

**TOWN OF WARRENTON, VIRGINIA**

18 Court Street, P.O. Drawer 341

Warrenton, VA 20188-0341

(540) 347-2405

**APPLICATION FOR BUILDING PERMIT**

**NO.** \_\_\_\_\_

Application is hereby made for a zoning permit in accordance with the description and for the purpose hereinafter set forth. This application is made subject to all Town and State Laws and Ordinances and which are hereby agreed to by the undersigned and which shall be deemed a condition entering into the exercise of this permit. The permit is valid for six (6) months from date of issuance. If not renewed prior to expiration, this permit is null and void.

**FILL OUT COMPLETELY – INCOMPLETE APPLICATIONS *WILL NOT* BE PROCESSED**

Record Owner as shown on deed:

Name: \_\_\_\_\_ Phone(Day): \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

PIN #: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Subdivision: \_\_\_\_\_ Lot No.: \_\_\_\_\_

Subject Property Street Address: \_\_\_\_\_

Acres: \_\_\_\_\_ Street Frontage: \_\_\_\_\_ Existing Structures(Number & Type): \_\_\_\_\_

Dimensions: Finished Area: \_\_\_\_\_ square feet, Unfinished Area: \_\_\_\_\_ square feet

Height of Structure: \_\_\_\_\_ feet Cost of Construction: \$ \_\_\_\_\_

**TYPE OF IMPROVEMENT:**

- \_\_\_\_\_ New Building
- \_\_\_\_\_ Addition
- \_\_\_\_\_ Alteration, Repair
- \_\_\_\_\_ Demolition
- \_\_\_\_\_ Moving(relocation)
- \_\_\_\_\_ Foundation/Footing Only
- \_\_\_\_\_ Electrical
- \_\_\_\_\_ Temporary Electrical
- \_\_\_\_\_ Mechanical
- \_\_\_\_\_ Plumbing
- \_\_\_\_\_ Swimming Pool
- \_\_\_\_\_ Change of Use
- \_\_\_\_\_ Other, Specify Below

**PROPOSED USE:**

- \_\_\_\_\_ One Family, # of Bedrooms \_\_\_\_\_
- \_\_\_\_\_ Two or more Family, # of Bedrooms \_\_\_\_\_
- \_\_\_\_\_ Transient Hotel, Motel, or Dormitory \_\_\_\_\_
- \_\_\_\_\_ # Units \_\_\_\_\_
- \_\_\_\_\_ Townhouse \_\_\_\_\_
- \_\_\_\_\_ Apartment \_\_\_\_\_
- \_\_\_\_\_ Modular/Industrialized Home, # Bedrooms \_\_\_\_\_
- \_\_\_\_\_ Manufactured (Mobile) Home, # Bedrooms \_\_\_\_\_
- \_\_\_\_\_ Garage, Carport \_\_\_\_\_
- \_\_\_\_\_ Pond \_\_\_\_\_
- \_\_\_\_\_ Amusement, Recreational \_\_\_\_\_
- \_\_\_\_\_ Sign \_\_\_\_\_
- \_\_\_\_\_ Fence \_\_\_\_\_
- \_\_\_\_\_ Church \_\_\_\_\_
- \_\_\_\_\_ Industrial \_\_\_\_\_
- \_\_\_\_\_ Service Station \_\_\_\_\_
- \_\_\_\_\_ Hospital, Institutional \_\_\_\_\_
- \_\_\_\_\_ Office, Bank \_\_\_\_\_
- \_\_\_\_\_ Public Utility \_\_\_\_\_
- \_\_\_\_\_ School, Library, Educational \_\_\_\_\_
- \_\_\_\_\_ Retail Store \_\_\_\_\_
- \_\_\_\_\_ Tank, Tower \_\_\_\_\_
- \_\_\_\_\_ Deck \_\_\_\_\_
- \_\_\_\_\_ Other, Specify Below \_\_\_\_\_

**DESCRIBE IN DETAIL 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).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws ordinances governing the above proposed work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other statement, local, or state law regulating construction or performance of construction.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Print Name \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

Relationship:  Owner  Agent **NOTE: If agent complete affidavit on the back of this application.**

<b>ZONING CERTIFICATION:</b> _____	<b>OFFICE USE ONLY</b>
Name _____	Date _____
<input type="checkbox"/> <i>Approved:</i> _____	
<input type="checkbox"/> <i>Disapproved:</i> _____	

SELECTED CHARACTERISTICS OF BUILDING – Residential and Nonresidential

<b>Heating/Cooling System</b> <input type="checkbox"/> Gas <input type="checkbox"/> Heat Pump <input type="checkbox"/> Oil <input type="checkbox"/> Central Air <input type="checkbox"/> Electric Baseboard <input type="checkbox"/> Electric Furnace	<b>Electrical Service</b> Power Company _____ Job Number _____ Amps _____
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**Dimensions:**

Nonresidential – Commercial _____ sq. ft.	
<b>Residential - <i>Finished Area</i>*</b>	<b>Residential – Unfinished Area*</b>
1 <sup>st</sup> Floor _____ sq. ft.	Unfinished Basement _____ sq. ft.
2 <sup>nd</sup> Floor _____ sq. ft.	Garage _____ sq. ft.
3 <sup>rd</sup> Floor _____ sq. ft.	Carport _____ sq. ft.
Finished Basement _____ sq. ft.	Porch/Deck _____ sq. ft.
	Other(s) [i.e., pool, etc] _____ sq. ft.
Total Finished Area _____ sq. ft.	Total Unfinished Area _____ sq. ft.

