



**City of Emporia**  
**Building and Zoning Permit Applications**  
 201 South Main Street  
 Emporia, VA 23847  
 (434) 634-6315(O) (434) 634-0003 (F)

**Permit Number** \_\_\_\_\_  
**Date** \_\_\_\_\_  
**Tax Map #** \_\_\_\_\_  
**Zoning** \_\_\_\_\_  
**Enterprise Zone** Yes \_\_\_ No \_\_\_

Property Owner: \_\_\_\_\_ Phone # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Applicant's Name: \_\_\_\_\_ Phone # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_  
 Street Address or Building Site: \_\_\_\_\_  
 List of Work to be covered by Permit: \_\_\_\_\_  
 Zoning -  Zoning Compliance  Zoning Compliance Existing Building *(one must be checked for any additions or new construction)*

<b>A. TYPE OF IMPROVEMENT</b> 1. <input type="checkbox"/> New Building 2. <input type="checkbox"/> Remodel/Add/Demo 3. <input type="checkbox"/> Electrical/Plumbing/Mechanical 4. <input type="checkbox"/> Other Specify: _____ <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential USBC Use Group _____ USB Type of Construction _____ 5. Value \$ _____	<b>B. PROPOSED USE-RESIDENTIAL</b> 1. <input type="checkbox"/> One Family Dwelling 2. <input type="checkbox"/> Two or more Family Dwelling # of Units _____ 3. <input type="checkbox"/> Garage/Carport 4. <input type="checkbox"/> Storage Building 5. <input type="checkbox"/> Other Specify: _____ Non-Residential - State Use _____	<b>C. TYPE OF CONSTRUCTION</b> 1. <input type="checkbox"/> Site Built 2. <input type="checkbox"/> SWMH yr _____ type _____ 3. <input type="checkbox"/> DWMH yr _____ type _____ 4. <input type="checkbox"/> Modular 5. <input type="checkbox"/> Other Specify: _____ _____ _____
<b>D. PLUMBING INFORMATION</b> 1. <input type="checkbox"/> Water Lateral Water _____ 2. <input type="checkbox"/> Sewer Lateral Sink _____ 3. No. of Bedrooms _____ 4. No. of Bathrooms Full _____ Half _____ 5. Total Rooms _____ 6. Value of Work \$ _____ 7. No. of Showers _____ 8. Hose Bibs _____	<b>E. WATER SUPPLY</b> 1. <input type="checkbox"/> Public 2. <input type="checkbox"/> Private <b>F. SEWAGE</b> 1. <input type="checkbox"/> Public 2. <input type="checkbox"/> Private Septic 3. <input type="checkbox"/> Pump Station <b>G. ELECTRICAL INFORMATION</b> 1. <input type="checkbox"/> Temporary/Change of Service 2. <input type="checkbox"/> Other Specify: _____ 3. Size of Service: _____ 4. Value of Work: \$ _____	<b>H. MECHANICAL</b> 1. <input type="checkbox"/> Central Air 2. <input type="checkbox"/> HVAC 3. <input type="checkbox"/> Suppression/sprinkler System-fire 4. <input type="checkbox"/> Other 5. Value of Work: \$ _____ <b>I. TYPE OF HEAT</b> 1. <input type="checkbox"/> Gas/Elect./Oil 2. <input type="checkbox"/> Other Specify: _____ HVAC-Size: _____
<b>J. BUILDING SIZE:</b> 1st Floor _____ x _____ = _____ Sq. Ft.    2nd Floor _____ x _____ = _____ Sq. Ft. Basement _____ x _____ = _____ Sq. Ft.    Garage _____ x _____ = _____ Sq. Ft. Unfinished _____ x _____ = _____ Sq. Ft.    Exterior _____ x _____ = _____ Sq. Ft.  Total Square Feet: _____ Height: _____ Vertical Feet: _____		<b>K. ACCESSORY STRUCTURE</b> 1. <input type="checkbox"/> Sq. Ft. _____ 2. <input type="checkbox"/> Electrical Lighting 3. <input type="checkbox"/> Shed _____ 4. <input type="checkbox"/> Carports _____ 5. <input type="checkbox"/> Swimming Pool _____
<b>L. LAND DISTURBANCE</b> 1. First Acre _____ 2. Additional Acreage _____	<b>M. FIRE PROTECTION</b> Fire _____ Alarm _____ Elevators _____ Value of Work \$ _____ <input type="checkbox"/> Kiddie Ride _____ <input type="checkbox"/> Circular Ride _____ <input type="checkbox"/> Other Rides _____ <input type="checkbox"/> Tents- (size) _____ Value of Work \$ _____	

