

RESIDENTIAL BUILDING PERMIT APPLICATION

COUNTY OF HENRICO, VIRGINIA
 OFFICE OF
 BUILDING CONSTRUCTION AND INSPECTIONS
 4301 E. PARHAM ROAD • RICHMOND, VA 23228
 P.O. BOX 27032 • RICHMOND, VA 23273-7032
 www.co.henrico.va.us/bldg
 PHONE (804) 501-4360 • FAX (804) 501-4984
 INSPECTION REQUEST (804) 501-5490

APPLICATION DATE _____

INSTRUCTIONS
 Fill out application form completely. Submit application with two (2) complete sets of plans and two (2) plot plans. Plot plans must show all lot dimensions, building dimensions, set backs from all lot lines and other buildings on the same lot wetlands, flood plains, and Chesapeake Bay Preservation Areas. A site grading/drainage plan and/or erosion and sediment control plan and bond may be required by the Department of Public Works. If a Plan of Development is required, two (2) sets of signed and approved POD drawings shall accompany this application.
This permit application does not include installation of electrical, plumbing, heating, air conditioning, elevators, or fire protection systems. Separate permits are required and must be obtained prior to the time that work is begun.

Application is hereby made for a building permit in accordance with the description and for the purposes hereinafter set forth. This application is made subject to all County and State laws, Ordinances, rules and regulations now in force or that may hereafter be enacted affecting or regulating thereto and which are hereby agreed to by the undersigned applicant and which shall be deemed a condition entering into the exercise of this permit. Approval of this permit shall not be construed as authority to violate, cancel or set aside any provisions of applicable codes. The work conducted under this building permit will be subject to inspections during normal office hours by appropriate County officials for the purpose of determining compliance with applicable State and County laws and regulations. Such inspections are authorized by VA Code §36-105. By accepting this permit, the undersigned applicant agrees to these inspections. In addition, real estate assessors may inspect work as authorized by VA Code §58.1-3280.

DESCRIPTION OF WORK

BUILD NEW DWELLING DECK OTHER (SPECIFY) _____

ALTER/REPAIR REROOFING DETACHED GARAGE ATTACHED GARAGE

NEW ADDITION UTILITY BUILDING OTHER (SPECIFY) _____

SIDING / TRIM REPLACEMENT WINDOWS

STANDARD REFERENCE PLAN NO. _____

JOB LOCATION

STREET _____ NAME _____

LOT _____ BLOCK _____ SECTION _____ ADDRESS _____

SUBDIVISION _____ CITY _____ ST _____ ZIP _____

GPIN _____ PHONE () _____ FAX () _____

E-MAIL ADDRESS _____

CONTRACTOR

NAME _____ NAME _____

ADDRESS _____ ADDRESS _____

CITY _____ ST _____ ZIP _____ CITY _____ ST _____ ZIP _____

PHONE () _____ FAX () _____ PHONE () _____ FAX () _____

STATE REGISTRATION NUMBER _____ E-MAIL ADDRESS _____ E-MAIL ADDRESS _____

JOB INFORMATION

WATER SOURCE

COUNTY WATER PRIVATE COMPANY WELL

METHOD OF SEWAGE DISPOSAL

COUNTY SEWER PRIVATE COMPANY SEPTIC TANK

PROPERTY OWNER AFFIDAVIT

Pursuant to the provisions of Section 54.1-1111 of the Code of Virginia, I hereby certify that I will be responsible for all work performed under this permit.

CALL WHEN PERMIT IS READY AT THIS PHONE NO. () _____

MAIL PERMIT TO _____

SIGNATURE OF OWNER _____

COUNTY OR CITY _____

DATE / WITNESS _____

I hereby certify that I am the owner or that I have the authority of the owner to make application, that the information given is correct and that the use and construction shall conform to the County Health, Building and Zoning ordinances which are imposed on the property.

PRINT / TYPE NAME OF OWNER / AUTHORIZED AGENT _____

SIGNATURE OF OWNER / AUTHORIZED AGENT _____

NEW CONSTRUCTION / ADDITIONS			OFFICE USE ONLY							
FLOOR AREA	ESTIMATED	PERMIT FEE	ROUTING CHRONOLOGY							
			DEPT.	SEQUENCE	DATE REC'D	F&F ONLY	DATE APPROVED	DATE REJECTED	INITIALS	
FINISHED		X.10=	HEALTH DEPT.							
UNFINISHED		X.06=	PLANNING ZONING							
COST OF BUILDING EXCLUDE ELECTRICAL PLUMBING HVAC ELEVATOR FIRE PROTECTION	\$	BASE FEE	PUBLIC WORKS							
TOTAL COST INCLUDE ELECTRICAL PLUMBING HVAC ELEVATOR FIRE PROTECTION	\$	40.00	PUBLIC UTILITIES							
		SUB TOTAL	BLDG INSP							
		*STATE LEVY TAX								
		TOTAL →								
VOUCHER NUMBER	APARTMENTS, ALTERATIONS, REPAIRS, ETC		POD/VARIANCE NO							
		FEE FROM REVERSE SIDE								
		*STATE LEVY TAX								
		TOTAL →								

*THE LEVY PERCENTAGE IS SUBJECT TO CHANGE FOR CURRENT PERCENTAGE PLEASE CONTACT OUR OFFICE OR VISIT OUR WEB SITE.