beverley Street, P.O. Box 58, Staunton, VA 24402  
540.332.3862

Date: \_\_\_\_\_

Job Address: \_\_\_\_\_ Parcel ID: \_\_\_\_\_

Name of Owner: \_\_\_\_\_ Address of Owner: \_\_\_\_\_  
\_\_\_\_\_

Owner Email: \_\_\_\_\_ Owner Phone No: \_\_\_\_\_

I \_\_\_\_\_ affirm that I am the owner of a certain tract or parcel located at \_\_\_\_\_ and that I have applied for a permit. I affirm that I am familiar with the prerequisites of section 54.1-1111 and 54.1-1101 of the Code of Virginia and I am not subject to licensure as a contractor or subcontractor and that I accept the responsibility for ensuring that all workmen hired in conjunction with this job are properly licensed, registered or certified with applicable local, State and Federal agencies.

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. 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 **(Permit void if construction not started within six (6) months of permit issuance.)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(  ) CONTRACTOR:**

Name: \_\_\_\_\_ Mailing address: \_\_\_\_\_

City/ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_ License #: \_\_\_\_\_

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

Email (must be email as used on the online portal): \_\_\_\_\_

Contractor Signature: \_\_\_\_\_

**(  ) AGENT:** 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.

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Agent Signature: \_\_\_\_\_

**If applicable, provide Mechanic's Lien Agent:**

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Office Use: Fee Collected: \$ \_\_\_\_\_ CC \_\_\_\_\_ CC Authorization: \_\_\_\_\_  
Check \_\_\_\_\_ # \_\_\_\_\_ Cash \_\_\_\_\_

**Permit Details**

Type of Use:  Residential  Commercial

Type of Permit:

Residential Single-Family  Residential Two-Family/Duplex  Residential Multi-Family  Modular Home

Addition/Deck/Porch  Detached Garage/Carport  Accessory Building

New Construction  Alteration  Change of Use  Demolition  Tent  Asbestos Abatement

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

Description of Proposed Work: \_\_\_\_\_

Square Feet Total: \_\_\_\_\_

Value of Construction: \_\_\_\_\_

\_\_\_\_\_

**General Information**

Virginia Construction Code Year: \_\_\_\_\_

Current Number of Buildings: \_\_\_\_\_

Present Use: \_\_\_\_\_

Building Code Construction Type: \_\_\_\_\_

Building Code Use Group: \_\_\_\_\_

Water Supply:  Public  Private (well)

Sewer Supply:  Public  Private (septic system)

\_\_\_\_\_

**Building Details**

Number of Stories: \_\_\_\_\_

Foundation Type:  Slab  Basement  Crawlspace

Number of Bedrooms: \_\_\_\_\_

Height of Building (average height): \_\_\_\_\_

Occupant load: \_\_\_\_\_

Fire Suppression  Yes  No

Type of System: \_\_\_\_\_

Fire Alarm  Yes  No

**Square Footage**

Provide the PROPOSED square feet for new construction or alteration. For a Two-Family Dwelling use one row per dwelling unit:

	Dwelling	2 <sup>nd</sup> Dwelling
Attached Garage		
Basement (finished or unfinished)		
Living Area		
Decks		
Porches (under roof)		

\_\_\_\_\_

**For Multi-Family Construction**

Number of Bedroom Units:

1 Bedroom Units	
2 Bedroom Units	
3 + Bedroom Units	

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**SITE SKETCH INFORMATION:** Please use the following checklist to provide a detailed site sketch 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 regulations.

- All property lines and adjacent streets and alleys
- All setback lines
- All existing structures
- All proposed structures to include building footprints, decks, porches, patios, stoops, bay windows, chimneys, mechanical equipment, stairs, sidewalks, retaining walls.
- Driveways and all parking areas
- All structure sizes and measurements. Please show distance from structures to property lines and distances between all structures.

**BUILDING PLANS:** If you are submitting paper plans to the office for review, one copy of buildings plans are required. If you have a digital set, you will need to email to [permits@fileshare.ci.staunton.va.us](mailto:permits@fileshare.ci.staunton.va.us). You must include the project address in the subject line of the email.

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".
- 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.

**UTILITES CONNECTIONS: – City Engineer’s Office 540.332.3862**

An application for [Water and Sewer Connection and Facility Fees](#) for any new connections must be submitted to the City Engineer’s Office to determine availability of services. This must be completed prior to issuance of any building permits.

**LAND DISTURBING PERMITS: – Environmental Programs Division 540.332.3858**

**Construction of a Single-Family Home or Sites under 10,000 Sq Ft:**

1. [An Agreement in Lieu of a Plan](#) must be completed and signed by the property owner and include payment of fee and submission of surety.
2. A pre-construction meeting must be held to discuss E&S controls required for your site.
3. A City E&S/VSMP inspector must make a site visit and review and approve your SWPPP (where applicable) and approve the initial controls E & S controls installed at your site.

**Agreement In Lieu Of A Plan Fee:** \$250 and a \$2,500 surety

**Commercial Sites and Sites over 10,000 Sq Ft require:**

1. All sites with a total land disturbance equal to or greater than an acre, or with land disturbance less than an acre but part of a larger common plan of development are required to obtain a VSMP Construction General Permit from DEQ. A separate permit fee is paid directly to DEQ.
2. E&S Control plan and Stormwater Management plan be submitted for reviewed and approval by the City for compliance per VESCP and VSMP regulations.
3. Completed application of City [Land Disturbing Permit](#).
4. Payment of the City Land Disturbance application fee and submission of surety.
5. Pre-construction meeting must be held to review the approved site plan and discuss E&S Control and Stormwater Management/BMP installation.
6. The City E&S Control Inspector is required to make a site visit and approve the initial E&S controls installed per the approved site plan before any land disturbance can take place.

**Land Disturbance Permit Fee:** \$3,000 and a surety of \$2,500 per acre (cash/check/letter of credit)

**DRIVEWAY ENTRANCE PERMIT – City Engineer’s Office 540.332.3858**

An application for a [Driveway Entrance Permit](#) is required for the construction of a driveway across a sidewalk, curb & gutter, or across that portion of the street between the pavement and the property line. This approval is authorized from the office of the City Engineer only upon application by the property owner. The entire expense falls on the property owner who must make his own arrangements for the construction authorized, which must be done in accordance with the City’s specifications and under the supervision of the Engineering Division.

**PROPERTY TAX– City Treasurer’s Office 540.332.3833**

All real estate property taxes must be paid prior to issuance of a building permit.