



Permit Application for one and two family dwellings

# Residential Building and Zoning

Permit #

Date

The current code in effect is the

**2012 Virginia Uniform Statewide Building Code**

Property Address

Tax Map #

Applicant Name

Relationship to Property Owner

Owner

Contractor

Agent

Design Professional

Applicant Address

City

State

Zip Code

Phone #

Cell #

Email Address

Mechanic's Lien Agent

Address

City

State

Zip Code

## Description of Project

<input type="radio"/> New	<input type="radio"/> Dwelling	<input type="radio"/> Mobile/ Manufactured	<input type="radio"/> Modular
<input type="radio"/> Accessory Structure	<input type="radio"/> With Trades	<input type="radio"/> Without Trades	<input type="radio"/> Moving a Structure
<input type="radio"/> Repair/ Remodel	<input type="radio"/> With Trades	<input type="radio"/> Without Trades	<input type="radio"/> CO Request
<input type="radio"/> Pool	<input type="radio"/> With Trades	<input type="radio"/> Without Trades	<input type="radio"/> With Accessories
<input type="radio"/> Deck/Porch	<input type="radio"/> With Trades	<input type="radio"/> Without Trades	
<input type="radio"/> Addition			

**Total Cost of Construction**  
*(Include cost of all labor & Materials for the entire project)*

Questions regarding disturbing or removal of asbestos should be forwarded to the Department of Labor and Industry. For information call 540-562-3580 ext. 131.

## Checklist For Submission

- Application Complete
- Owner/Builder Affidavit if applicable
- Contractor/Subcontractor Listing form
- Basic Development Plan or Approved Comprehensive Development Plan
- 1 set of plans drawn to scale with sufficient detail & clarity to indicate the nature & extent of the work proposed. Drawings must have the seal of a design professional when required.
- When applicable, availability letter for water & sewer service. Receipt for payment required prior to issuance.
- If in a Historic District, attach the Certificate of Appropriateness.
- Floodplain Elevation Certificate if in Special Flood Hazard Area.
- If in the NDD District, following appropriate guidelines.

1 hour rated exterior wall acknowledgement. (required if less than 5 ft. from property line) Initial:

I understand that all applications for construction permits, along with all additional required information, must be provided to the Permit Center prior to processing of this application. All information submitted will be reviewed prior to the issuance of a permit. Should a technical plan review be required, the City of Roanoke strives to complete these reviews in ten (10) working days. Should information be missing or additional information be required, the review process may be delayed.

I also understand that all contractors and subcontractors are required to have the proper trade certifications when required, a current business license for the City of Roanoke and current state licensing when required by the Virginia Department of Professional and Occupational Regulations (DPOR).

I also understand that I am required to conform to all applicable requirements of the Virginia Uniform Statewide Building Code, the Zoning Ordinance for the City of Roanoke and all other applicable laws and ordinances.

Initial

**Planning Building & Development** 215 Church Ave., SW, Room 170 Roanoke, VA 24011

Phone: (540) 853-1090 [www.roanokeva.gov](http://www.roanokeva.gov) [permitcenter@roanokeva.gov](mailto:permitcenter@roanokeva.gov)