## *Contractor Information*

**General:** \_\_\_\_\_ License No: \_\_\_\_\_

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

**Plumber:** \_\_\_\_\_ License No: \_\_\_\_\_

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

**Electrician:** \_\_\_\_\_ License No: \_\_\_\_\_

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

**Mechanical:** \_\_\_\_\_ License No: \_\_\_\_\_

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

## *Contractor Authorization Form*

*(Complete if obtaining permit on behalf of contractor)*

\_\_\_\_\_ is hereby authorized to obtain a \_\_\_\_\_  
(Name) (Building, Electrical, Mechanical.)

permit on behalf of \_\_\_\_\_ for the installation of  
(Contractor Name)

\_\_\_\_\_  
(Permitted Work)

By: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

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

License #: \_\_\_\_\_

Expires: \_\_\_\_\_

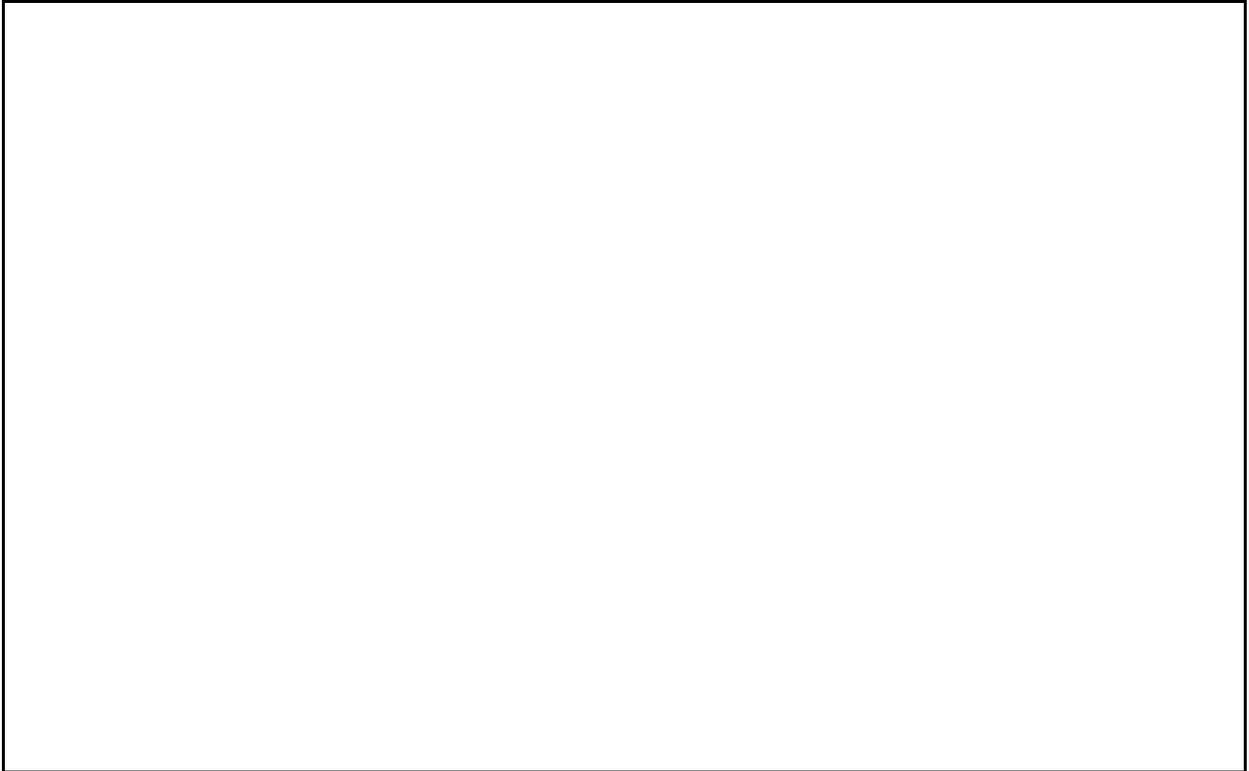
Date: \_\_\_\_\_

CITY OF EMPORIA  
BUILDING PERMIT APPLICATION PLOT PLAN

Approval of plans is based on information submitted by the applicant. Any approval found to be procured by misrepresentation of facts or conditions, misstatements, or error in any or all application materials shall be deemed to void the building permit.

PROPOSED USE: \_\_\_\_\_

PLOT PLAN



Front Yard Setbacks are measured from: \_\_\_\_\_ Street Centerline \_\_\_\_\_ Street Right-of-Way

I certify the above information is true and correct.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

***For Office Use Only***

***Departmental Approvals***

Planning  Approved  Denied \_\_\_\_\_ Date \_\_\_\_\_

Building:  Approved  Denied \_\_\_\_\_ Date \_\_\_\_\_

E911 Street Address (new): \_\_\_\_\_

