

ZONING PERMIT APPLICATION

Permit # _____

RESIDENTIAL or **COMMERCIAL**

Fill out all relevant sections COMPLETELY – Incomplete applications cannot be processed and will be returned

OWNER/PROPERTY INFORMATION:

Owner's Full Name: _____ Phone: (Day) _____
Name must match record owner shown on recorded deed

Parcel Address: _____ Email: _____

Property Identification Number: _____ Acres: _____ Lot #: _____ of _____ Subdivision

UTILITY INFORMATION:

Water: <input type="checkbox"/> Private <input type="checkbox"/> Public _____ <small style="margin-left: 100px;">Name of Provider</small>	Septic/Sewer: <input type="checkbox"/> Private <input type="checkbox"/> Public _____ <small style="margin-left: 100px;">Name of Provider</small>	Electrical Service: _____ <small style="margin-left: 100px;">Amps Name of Provider</small> <input type="checkbox"/> New Service <input type="checkbox"/> Existing Service
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PROPOSED CONSTRUCTION INFORMATION:

If proposed construction is residential, how many total bedrooms will exist upon completion of construction? _____

Height of proposed structure: _____ ft. (Note: Height measured from average finished grade) Number of Stories: _____

Building Code Used: Virginia Residential Code, Year _____ Virginia Construction Code, Year _____

- Scope of Work:**
- New Building
 - Addition
 - Alteration
 - Gas
 - Electrical
 - Mechanical
 - Plumbing
 - Repair/Replacement
 - Change of Use
 - Moving Structure
 - Swimming Pool
 - Pond
 - Sign
 - Other _____

DESCRIBE IN DETAIL THE PROPOSED WORK BEING DONE: [Note: If use of building is being changed or if joint use is being added, enter all new proposed use(s) and also define existing use(s).]

Valuation of work: \$ _____ (Contract amount OR real estate value after completion)

RESIDENTIAL (Square Footage)			COMMERCIAL (Square Footage)		
Existing/New	Existing/New	Existing/New	Existing/New	Existing/New	Existing/New
____/____ 1 st floor	____/____ Garage Attached	____/____ Porch	____/____ 1 st floor	____/____ Porch	
____/____ 2 nd floor	____/____ Garage Detached	____/____ Deck	____/____ 2 nd floor	____/____ Deck	
____/____ 3 rd floor	____/____ Carport	____/____ Stoop	____/____ 3 rd floor	____/____ # Fireplace	
____/____ Basement Finished	____/____ Walk-Up	____/____ Pool	____/____ 4 th floor	____/____ Pool	
____/____ Basement Unfin.	____/____ LPG Tank	____/____ Shed	____/____ Other	____/____ Signs	
____/____ #LPG Fireplaces	UST- AST / Gallons	____/____ Other	____/____ Other	____/____ Other	
____/____ #Wood Fireplaces	____/____ #Oil Tank	____/____ TOTAL		____/____ TOTAL	

-Continued on next page-

APPLICANT INFORMATION AND CERTIFICATION:

I hereby certify that:

- I have read and examined this application and know the information provided is true and correct.
- I acknowledge that the granting of a permit does not presume to give authority to violate or cancel the provisions of any local or state law regulating construction or the performance of construction, and by applying for this permit I hereby agree to adhere to all Town and State laws.
- I acknowledge that an application for a permit for any proposed work shall be deemed to have been abandoned six months after the date of filing unless such application has been pursued in good faith or a permit has been issued.
- I acknowledge that the Zoning Official shall be permitted to revoke a permit if work on the site authorized by the permit is not commenced within six months after issuance of the permit, or if the authorized work on the site is suspended or abandoned for a period of six months after the permit is issued. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as their agent. Agent's Initials

_____/_____/_____
 Name of Applicant: Print Signature Date
 Contact Information for Applicant: Phone: _____ Email: _____
 Applicant is: Owner Lessee Contractor Agent Other _____

FOR OFFICIAL USE ONLY: ZONING

Zoning Designation: _____ Required Setbacks- Front: _____ Side: _____ Rear: _____

Do the following apply to the property? Floodplain: <input type="checkbox"/> No <input type="checkbox"/> Yes	Notes/Comments For Permit:	<input type="checkbox"/> ADMIN PERMIT APPROVAL
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_____/_____ Signature: Zoning Administrator/Staff Date	Fee Due: \$ _____ Fee Paid: \$ _____
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Application Received By: _____ Date: _____ Notes: _____
 Re-Submittal Received By: _____ Date: _____ Notes: _____