



TRADE PERMIT APPLICATION

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

Date: _____

Type of Use: Residential Commercial

Job Address: _____

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 Electrical/Plumbing/Mechanical 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.)**

Owner Signature: _____

If you are not the Owner or Contractor, you may apply as an agent for the owner with written authorization from owner.

() 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: _____

Address: _____

Phone: _____

Email: _____

Agent Signature: _____

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

Virginia Construction Code Year: _____

Is the scope of work part of an existing project: Yes No

General description of proposed work: _____

Commercial projects, provide square footage: _____ Estimated cost of work: \$ _____

Mechanical

_____ Number of Fuel Tanks to be Installed

_____ Number of Commercial Hoods

* All heating and cooling equipment and appliances shall be sized in accordance with the applicable code sections listed below. Check all that apply to this project.

2021 Virginia Residential Code - Section M1401.3 for single family dwellings, duplexes and townhouses not exceeding 3 stories.

2021 Virginia Energy Conservation Code - Section R403.7 for multi-family residential dwelling units.

2021 Virginia Energy Conservation Code - Section C403.3.1 for all non-residential spaces and structures.

Plumbing

Water/Sewer Supply:

Private

City services

Is an easement required for installation or repair of line?

Yes No

Number of exterior lines being installed: _____

Fire Suppression

Type of system: _____

For alteration, provide # of sprinkler heads: _____

Gas

Type of Gas:

Above Ground LP

In Ground LP

Natural Gas

Are you changing out a gas appliance?

Yes No

Type of appliance? _____

Will appliance be vented?

Yes No

*If yes, and if venting out an existing chimney, you will be required to provide a chimney certification form.

For New Construction:

What type of gas appliances are being installed?

CHECK ALL THAT APPLY: Furnace

Fireplace Water Heater Stove

Dryer OTHER _____

Fire Alarm

Type of system: _____

Type of dialer: _____

Type of backup dialer: _____

Electrical

Provide Size of Service: _____

Electric Service Provider:

Dominion Energy

SVEC

Location of Solar Panels:

Rooftop

Ground

Fuel Type for Standby Generator:

Natural Gas

Propane

Diesel