***\*\*The property showing the structure location and distance to property lines is required with this application.***

**Certification Statement**

The undersigned applying for a building permit hereby certifies that the information given on this application is true and correct to the best of his/her knowledge and belief and further agrees to comply with all zoning and construction regulations of the City of Emporia and to notify the Building Department **TWENTY-FOUR (24) HOURS** in advance of any inspections to be made and before making any changes to the approved construction plans.

I hereby verify that I am aware that according to Section 120 of the Virginia Uniform Statewide Building Code a final inspection and a certificate of Use and Occupancy issued by the Building Official is required before the work covered by the permit may be used or occupied and that a violation of this law constitutes a misdemeanor and upon conviction shall be punishable by a fine or not more than one thousand dollars (\$1,000).

Owner or Owners Agent: \_\_\_\_\_

Date: \_\_\_\_\_ Phone # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

***The following affidavit is required when the owner's doing his/her own work.***

<p>I, _____ of (address) _____ affirm that I am the owner of a certain tract or parcel of land located at _____ and I have applied for a building permit. I affirm that I am familiar with the prerequisite of Section 54. 1-111 of the Code of Virginia and I am not subject to licensure as a contractor or subcontractor.</p> <p>_____ (Affidavit)</p> <p>Signed and acknowledged by _____ in the City of Emporia Virginia on the _____ day of _____ 20__ in the presence of the undersigned witness.</p> <p>_____ (Witness)</p>
<b><i>For Office Use Only</i></b>
<p>Bldg Fee: _____ Electrical Fee: _____ Plumbing Fee: _____ Mechanical Fee: _____</p> <p>2% Surcharge: _____ Total Building Fee: _____</p> <p>Zoning Fee: _____</p> <p><b>Total Due:</b> _____</p>