\* The total finished and unfinished area dimensions that you specify on this page must match (1) those specified on the first page of this application and (2) those specified on the building plans. The area specified shall be calculated from the outside dimensions of the structure.

**FOR OFFICIAL USE ONLY**

<b>Construction Classification</b>				<b>Validation</b>			
_____ Use Group				Issue Date _____			
_____ Construction Type				Receipt Number _____			
IBC _____	IRC _____	USBC _____					
<u>Fees</u>				<u>Fees</u>			
<b>Building Fees</b>		<b>Mechanical Fees</b>		<b>Plumbing Fees</b>		<b>Certificate of Occupancy</b>	
# _____	\$ _____	# _____	\$ _____	# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____	# _____	\$ _____	Temp. Cert. of Occupancy	
# _____	\$ _____	# _____	\$ _____	# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	<b>Electrical</b>		# _____	\$ _____	<b>Photocopies</b>	
# _____	\$ _____	# _____	\$ _____	<b>Water/Sewer</b>		# _____	\$ _____
# _____	\$ _____	# _____	\$ _____	# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____	<b>Administrative</b>		<b>Plan Review</b>	
# _____	\$ _____	# _____	\$ _____	# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____	# _____	\$ _____	# _____	\$ _____
				Virginia Fee Levy		# _____	\$ _____
				Total Building Permit Fees		\$ _____	
Other Fees: _____				Zoning Fee: _____			
_____				Tap Fees: _____ Water _____ Sewer _____			

**CONTRACTOR INFORMATION**

Building Contractor

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Contractors License & Certification Information

License Type: Class A \_\_\_ Class B \_\_\_ Class C \_\_\_  
License Number: \_\_\_\_\_  
Daytime Phone Number: \_\_\_\_\_

Electrical Contractor

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

License Type: Class A \_\_\_ Class B \_\_\_ Class C \_\_\_  
License Number: \_\_\_\_\_  
Tradesman Certificate #: \_\_\_\_\_

Plumbing Contractor

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

License Type: Class A \_\_\_ Class B \_\_\_ Class C \_\_\_  
License Number: \_\_\_\_\_  
Tradesman Certificate #: \_\_\_\_\_

Mechanical Contractor

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

License Type: Class A \_\_\_ Class B \_\_\_ Class C \_\_\_  
License Number: \_\_\_\_\_  
Tradesman Certificate #: \_\_\_\_\_

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**NOTE:**

This document contains information concerning the Virginia contractor's licensing and tradesman certification laws. Please read carefully before signing.

As owner or agent, I affirm that I am obtaining a permit for work in the Town of Warrenton at the tract or parcel of land identified in the permit application, that I have applied to erect a structure on said land, repair or improve an existing structure on said land, construct a driveway, etc., the total fair market value of which will be One Thousand Dollars (\$1,000.00) or more; that I am aware of provisions of Title 54, Chapter 11, Code of Virginia, that requires a contractor to be properly licensed and duly issued a license from the State Board of Contractors before he/she may bid or undertake a job of \$1,000.00 or more; that I am familiar with the responsibilities of the contractor or awarding authority specified in Section 54.1-1115 of the code which prohibits any contractor or awarding authority from considering bids, awarding contracts, or doing work, the total value of which \$1,000.00 or more; to or by any contractor not properly licensed under the provision of the Code; and that to do so would constitute the commission of a misdemeanor. I further certify that if I am seeking the exemption from complying with the requirements of Title 54, Chapter 11 of the Code of Virginia, that I have not supervised or performed construction, removal, repair or improvement of any other building for retail use, commercial use or residential use on property owned by my in the 24 months preceding the date I sign this document.

I further certify that I am aware of the provisions of Title 54, Chapter 11 of the Code of Virginia which requires a tradesman to be properly certified and duly issued a certificate from the State Board of Contractors before he/she may engage in, or offer to engage in, work for the general public for compensation on the trades of electrical, plumbing, heating, ventilation, air-conditioning and gas fitting.

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**AFFIDAVIT**

I hereby certify that the proposed work is authorized by the owner of record of the property identified on the front of this application and I have been authorized by the owner to make this application as his authorized agent.

Please print your name: \_\_\_\_\_

Signature of Agent: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_