

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

Permit # MP \_\_\_\_\_

Permit Fee: \_\_\_\_\_

### MECHANICAL PERMIT APPLICATION

City of Newport News  
Department of Codes Compliance  
2400 Washington Avenue 3<sup>rd</sup> floor, Newport News, Virginia 23607  
757-926-8861/757-926-8311 (fax)  
www.nngov.com/codes-compliance

Application #: \_\_\_\_\_

Associated \_\_\_\_\_

Building Permit #: \_\_\_\_\_

Project Address: \_\_\_\_\_ Unit: \_\_\_\_\_ Parcel ID: \_\_\_\_\_

Applicant (Check One) →  Owner  Contractor  Agent  Design Professional

<input type="checkbox"/> Property Owner	<input type="checkbox"/> Tenant	Applicant Name _____	Phone # _____
Name _____		Applicant Address _____	
Address _____		Contractor Business Name _____	Phone # _____
City/State/Zip _____		Contractor Address _____	
Phone # _____	Fax # _____	Contractor State License # _____	Class <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C CID # _____
Email Address _____		Email/Other Contact Information _____	

**Work to be performed on:**

**Type of work:**

Residential

Commercial

Multi-Family

New

Addition

Project Cost \$ \_\_\_\_\_

Repair/Alt

Other

I agree to perform the proposed work in conformance with the Virginia Uniform Statewide Building Code and the ordinances and regulations of the City of Newport News.

Print name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Remarks \_\_\_\_\_

#### QUANTITY & TYPE OF DEVICES/EQUIPMENT

_____ Boiler	_____ Pre-Fab Fireplace – NG	_____ Fire/Smoke Dampers	_____ Type I Kitchen Exhaust Hood
_____ Furnace	_____ Pre-Fab Fireplace – LP	_____ Residential Bath Fan	_____ Type II Kitchen Exhaust Hood
_____ Central A/C or Heat Pump	_____ Pre-Fab Fireplace – Wood	_____ Residential Kitchen Hood	_____ Grease Duct
_____ Rooftop Unit	_____ Gas Log Set – NG	_____ Steam Piping	_____ Gas Piping
_____ Package Unit	_____ Gas Log Set – LP	_____ Hot Water Piping	
_____ Space Heater	_____ Exhaust System	_____ Chilled Water Piping	
_____ Air Handler/Fan Coil/VAV	_____ Ventilation System	_____ Geothermal Piping	_____ LP _____ Fuel Oil _____ Gasoline _____ Other
_____ Chiller	_____ Air Distribution System	_____ Refrigeration Piping	_____ Aboveground Tank _____ Manufacturer _____
_____ Other	_____ Make-Up Air System	_____ Refrigeration Equipment	_____ Underground Tank _____ Capacity _____

#### FUEL STORAGE AND DISTRIBUTION

**Office Use Only**

Remarks: \_\_\_\_\_

Cash: \_\_\_\_\_ Check: \_\_\_\_\_ Escrow: \_\_\_\_\_

Customer ID #: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Cashier: \_\_\_\_\_

**Contractor Licensing Exemption Worksheet**

**Affidavit**

Prior to the issuance of a permit to construct, remove or improve any structure, Section 108.4 of the Virginia Uniform Statewide Building Code (USBC) requires the applicant to either:

1. Be duly licensed or certified under the terms of Chapter 11 of Title 54.1 of the Code of Virginia, **or**,
2. File a written statement, supported by an affidavit that he is not subject to such licensure or certification.

Exemptions from contractor licensing are listed below. Please indicate the applicable exemption by checking the corresponding box.

- The work consists of the repair and/or improvement to an existing dwelling which is my primary residence.
- I am the owner of the property and the structure will be used as my primary residence when completed. I have not constructed a primary residence in Virginia during the last 24 months.
- I am the owner of the property and the structure will be a gift to a member of my immediate family who will live in it upon completion.
- The work consists of the repair of and/or improvement to an existing commercial, retail, industrial or manufacturing facility owned by me and is for my own use.
- The structure consists of one or more residential dwelling units owned by me and is subject to the Virginia Residential Landlord and Tenant Act (§ 55-248.2 et seq).
- I am an owner-developer and have contracted with a properly licensed entity. The third party purchaser has been made a third party beneficiary to the contract.

Name of Contractor: \_\_\_\_\_  
 License Number: \_\_\_\_\_

- I am not being paid nor am I receiving anything of value in association with the work involved in this project including discounts in rent or forgiveness of any present or future debt.

**If one of the listed exemptions is claimed, please complete the affidavit.**

I (name) \_\_\_\_\_

(Address) \_\_\_\_\_

Affirm that I am the owner of a certain parcel of land located at:

\_\_\_\_\_

And that I have applied for a building permit. I affirm that I am familiar with the prerequisites of Section 54.1.1111 of the Code of Virginia, that I have read the reverse side of this document and I am not subject to be licensed as a contractor.

Owner signature: \_\_\_\_\_

County/City/Town of \_\_\_\_\_  
 Commonwealth of Virginia

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day  
 of \_\_\_\_\_, 20\_\_ by

\_\_\_\_\_

(Name of person seeking acknowledgment)

\_\_\_\_\_

Notary Public

My commission expires: \_\_\_\_\_

Sect. 54.1.1111. Prerequisites to obtaining building, etc., permit. Any person applying to the building inspector or any other authority of a county, city or town in this Commonwealth, charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, or structure, or any removal, grading or improvement, shall furnish prior to the issuance of the permit, either satisfactory proof to such inspector or authority that he is duly licensed under the terms of this chapter to carry out or superintend the same, or file a written statement, supported by an affidavit, that he is not subject to be licensed as a contractor, subcontractor, or owner-developer pursuant to this chapter.

**NOTE:** It is a violation of Title 54.1, Chapter 11 of the Code of Virginia to act as a contractor without a license **or** to accept bids from an unlicensed contractor. If anyone, other than the individual named above, performs work which exceeds a value of \$1,000.00 (any value if work involves trades work), a license is required. If the work involves the practice of a regulated trade a license is required regardless of the value. The individual named above shall be responsible for all work performed under the permit.