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ASBESTOS CERTIFICATION**

**(\*) As owner, or owner's agent, of the above building, I certify that (check one):**

- The building permit for the original construction of the building listed above was issued after January 1, 1985 therefore the building is not subject to asbestos certification requirements.
- The above building is a single family dwelling, or is a residential building containing four or fewer dwelling units which will not be used either as a commercial building or as a public development project, and is therefore exempt from asbestos inspection requirements.
- The combined amount of regulated asbestos-containing material involved in the renovation or demolition is less than 260 linear feet on pipes, or less than 160 square feet on other facility components, or less than thirty five cubic feet off facility components where length or area could not be measured previously, and is exempt from asbestos inspection requirements.
- The affected portions of the above building have been inspected for the presence of asbestos by an individual licensed to perform such inspections pursuant to Code of Virginia section 54.1-503 and that no asbestos-containing materials were found.
- The affected portions of the above building have been inspected for the presence of asbestos by an individual licensed to perform such inspections pursuant to Code of Virginia section 54.1-503 and that appropriate response actions will be undertaken with the requirements of (NESHAPS) (40 CFR 61, SUBPART M) and the asbestos worker requirements established by OSHA (29 CFR 1926.58).
- The building permit application is only for repair or replacement of roofing, floor covering or siding materials. The materials to be repaired or replaced are assumed to contain friable asbestos and the appropriate response actions will be accomplished by a licensed asbestos contractor or a licensed asbestos roofing, flooring, siding contractor. (THIS OPTION IS NOT PERMITTED FOR SCHOOLS PER VUSBC 110.1.3)

In addition to the above, I also certify that any asbestos abatement area will not be reoccupied until all response actions have been completed and final levels for re-occupancy of the abatement area shall be 0.01 or fewer asbestos fibers per cubic centimeter if determined by Phase Contrast Microscopy analysis (PCM) or 70 or fewer structures per square millimeter if determined by Transmission Electron Microscopy (TEM).

**CAUTION:** While proper completion of this form satisfies Section 110.1.3 of the 1996 Virginia Uniform Statewide Building Code for permit issuance, notification of applicable state agencies may be required. (See Below)

**CONTACTS:** Asbestos inspections and abatement at licensed Day Care Centers is further regulated by the Department of Social Services Division of Licensing. For more Information contact Doris Jenkins, Manager of Child welfare licensing at the Department of Social Services, (804) 692-1773. For additional information on OSHA/NESHAP regulations, contact Butch Wheeling at the VA Dept of Labor and Industry, (804) 786-0574 (Additional permits or inspections).

**For Office Use Only**

**Zoning**

Fee \$25.00

**Total** \_\_\_\_\_

**Building Permit**

- Base Fee \$25.00 = \_\_\_\_\_
- Sq. ft. Residential \_\_\_\_\_ X \$0.12 = \_\_\_\_\_
- Res. alterations \_\_\_\_\_ X \$8.00 = \_\_\_\_\_
- Res plan review \_\_\_\_\_ X \$25.00 = \_\_\_\_\_
- Sq. ft. decks, sheds \_\_\_\_\_ X \$0.10 = \_\_\_\_\_
- Accessory demo \_\_\_\_\_ X \$25.00 = \_\_\_\_\_

- Sq. ft. commercial \_\_\_\_\_ X \$0.15 = \_\_\_\_\_
- Comm. Alterations \_\_\_\_\_ X \$9.00 = \_\_\_\_\_
- Demolition residential \_\_\_\_\_ X \$75.00 = \_\_\_\_\_
- Comm. plan review \_\_\_\_\_ X \$50.00 = \_\_\_\_\_

**Total** \_\_\_\_\_

**Mechanical Permit**

- Base fee \$25.00 = \_\_\_\_\_
- Sq. ft. new constr. \_\_\_\_\_ X \$0.06 = \_\_\_\_\_
- Comm. Alterations \_\_\_\_\_ X \$9.00 = \_\_\_\_\_
- UST installation \_\_\_\_\_ X \$10.00 = \_\_\_\_\_

- Res. Alterations \_\_\_\_\_ X \$8.00 = \_\_\_\_\_
- UST removal \_\_\_\_\_ X 40.00 = \_\_\_\_\_
- AST \_\_\_\_\_ X \$7.00 = \_\_\_\_\_

**Total** \_\_\_\_\_

**Plumbing Permit**

- Base Fee \$25.00 = \_\_\_\_\_
- Sq. ft. new constr. \_\_\_\_\_ X \$0.06 = \_\_\_\_\_
- Comm. Alterations \_\_\_\_\_ X \$9.00 = \_\_\_\_\_
- Comm. Fire \_\_\_\_\_ X \$0.03 = \_\_\_\_\_  
*sup. system*

- Res. Alterations \_\_\_\_\_ X \$8.00 = \_\_\_\_\_
- Res. Sprinkler \_\_\_\_\_ X \$0.02 = \_\_\_\_\_

**Total** \_\_\_\_\_

**Electrical Permit**

- Base fee \$25.00 = \_\_\_\_\_
- Sq. ft. new constr. \_\_\_\_\_ X \$0.06 = \_\_\_\_\_
- 400A service \_\_\_\_\_ X \$35.00 = \_\_\_\_\_
- 800a service \_\_\_\_\_ X \$75.00 = \_\_\_\_\_
- Subfee/1 add. Permit \_\_\_\_\_ X \$0.06 = \_\_\_\_\_
- Subfee/3 add. Permits \_\_\_\_\_ X \$0.12 = \_\_\_\_\_
- Res. alterations \_\_\_\_\_ X \$8.00 = \_\_\_\_\_

- 200 A service \_\_\_\_\_ X \$25.00 = \_\_\_\_\_
- 600A service \_\_\_\_\_ X \$55.00 = \_\_\_\_\_
- 1000A service \_\_\_\_\_ X \$95.00 = \_\_\_\_\_
- Subfee/2 add. Permits \_\_\_\_\_ X \$0.08 = \_\_\_\_\_
- Comm. alterations \_\_\_\_\_ X \$9.00 = \_\_\_\_\_
- Temp service \_\_\_\_\_ X \$10.00 = \_\_\_\_\_

**Total** \_\_\_\_\_

**Sign Permit**

- Base fee \$25.00 = \_\_\_\_\_
- Up to 24 sq. ft. \_\_\_\_\_ X \$10.00 = \_\_\_\_\_
- Up to 74 sq. ft. \_\_\_\_\_ X \$25.00 = \_\_\_\_\_
- Up to 299 sq. ft. \_\_\_\_\_ X \$100.00 = \_\_\_\_\_
- Spec. constr. \_\_\_\_\_ X \$15.00 = \_\_\_\_\_

- up to 49 sqft. \_\_\_\_\_ X \$15.00 = \_\_\_\_\_
- up to 99 sqft. \_\_\_\_\_ X \$50.00 = \_\_\_\_\_
- 300+ sqft. \_\_\_\_\_ X \$200.00 = \_\_\_\_\_
- Elect. lighting \_\_\_\_\_ X \$15.00 = \_\_\_\_\_
- Temporary sign \_\_\_\_\_ X \$10.00 = \_\_\_\_\_

**Total** \_\_\_\_\_

**Fire Protection Permit**

- Base fee \$25.00 = \_\_\_\_\_
- Comm. fire alarm \_\_\_\_\_ X .03 = \_\_\_\_\_
- Other fire alarm \_\_\_\_\_ X 7.00 = \_\_\_\_\_
- Tents \_\_\_\_\_ X .03 = \_\_\_\_\_

- Circular ride \_\_\_\_\_ X \$15.00 = \_\_\_\_\_
- Kiddie ride \_\_\_\_\_ X \$10.00 = \_\_\_\_\_
- Other rides \_\_\_\_\_ X \$25.00 = \_\_\_\_\_

**Total** \_\_\_\_\_

**Land Disturbance Permit**

- Base fee \$25.00 = \_\_\_\_\_
- First acre \_\_\_\_\_ X \$20.00 = \_\_\_\_\_

- Additional acreage \_\_\_\_\_ X \$10.00 = \_\_\_\_\_

Erosion and Sediment Control Plan Review-paid for by developer (Certified Plan Reviewer)