

# PERMIT APPLICATION GENERAL INFORMATION SHEET

## PROPERTY and OWNER INFORMATION:

Tax Map Parcel Number(s): \_\_\_\_\_

Project Location: \_\_\_\_\_

(E-911 Address or Road Name): \_\_\_\_\_

Name(s): \_\_\_\_\_

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

Phone Number(s): (\_\_\_\_) \_\_\_\_\_ or (\_\_\_\_) \_\_\_\_\_

Fax Number: (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

APPLICANT or AGENT INFORMATION (who is having the work done):  check if same as above

Name(s): \_\_\_\_\_

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

Phone Number(s): (\_\_\_\_) \_\_\_\_\_ or (\_\_\_\_) \_\_\_\_\_

Fax Number: (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

CONTRACTOR INFORMATION:  check if same as Property Owner

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

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

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

Phone Number(s): (\_\_\_\_) \_\_\_\_\_ or (\_\_\_\_) \_\_\_\_\_

Fax Number: (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

MECHANICS LIEN AGENT INFORMATION: (as required)

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

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

Phone Number(s): (\_\_\_\_) \_\_\_\_\_ or (\_\_\_\_) \_\_\_\_\_

Fax Number: (\_\_\_\_) \_\_\_\_\_

RESPONSIBLE LAND-DISTURBER INFORMATION: (only applicable for land-disturbing permits)

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

State Certification Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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

Phone Number(s): (\_\_\_\_) \_\_\_\_\_ or (\_\_\_\_) \_\_\_\_\_

Fax Number: (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**PROJECT DESCRIPTION:**  Residential      or       Commercial / Industrial

Further Description: \_\_\_\_\_

Total proposed area of land-disturbance: \_\_\_\_\_ Square Feet / 43,560 = \_\_\_\_\_ Acre(s)

**COMPLETE and CHECK ALL APPLICABLE PERMITS TO APPLY FOR:**

**Land-Disturbing Permit:**

- Agreement-In-Lieu-of-an-E&SC Plan (Single Family Dwelling (SFD) Land-Dist. Area ≤ 1 Acre) or
  - Erosion & Sediment Control (E&SC) Plan Review (Land-Dist. Area ≥ 2,500 SF)
  - Stormwater Management Plan Review (Land-Dist. Area ≥ 2,500 SF) (SFD is exempt)
- Is this a plan modification review or permit extension request?  Yes       No

**Wetlands Board Plan Review and Permit**

Is this a plan modification review or permit extension request?  Yes       No

**Zoning Permit for:**  Single Family Dwelling       Other Structures (Land-Dist. Area < 2,500 SF)

- Major Site Plan Review (Non-SFD projects ≥ 2,500 Square Feet of Land-Dist.)
  - Chesapeake Bay Act Landscaping Plan Review
  - Accessory Use Permit (Home Occupations)       Special Exception       Towers (Special Exception)
  - Zoning Ordinance Amendment (Other Than Rezoning)       Rezoning       Zoning Ordinance Variance
  - Appeal of Land Use Administrator's Decision
- Is this a plan modification review or permit extension request?  Yes       No

**Building Permit for:**  Modular or Site Built Dwelling       Manufactured Singlewide Dwelling

- Manufactured Doublewide Dwelling       Above-Ground Pool       In-Ground Pool
- Garage, Porch, Deck, Accessory Structure or Unfinished Basement
- Industrial Accessory Structure       Building Unit       Mobile Office/Classroom/Construction Trailer
- Addition       Remodel       Demolition / Move Structure       Amusement Device
- Marine Structure, Fire Alarm, Tower, Storage Tank, Chimney, Misc.       Non-Illuminated Sign
- Appeal to the Board of Building Code Appeals       Illuminated Sign

**Other:** \_\_\_\_\_

- Including:**       Plumbing       Electrical       Mechanical
- Fire Suppression System       Electrical Upgrade       Mechanical Replacement

Electric Service Provider:       Virginia Power       Northern Neck Electric Cooperative

Living Space: \_\_\_\_\_ SF      Porch, Deck, Ramp: \_\_\_\_\_ SF

Garage: \_\_\_\_\_ SF      Unfinished Basement: \_\_\_\_\_ SF

Accessory Structure: \_\_\_\_\_ SF

**Estimated Construction Costs:**

Building: \$ \_\_\_\_\_      Electrical: \$ \_\_\_\_\_      Plumbing: \$ \_\_\_\_\_

Mechanical: \$ \_\_\_\_\_      Gas: \$ \_\_\_\_\_      Sprinkler: \$ \_\_\_\_\_

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

**When ready:**  *notify me to come pick up the permit(s) or*  *mail the permits to me.*