



**APPLICANT INFORMATION AND CERTIFICATION:**

**I hereby certify that:**

- I have read and examined this application and know the information provided is true and correct.
- I acknowledge that the granting of a permit does not presume to give authority to violate or cancel the provisions of any local or state law regulating construction or the performance of construction, and by applying for this permit I hereby agree to adhere to all County and State laws.
- I acknowledge that an application for a permit for any proposed work shall be deemed to have been abandoned six months after the date of filing unless such application has been pursued in good faith or a permit has been issued.
- I acknowledge that the Building/Zoning Official shall be permitted to revoke a permit if work on the site authorized by the permit is not commenced within six months after issuance of the permit, or if the authorized work on the site is suspended or abandoned for a period of six months after the permit is issued. I acknowledge that the permit holder is responsible to call for an inspection within the 1<sup>st</sup> six months as proof work has commenced. Inspections will be required at six month intervals as proof of continuance of construction and shall extend the permit six months from that date. If no inspections are performed within the six month interval a request for an extension of the permits may be made, with additional fees charged.
- I acknowledge that the Building Official shall be permitted to require a three year time limit to complete construction of new detached single-family dwellings, additions to detached single-family dwellings and residential accessory structures. The time limit shall begin from the issuance date of the permit.
- I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as their agent. \_\_\_\_\_ Agent's Initials

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Name of Applicant: Print Signature Date

Contact Information for Applicant: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant is:  Owner  Lessee  Contractor  Agent  Other \_\_\_\_\_

**FOR OFFICIAL USE ONLY: ZONING**

Zoning Designation: \_\_\_\_\_ Required Setbacks- Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_

Do the following apply to the property? Floodplain: <input type="checkbox"/> No <input type="checkbox"/> Yes BOS Easement: <input type="checkbox"/> No <input type="checkbox"/> Yes Proffers: <input type="checkbox"/> No <input type="checkbox"/> Yes... Case #: _____ Site Plan: <input type="checkbox"/> No <input type="checkbox"/> Yes... Case #: _____ SP or SE: <input type="checkbox"/> No <input type="checkbox"/> Yes... Case #: _____	Notes/Comments For Permit:	<input type="checkbox"/> <b>ADMIN PERMIT APPROVAL</b>
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\_\_\_\_\_/\_\_\_\_\_  
 Signature: Zoning Administrator/Staff Date

Fee Due: \$ \_\_\_\_\_  
 Fee Paid: \$ \_\_\_\_\_

**FOR OFFICIAL USE ONLY: BUILDING**

<b>FEES:</b> Minimum Submittal Fee: # _____ \$ _____ # _____ \$ _____ # _____ \$ _____ # _____ \$ _____ Total Paid at Submittal: \$ _____ <hr/> Photocopies: Black # _____ \$ _____ Photocopies: Color # _____ \$ _____	Building: # _____ \$ _____ # _____ \$ _____ # _____ \$ _____ Electrical: # _____ \$ _____ # _____ \$ _____ Plumbing: # _____ \$ _____ Water/Sewer: # _____ \$ _____ # _____ \$ _____	Mechanical: # _____ \$ _____ # _____ \$ _____ # _____ \$ _____ Certificate of Occupancy: # _____ \$ _____ 2% Virginia Fee Levy # <u>800</u> \$ _____ Plan Review: # _____ \$ _____ Erosion & Sediment: # _____ \$ _____	<b>Total Permit Fees:</b> \$ _____ - Less <b>Total Paid at Submittal:</b> \$ _____  <b>Total Fees Due:</b> \$ _____
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\_\_\_\_\_/\_\_\_\_\_  
 Signature: Building Official/Staff Date

Application Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Notes: \_\_\_\_\_

Re-Submittal Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Notes: \_\_\_\_\_