



Permit Application for Commercial Building and Zoning

Permit #

Date

The current code in effect is the

2015 Virginia Uniform Statewide Building Code

Total Cost of Construction

(Include cost of all labor & Materials for the entire project)

Work Location Business Name

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

Primary Contact for Permit

Type of Contact

Office

Field

Phone #

Description of Project

Building Code Data

Number of Stories

Type of Construction

Building Square Feet

Existing use

Proposed Use

Use of Property

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.

- | | | | |
|---|-----------------------------------|--------------------------------------|--|
| <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"/> New | <input type="radio"/> Dwelling | <input type="radio"/> Modular | |
| <input type="radio"/> Pool | <input type="radio"/> With Trades | <input type="radio"/> Without Trades | |
| <input type="radio"/> Deck/Porch | <input type="radio"/> With Trades | <input type="radio"/> Without Trades | |
| <input type="radio"/> Addition | | | |
| <input type="radio"/> City Annual | | | |

Asbestos Survey if the building was initially built prior to January 1, 1985

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 Here

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

Phone: (540) 853-1090 www.roanokeva.gov permitcenter@roanokeva.gov

Checklist For Submission

Below is what may or may-not be required for your submission depending on your project and location. A delay in accepting your application may be possible if all required documents are not provided.

- | | |
|--|---|
| <input type="checkbox"/> Application Complete | <input type="checkbox"/> When applicable, availability letter for water & sewer service. Receipt for payment required prior to issuance. |
| <input type="checkbox"/> Owner/Builder Affidavit if applicable | <input type="checkbox"/> If in a Historic District, attach the Certificate of Appropriateness. |
| <input type="checkbox"/> Contractor/Subcontractor Listing form | <input type="checkbox"/> Floodplain Elevation Certificate if in Special Flood Hazard Area. |
| <input type="checkbox"/> Basic Development Plan or Approved Comprehensive Development Plan | <input type="checkbox"/> If in the NDD District, following appropriate guidelines. |
| <input type="checkbox"/> 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. | |