

RESIDENTIAL 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

RIES

October 1, 2013



APPLICATION DATE:		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.								
INSTRUCTIONS	<i>This permit application does not include installation of electrical, plumbing, heating, air conditioning, elevators, or fire protection systems. Separate permits are required for these systems and must be obtained prior to the time that work is begun.</i>									
	Fill out application form completely. Submit two (2) copies of the 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 applica-									
DESCRIPTION OF WORK	<input type="checkbox"/> BUILD <input type="checkbox"/> ALTER/REPAIR <input type="checkbox"/> DEMOLITION		(Briefly describe the work to be performed)							
	<input type="checkbox"/> NEW DWELLING <input type="checkbox"/> DECK <input type="checkbox"/> ADDITION <input type="checkbox"/> DETACHED GARAGE <input type="checkbox"/> UTILITY BUILDING <input type="checkbox"/> ATTACHED GARAGE <input type="checkbox"/> OTHER (SPECIFY) _____									
STANDARD REFERENCE PLAN NO. _____										
JOB LOCATION	STREET ADDRESS									
	LOT	BLOCK	SECTION							
	SUBDIVISION		GPIN							
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.		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							
	NAME									
	ADDRESS									
	CITY	ST				ZIP				
	HOME OR CELL PHONE									
	WORK PHONE	FAX								
E-MAIL										
CONTRACTOR	NAME									
	ADDRESS									
	CITY	ST	ZIP							
	VIRGINIA CONTRACTOR'S LICENSE NUMBER		PHONE	FAX						
	E-MAIL									
MECHANICS LIEN AGENT	RECEIVED STAMP									
						NAME				
						ADDRESS				
						CITY	ST	ZIP		
						PHONE	FAX			
E-MAIL										
<input type="checkbox"/> PHONE NO.: _____		NOTIFY WHEN PERMIT IS READY AT:		JOB INFORMATION	WATER SOURCE		METHOD OF SEWAGE DISPOSAL			
<input type="checkbox"/> E-MAIL: _____					<input type="checkbox"/> COUNTY WATER <input type="checkbox"/> PRIVATE COMPANY <input type="checkbox"/> WELL	<input type="checkbox"/> COUNTY SEWER <input type="checkbox"/> PRIVATE COMPANY <input type="checkbox"/> SEPTIC TANK				
MAIL PERMIT TO:										
ADDRESS										
CITY	STATE	ZIP								
NEW CONSTRUCTION				FOR OFFICE USE ONLY						
FLOOR AREA		PERMIT FEE		ROUTING CHRONOLOGY						
FINISHED		NEW ONE AND TWO FAMILY DWELLING	680. 00	DEPT.	SEQUENCE	DATE RECEIVED	DATE APPROVED	DATE REJECTED	INITIALS	
UNFINISHED										
ESTIMATED COST		*STATE LEVY TAX		HEALTH DEPT.						
COST OF BUILDING ONLY →		TOTAL →		PLANNING/ZONING						
EXCLUDE: ELECTRICAL, PLUMBING \$ _____ HVAC, ELEVATOR FIRE PROTECTION		ADDITIONS / ALTERATIONS / REPAIRS/ ETC. The fee for the first \$5000 of the cost is \$100. For amounts over \$5000, the cost is \$6 per additional \$1000 or fraction thereof, of estimated cost. The calculated fee shall not exceed \$680, regardless of the estimated cost.		PUBLIC WORKS						
TOTAL COST		AMOUNT FROM FEE SCHEDULE		PUBLIC UTILITIES						
INCLUDE: ELECTRICAL, PLUMBING \$ _____ HVAC, ELEVATOR FIRE PROTECTION		*STATE LEVY TAX		BLDG. INSP.						
		TOTAL →		* Levy percentage is subject to change. For current percentage, contact our office or visit our website.		VOUCHER NO.		POD/VARIANCE NO.		
						CHECK NO.				