

<b>For Office Use Only</b>
Date:
Building Permit No.:
Permit Fee:

# City of Petersburg



**NEIGHBORHOOD SERVICES**  
**BUILDING CODE COMPLIANCE DIVISION**  
 1340 E WASHINGTON ST • PETERSBURG, VIRGINIA 23803  
 PHONE (804) 733-2409 • FAX (804) 863-2780 • TDD (804) 733-3008  
[WWW.PETERSBURG-VA.ORG](http://WWW.PETERSBURG-VA.ORG)

## BUILDING PERMIT APPLICATION *(Fillable Form)*

**Project Location:**

**Description of Work:**

**No. Stories**                      **Square Footage (existing)**                      **Square Footage (proposed)**

**Cost of Construction (labor & material) \$**

**Is Project located in a Historic District?**      **Yes**      **No**                      **Which District**

**Is project located within a Chesapeake Bay Preservation Area?**      **Yes**                      **No**

**Project Type (check all that apply)** \*Required Dwgs.-(7) Sets New Construction-Commercial, (6) Sets New Construction-Residential, (3) Sets Any Renovation

**Residential (one & two family dwellings)**

**Commercial\*1**

**Repair**

**Addition**

**Detached Accessory - Accessory Type**

**Demolition\*1**

**Change of Use from**                      **to**

**New Construction**

**Existing Construction Type**

**Alteration**

**Renovation**

**Sign- #of signs**

**Tenant Up-fit**

**Other**

**\*1 Asbestos survey required for commercial projects or demolitions when building was constructed prior to January 1, 1985.**

**Plans Submitted By:**      **Architect**      **Contractor**      **Owner**      **Tenant**      **Owner's Agent**

**Owner**

Phone                      Fax                      Cell

**Address**

City                      State                      Zip

**Contractor**

Phone                      Fax                      Cell

**Address**

City                      State                      Zip

**Email**

**State Reg. No:**

**Class:**

**Expiration Date:**

**Endorsements:**

I DECLARE that I have made this application and it is true and correct to the best of my knowledge and belief. I agree to construct the described improvements in compliance with all provisions of the Municipal Code and Ordinances of the City of Petersburg and state law (including but not limited to the Virginia Uniform Statewide Building Code). I realize that this information is the basis for the review and approval of any plans in connection the issuance of the Building Permit. Permits which are not picked up in 30 days or where no inspections have been called for in 180 days shall expire and new permits must be applied for and all fines and fees paid before new permits will be issued.

APPLICANT (Please Print):

Signature:

Date:

Mechanics Lien Agent Designation: New Residential Only: Section 108.5. In accordance with §36-98.01 of the Code of Virginia, a building permit issued for any one- or two- family dwelling shall at the time of issuance contain, at the request of the applicant, the name, mailing address, and telephone of the mechanics lien agent as identified in § 43-1 of the Code of Virginia. If the designation of a mechanics lien agent is not so requested by the applicant, the building permit shall at the time of issuance state that none has been designated with the words "None Designated."

None Designated	Name: Attn: Mailing Address: Telephone Number:
-----------------	---

§ 54.1-1111. Prerequisites to obtaining building permit.

Any person applying to the building inspector or any other authority of a county, city, or town in this Commonwealth, charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, or structure, or any removal, grading or improvement shall furnish prior to the issuance of the permit, either (i) satisfactory proof to such inspector or authority that he is duly licensed or certified under the terms of this chapter to carry out or superintend the same, or (ii) file a written statement, supported by an affidavit, that he is not subject to licensure or certification as a contractor or subcontractor pursuant to this chapter. The applicant shall also furnish satisfactory proof that the taxes or license fees required by any county, city, or town have been paid so as to be qualified to bid upon or contract for the work for which the permit has been applied.

### Owner Affidavit

Complete this section only if you are an Owner doing your own work, and are not subject to licensure as a contractor or subcontractor.

If you are an owner and intend to perform the work yourself or to act as your own general contractor by subcontracting the work , an Owner Affidavit is required certifying that you are the owner of this tract or parcel of land, that you have applied for this permit, and are not subject to licensing as a contractor or subcontractor. Signing the Owner Affidavit and obtaining the permit in your name, designates you, as the owner, responsible for the quality of the work and for compliance with all applicable State and local codes. This Owner Affidavit is a legally binding document and must be completed, with the signature of the person who witnessed your signature to this document, acknowledging your knowledge of and compliance with Section 54.1-1111 of the Code of Virginia. This seriously affects your rights under the law. (Note: Lessees are Owners as per State Law.)

I, as the owner, will be responsible for the work performed on my property, and I shall be responsible for compliance with all state and local laws regulating building construction and use, and compliance with all City Ordinances.

Print Name of Owner	Owner's Signature	Date
Print Name Of Witness	Witness Signature	Date