COMMERCIAL BUILDING

PERMIT APPLICATION

COUNTY OF HENRICO, VIRGINIA
DEPARTMENT OF
BUILDING CONSTRUCTION AND INSPECTIONS
4301 E. PARHAM ROAD * HENRICO, VA 23228
P.O. BOX 90775 * HENRICO, VA 23273-0775
www.co.henrico.va.us/bldg
PHONE (804) 501-4360 * FAX (804) 501-4984

COM

October 1, 2013

APPLICATION DATE:

INSTRUCTIONS

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.

Submit two (2) copies of this application, two (2) sets of plans, specifications, soils report, and two (2) plot plans. Plot plans must show all lot dimensions, building dimensions, and set backs from all lot lines and other buildings on the same lot. A site grading plan, erosion control plan, bond and environmental site assessment may be required in accordance with the requirements of Chapter 10 "Environment" of the County Code. If a Plan of Development (POD) is required, two(2) sets of signed and approved POD drawings shall accompany this application. A detailed scale layout of parking facilities must be included on the plot plan. All tenant spaces require two (2) copies of the lease space plan.

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

(CHECK ALL THAT APPLY)

☐ NEW STRUCTURE ☐ ALTER/REPAIR
☐ TENANT UPFIT ☐ ADDITION ☐ SHELL BUILDING
☐ NEW TENANT ☐ DEMOLITION ☐ OTHER (SPECIFY)
☐ EXISTING-TENANT ☐ RE-ROOF ☐ VANILLA BOX

DOES THIS SPACE HAVE SPRINKLER PROTECTION? ☐ YES ☐ NO

HAS THIS SPACE BEEN OCCUPIED PREVIOUSLY? ☐ YES ☐ NO

IF YES, STATE PRIOR USE OF BUILDING

SPECIFIC USE OF BUILDING

☐ ASSEMBLY ☐ BUSINESS ☐ INDUSTRIAL ☐ HIGH HAZARD
☐ INSTITUTIONAL ☐ MERCANTILE ☐ RESIDENTIAL
☐ WHOLESALE / RETAIL STORAGE ☐ MISCELLANEOUS
☐ RELIGIOUS INSTITUTION ___YES ___NO ☐ OTHER

JOB / TENANT NAME:

ADDITIONAL DESCRIPTION OF WORK:

JOB LOCATION

STREET

GPIN

SUITE FLOOR#

OWNER OF RECORD

An Owner's Affidavit form shall be submitted if the owner/lessee will assume responsibility for the proposed work. Contact our office or visit our website to obtain a copy of this form.

NAME

ADDRESS

CITY ST ZIP

PHONE FAX

E-MAIL

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.

SIGNATURE OF OWNER / AUTHORIZED AGENT

PRINTED NAME OF OWNER / AUTHORIZED AGENT

CONTRACTOR

NAME

ADDRESS

CITY ST ZIP

PHONE FAX

VA CONTRACTOR'S LICENSE NUMBER

E-MAIL

ARCHITECT/ENGINEER

NAME

ADDRESS

CITY

ST ZIP

PHONE

FAX

VA RDP LICENSE NUMBER

E-MAIL

PROJECT CONTACT PERSON:

NAME:

PHONE: FAX:

E-MAIL:

ADDRESS

CITY ST ZIP

WATER SOURCE

☐ COUNTY WATER
☐ PRIVATE COMPANY
☐ WELL

METHOD OF SEWAGE DISPOSAL

☐ COUNTY SEWER
☐ PRIVATE COMPANY
☐ SEPTIC TANK

FLOOR AREA

FINISHED

UNFINISHED

ESTIMATED COST

COST OF BUILDING ONLY →
EXCLUDE:
ELECTRICAL, PLUMBING $_____
HVAC, ELEVATOR
FIRE PROTECTION

TOTAL COST →
INCLUDE:
ELECTRICAL, PLUMBING $_____
HVAC, ELEVATOR
FIRE PROTECTION

FOR OFFICE USE ONLY

PERMIT FEE

The fee for the first $5000 of the cost is $100. For amounts over $5000, the cost is $7 per additional $1000 or fraction thereof, of estimated cost.

PERMIT FEE		
***STATE LEVY TAX**		$0.00
TOTAL →		$0.00

VOUCHER NO. CHECK NO.

ROUTING CHRONOLOGY

DEPARTMENT	SEQUENCE	DATE RECEIVED	DATE APPROVED	DATE REJECTED	INITIALS
HEALTH DEPT.					
PLANNING/ ZONING					
PUBLIC UTILITIES					
PUBLIC WORKS					
BLDG. INSP.					

*Levy percentage is subject to change. For current percentage, contact our office or visit our website.

POD/VARIANCE NO.

Print Form