



**City of Emporia
Building Permit Application**

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

Flood Zone Yes No

Property Owner: _____ Phone # _____ / _____ / _____

Address: _____

Applicant's Name: _____ Phone # _____ / _____ / _____

Mailing Address: _____

E-Mail Address: _____

Business Name: _____

Street Address or Building Site: _____

List of Work to be covered by Permit: _____

<p>A. TYPE OF IMPROVEMENT</p> <p>1. <input type="checkbox"/> New Building</p> <p>2. <input type="checkbox"/> Remodel/Add/Demo</p> <p>3. <input type="checkbox"/> Electrical/Plumbing/Mechanical</p> <p>4. <input type="checkbox"/> Other Specify: _____</p> <p><input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential</p> <p>USBC Use Group _____</p> <p>USB Type of Construction _____</p> <p>5. Value \$ _____</p>	<p>B. PROPOSED USE-RESIDENTIAL</p> <p>1. <input type="checkbox"/> One Family Dwelling</p> <p>2. <input type="checkbox"/> Two or more Family Dwelling # of Units _____</p> <p>3. <input type="checkbox"/> Garage/Carport</p> <p>4. <input type="checkbox"/> Storage Building</p> <p>5. <input type="checkbox"/> Other Specify: _____</p> <p>Non-Residential - State Use _____</p>	<p>C. TYPE OF CONSTRUCTION</p> <p>1. <input type="checkbox"/> Site Built</p> <p>2. <input type="checkbox"/> SWMH yr _____ type _____</p> <p>3. <input type="checkbox"/> DWMH yr _____ type _____</p> <p>4. <input type="checkbox"/> Modular</p> <p>5. <input type="checkbox"/> Other Specify: _____</p> <p>_____</p> <p>_____</p>
<p>D. PLUMBING INFORMATION</p> <p>1. <input type="checkbox"/> Water Lateral <input type="checkbox"/> Sewer Lateral</p> <p>2. No. of Bathrooms Full _____ Half _____</p> <p>3. Water <input type="radio"/> Public <input type="radio"/> Private Sewer <input type="radio"/> Public <input type="radio"/> Private</p> <p>5. Value of Work \$ _____</p>	<p>E. ELECTRICAL INFORMATION</p> <p>1. <input type="checkbox"/> Temporary/Change of Service</p> <p>2. <input type="checkbox"/> Other Specify: _____</p> <p>3. Size of Service: _____</p> <p>4. Value of Work: \$ _____</p>	<p>F. MECHANICAL</p> <p>1. <input type="checkbox"/> Central Air</p> <p>2. <input type="checkbox"/> HVAC</p> <p>3. <input type="checkbox"/> Suppression/sprinkler System-fire</p> <p>4. <input type="checkbox"/> Other _____</p> <p>Value of Work: \$ _____</p>
<p>G. BUILDING SIZE:</p> <p>1st Floor _____ x _____ = _____ Sq. Ft. 2nd Floor _____ x _____ = _____ Sq. Ft.</p> <p>Basement _____ x _____ = _____ Sq. Ft. Garage _____ x _____ = _____ Sq. Ft.</p> <p>Unfinished _____ x _____ = _____ Sq. Ft. Exterior _____ x _____ = _____ Sq. Ft.</p> <p>Total Square Feet: _____ Height: _____ Vertical Feet: _____</p>		<p>H. ACCESSORY STRUCTURE</p> <p>1. <input type="checkbox"/> Sq. Ft. _____</p> <p>2. <input type="checkbox"/> Electrical Lighting</p> <p>3. <input type="checkbox"/> Shed _____</p> <p>4. <input type="checkbox"/> Carports _____</p> <p>5. <input type="checkbox"/> Swimming Pool _____</p>
<p>I. SIGN</p> <p>Sign 1 _____ x _____ = _____ Sq. Ft.</p> <p>Sign 2 _____ x _____ = _____ Sq. Ft.</p> <p>Electrical <input type="radio"/> Yes <input type="radio"/> No</p>	<p>J. FIRE PROTECTION</p> <p><input type="checkbox"/> Fire <input type="checkbox"/> Alarm <input type="checkbox"/> Elevators</p> <p><input type="checkbox"/> Kitchen Hood</p> <p>Value of Work \$ _____</p>	<p>Notes:</p>

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).

* Applicant Signature: _____ Print Name: _____

Date: _____ Phone Number: ____/____/____

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.

* Signature: _____ (Affidavit)

Contractor Information

General: _____ License No: _____

Plumber: _____ License No: _____

Electrician: _____ License No: _____

Mechanical: _____ License No: _____

For Office Use Only

Bldg. Fee: _____ Electrical Fee: _____ Plumbing Fee: _____ Mechanical Fee: _____

2% Surcharge: _____ Total Building Fee: _____

Plan Review Fee: _____ Zoning: Fee: _____ W.W.P: _____

Building: Approved Denied _____ Date _____

Notes: _____



CITY OF EMPORIA

REQUIRED INSPECTIONS

- **ALL FOOTINGS;** BEFORE CONCRETE OR OTHER FILL PLACEMENT.
- **SLABS ;** BEFORE CONCRETE PLACEMENT.
- **FOUNDATIONS;** AFTER SILL PLACE INSTALLED.
- **FRAMING;** AFTER WINDOWS AND HOUSE WRAP INSTALLED AND TRADES ARE COMPLETE OR AT SAME TIME AS TRADES.
- **ELECTRIC ROUGH IN;** BEFORE INSULATION OR COVER UP.
- **MECHANICAL ROUGH IN;** BEFORE INSULATION OR COVER UP.
- **PLUMBING ROUGH IN;** BEFORE INSULATION OR COVER UP.
- **VENEER;** WHEN INSTALLED TO WEEP HOLES.
- **SERVICE FOR UTILITY CONNECTION;** ONCE ALL SERVICE EQUIPMENT, GROUNDING SYSTEM, ONE GFCI RECEPTACLE ESTABLISHED AND PERMANENT ROOF INSTALLED.
- **ALL NEW GAS LINE TEST;** WHEN ALL LINES ARE ON PRESSURE TEST AND BEFORE CONCEALMENT.
- **DECK ROUGH IN;** PREFERRABLY BEFORE DECKING MATERIAL INSTALLED.
- **ELECTRIC FINAL;** AFTER EVEYTHING IS COMPLETED AND WORKING PROPERLY.
- **MECHANICAL FINAL;** AFTER EVEYTHING IS COMPLETED AND WORKING PROPERLY.
- **PLUMING FINAL;** AFTER EVERYTHING IS COMPLETED AND WORKING PROPERLY.
- **BUILDING FINAL;** AFTER EVERYTHING IS COMPLETED AND WORKING PROPERLY AND AFTER ALL TRADES HAVE PASSED AND REQUIRED SITE WORK COMPLETE.