



CITY OF BUENA VISTA
 Department of Planning & Community Development
 Building Inspections Office
 2039 Sycamore Avenue
 Buena Vista VA 24416

Alan McMahan, CBO, MPA
 Building Official
 (540) 261-8635
 inspector@bvcity.org

RESIDENTIAL BUILDING PERMIT APPLICATION

(Please fill out all applicable sections)

DATE:	PERMIT # (to be completed by BI Office):	This document is applicable to the construction or alteration of buildings, electrical, plumbing, heating, air conditioning, elevators, and fire protection systems. <u>Permits must be obtained before related work may begin.</u>	
Application is hereby made for a building permit in accordance with the description and for the purposes hereinafter set forth. This application is made subject to all City and State laws, ordinances, rules and regulations now in force or that may hereafter be enacted affecting or regulating thereto and which are hereby agreed to by the undersigned applicant and which shall be deemed a condition entering into the exercise of this permit. Approval of this permit shall not be construed as authority to violate, cancel or set aside any provisions of applicable codes. The work conducted under this building permit will be subject to inspections during normal office hours by appropriate City officials for the purpose of determining compliance with applicable State and City laws and regulations. Such inspections are authorized by VA Code §36-105. By accepting this permit, the undersigned applicant agrees to these inspections. In addition, real estate assessors may inspect work as authorized by VA Code §58.1-3280.			
PROJECT ADDRESS:			
DESCRIPTION OF WORK			
<input type="checkbox"/> Build <input type="checkbox"/> Alter/Repair <input type="checkbox"/> Demolition		<i>Briefly describe the work that will be done.</i>	
<input type="checkbox"/> Addition <input type="checkbox"/> Demolition <input type="checkbox"/> Detached Garage <input type="checkbox"/> Manufactured Home/ Modular Building	<input type="checkbox"/> Swimming Pool <input type="checkbox"/> Utility Building <input type="checkbox"/> Other (specify)	Submit completed application form with two (2) complete sets of construction documents* IMPORTANT: New buildings and additions to existing buildings require a zoning construction permit before obtaining a building permit.	
OWNER OF RECORD:			
* A signed Owner Affidavit form must be submitted with the application if the owner or lessee will assume responsibility for the proposed work. The Affidavit is through the Building Inspections Office or on the City's website at: https://www.buenavistava.org/business/forms-permits/			
Name:		Email Address:	
Street Address:		City:	State: Zip:
Home or Cell Phone:			
I hereby certify that I am the owner or that I have the authority of the owner to make application, that the information given is correct and that the use and construction shall conform to the City Health, Building and Zoning ordinances which are imposed on the property.			
PRINTED NAME OF OWNER OR AUTHORIZED AGENT:			
SIGNATURE OF OWNER OR AUTHORIZED AGENT:			

APPLICANT NAME (if contractor is applicant, write "See Below"):		
Address:	City:	State:
Zip:	Email:	
CONTRACTOR NAME:		
Address:	City:	State:
Zip:	Email:	Phone #:
<i>VA Contractor's License #:</i>		Fax #:
NEW OR EXISTING BUILDING SQUARE FEET:		Number of Stories:
Added square feet (if permit is for an addition)—————▶	Finished:	Unfinished:
NAME OF MECHANICS LIEN AGENT (if applicable):		
Address:	Email:	Phone #:
ESTIMATED CONSTRUCTION COST (not including electrical, plumbing, HVAC, elevator, and fire protection costs):		
		\$ _____
<p><i>*Questions about disturbing or removing asbestos should be directed to the Virginia Department of Labor and Industry at (540) 562-3580, Ext. 131</i></p>	<p>As the Applicant, I understand that all applications for construction permits, and all additional required information, must be provided to the Building Inspections Office prior to the processing of this application. All information submitted will be reviewed prior to the issuance of a permit. I also understand that all contractors and subcontractors are required to have the proper trade certifications when required, a current business license 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 Buena Vista and all other applicable laws, regulations and ordinances.</p> <p style="text-align: right;">INITIAL: _____</p>	

Submission Checklist:

- A completed Residential Building Permit Application
- Current Contractor licensing information
- Two (2) sets of construction documents drawn to scale with sufficient detail and clarity to indicate the nature and extent of the work proposed. *Construction documents may be required to bear the stamp/seal of a registered design professional, either in accordance with §54.1-406 of the Code of Virginia, or as required by the Building Official.
- Completed and signed Owner/Builder Affidavit, if applicable

OFFICE USE ONLY		
Permit Fee Calculation (Min. Permit Fee: \$25.00)	Permit Fee	
If the Estimated Construction Cost is less than \$1,000,000, then multiply that amount: _____ x .004 to determine permit fee: _____▶	\$ _____	
OR		
If the Estimated Construction Cost is greater than \$1,000,000, then multiply that amount: _____ x .004 and then add \$4,000 to determine permit fee: _____▶	\$ _____	
* MINIMUM PERMIT FEE IS \$25.00		
Applicable VUSBC:	Tax Map No.:	Zoning: