



**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 Zoning Compliance Application

201 S Main Street
Emporia, Va 23847

(434) 634-6315 (O) (434) 634-0003(F)

Zoning permits are granted on the basis of specific applications or plans, and shall authorize only the construction, arrangement or use set forth by such approved applications or plans. Any construction, arrangement or use not in compliance with that which is specifically authorized by approval of this application shall be considered a zoning violation. If you have any questions regarding the zoning ordinance or processes, please contact the Zoning Administrator at 434-634-6315.

Permit Number: _____
Date: _____
Tax Map ID: _____
Zoning District: _____
Enterprise Zone: Yes ___ No ___
Flood Zone: Yes ___ No ___

Application Type:

- Zoning Compliance Zoning Compliance for Existing Building Plat Review
 Subdivision Review Site Plan Review Vacation of Right of Way

Street Address of Property: _____

Detailed description of request:

Applicant Information:

Applicant Name: _____ Applicant Phone Number: _____

Applicant Address: _____

Applicant Email: _____

Business name (if applicable): _____

Signature on back of Application

Owner Information:

Owner Name(s): _____ Owner Phone Number: _____

Owner Address: _____

Signature on back of Application

Parcel Information (Fill out all applicable:

Building Height(s) With purposed changes: _____

Number of dwelling units/Density Calculations: _____

Number of Parking Spaces or Loading Berths: _____

Is the property in the flood plain? Yes No If so, at what elevation? _____

Site Plan, Plot Plan, or Reports Required by Zoning Ordinance Attached? Yes No

List any deed restrictions, restrictive covenants, or other considerations involving the property. (If none state none)

Application Fees:

An application fee per the City of Emporia fee schedule (Sec. 90-14 & Sec. 66-8) of the Emporia City Code must be paid upon submission of this application. All fees due to the City must be paid for before any action is taken. The fees are non-refundable.

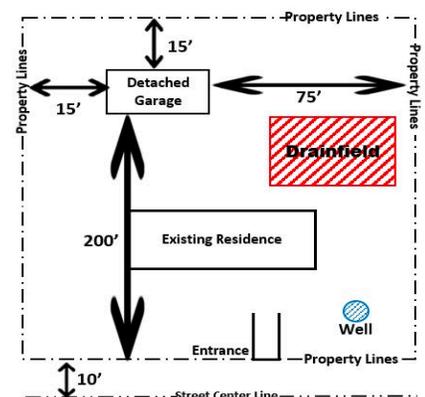
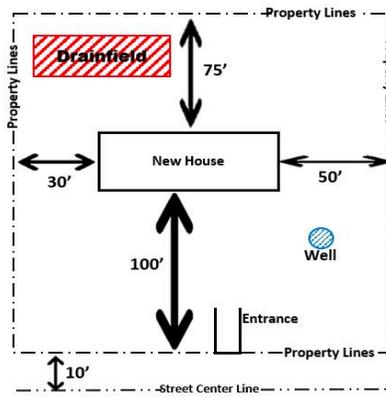
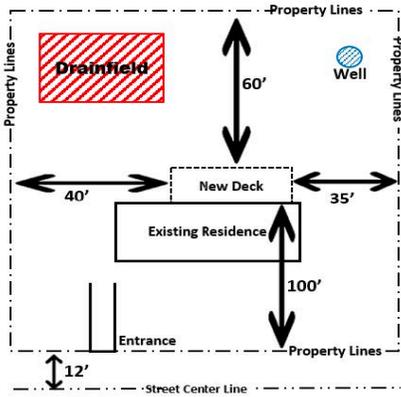
In making this application, the Applicant requests that the City of Emporia approve the location, modifications, or construction of the above proposed special use on the property described above.

I certify that the information stated in this application is true and correct to the best of my knowledge.

Property Owner Signature: _____ **Date:** _____

Applicant Signature: _____ **Date:** _____

Examples of Plot or Site Plan for Applicants



Rear Yard

Set Backs:

Front: _____ ft

Back: _____ ft

Left: _____ ft

Right: _____ ft

Office Use Only

Zoning/Subdivision Code (90-14 or 66-8) - Fee paid: \$_____ Copy of Receipt Attached

Action Taken: Approved Denied

Zoning Administrator Signature: _____ Date: _____

As Submitted: _____

Conditions: _____

CERTIFICATION OF RESPONSIBLE PARTY
TO CARRY OUT EROSION AND SEDIMENT CONTROL PLAN

I do hereby certify, by my signature below, that I am the property / landowner, or the designated agent of the property/ landowner, and that I fully understand the provisions of the City of Emporia Erosion and Sediment Control Ordinance Plan for the above referenced project as approved.

I further understand that, according to Section 34-120 (e) of the City of Emporia Code of Ordinances, a performance bond, cash escrow, or an irrevocable letter of credit, acceptable to the E&S Program Administrator, in the amount of 125% of the E&S controls cost estimate, shall be submitted to the office of the City Treasurer before the commencement of work. Final inspection of the project shall be made by the Program Administrator or designated agent. The release of the performance guarantee is contingent upon the findings of such inspection. Release of the performance guarantee shall occur 60 days after the project is deemed adequately stabilized by the Program Administrator.

I also agree to the following:

- 1) No work shall commence until the appropriate erosion and sediment controls are in place and functioning as specified by the approved plan.
- 2) Any and all material(s) removed or transported from the project site, shall be subject to a separate erosion and sediment control plan. Documentation of such work for other localities or jurisdictions shall be submitted before any materials are removed or transported.
- 3) All work, associated with this project, shall conform to the standards and specifications and other criteria adopted by the City of Emporia, unless a variance has been requested in writing, and approved in writing by the Program Administrator.
- 4) The Land Disturbing Permit shall be attached to the approved plans and be kept on site and available upon request of any City of Emporia Department of Inspection personnel.
- 5) Notification of the commencement and completion of the work shall be made by the responsible party to the Program Administrator.
- 6) Applicant accepts all liability for any and all damages to adjacent properties or any other conservation measures already in place, as a result of work covered under the permit.
- 7) Applicant will maintain the conservation measures in satisfactory condition until final, permanent stabilization is achieved.
- 8) The Land Disturbing Permit may be revoked, should the Program Administrator determine that the project is not in compliance with the conditions of the approved plan or the provisions of the Erosion and Sediment Control Program of the City of Emporia.

I further grant the right of entry onto the property, as described above, to the designated personnel of the City of Emporia Department of Inspections for the purpose of inspecting and monitoring for compliance of all applicable codes and specifications.

Signature of responsible party: _____ Date: _____

State Certification Number: _____ Expiration: _____

Signature of landowner: _____ Date: _____

I hereby certify that I have the authority to make the foregoing application and that the application, to the best of my knowledge, is complete and correct and that the permitted construction will conform to the regulations of the Uniform Statewide Building Code and all applicable Ordinances.

SIGNATURE: _____ DATE: _____

Contractor Authorization

(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) (Site Address)

Contractor

Contractor Signature: _____

Company Name : _____

Address: _____

Phone: _____

License No.: _____

Expires: _____

Date: _____



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 EVERYTHING IS COMPLETED AND WORKING PROPERLY.
- **MECHANICAL FINAL;** AFTER EVERYTHING 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.