

→ **DATE:** \_\_\_/\_\_\_/\_\_\_

**CITY OF NEWPORT NEWS**  
**DEPARTMENT OF CODES COMPLIANCE**  
 2400 WASHINGTON AVENUE, NEWPORT NEWS, VIRGINIA 23607  
 Voice: (757)926-8861, Fax: (757)926-8311, E-mail: [propmt@nngov.com](mailto:propmt@nngov.com)  
**BUILDING PERMIT APPLICATION**

OFFICE USE ONLY

→ Description of Work: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DIMENSIONS (New/Addition/Demolition/Relocation):** (Census Data)

NO. OF STORIES: \_\_\_\_\_ TOTAL FLOOR AREA (All Floors): \_\_\_\_\_  
 NO. OF HALF BATHS: \_\_\_\_\_ SIGN SIZE: \_\_\_\_\_ FENCE SIZE: \_\_\_\_\_  
**RESIDENTIAL ONLY:** NO. OF FULL BATHS: \_\_\_\_\_ NO. OF BEDROOMS: \_\_\_\_\_  
**ADDITIONS ONLY:** TOTAL AREA OF ADDITION: \_\_\_\_\_

→ **PROPERTY ADDRESS:** \_\_\_\_\_  
 \_\_\_\_\_  
 UNIT# \_\_\_\_\_ THROUGH UNIT# \_\_\_\_\_

**TOTAL COST OF IMPROVEMENTS:** \$ \_\_\_\_\_  
 (LABOR AND MATERIALS)  
**IMPORTANT:** DO NOT INCLUDE ELECTRICAL, PLUMBING OR MECHANICAL IN CONSTRUCTION COST VALUE.

SUBDIVISION: \_\_\_\_\_ SECTION: \_\_\_\_\_ LOT: \_\_\_\_\_  
 BLOCK: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_ NEIGHBORHOOD: \_\_\_\_\_  
 TAX ID: \_\_\_\_\_ PLAN FILE NO: \_\_\_\_\_

**OTHER PERMITS REQUIRED:**

[ ] ELECTRICAL [ ] MECHANICAL [ ] PLUMBING [ ] ELEVATOR [ ] SIGN  
 UL: \_\_\_\_\_ COMMENTS: \_\_\_\_\_

**BUILDING CODE EDITION:**

**2000** \_\_\_\_\_ **2003** \_\_\_\_\_ **OTHER:** \_\_\_\_\_

**THE FOLLOWING FEES AND PERMITS MUST BE PAID OR A WAIVER APPROVED PRIOR TO A PERMIT BEING ISSUED.**

HAMPTON ROADS SANITATION RECEIPT # \_\_\_\_\_ CITY SEWER RECEIPT # \_\_\_\_\_  
 \_\_\_\_\_  
 RIGHT OF WAY PERMIT # \_\_\_\_\_ SEPTIC TANK/WELL PERMIT # \_\_\_\_\_  
 LAND DISTURBANCE # \_\_\_\_\_ IMPERVIOUS SURFACE: \_\_\_\_\_  
 FLOOD ZONE: \_\_\_\_\_ ELEVATION FIRST FLOOR: \_\_\_\_\_ DATE: \_\_\_\_\_  
 \_\_\_\_\_  
 VARIANCE/SPECIAL EXCEPTION/CONDITIONAL USE PERMIT:  
 \_\_\_\_\_

CLASS OF PERMIT: \_\_\_\_\_ N-NEW CONSTRUCTION R-RELOCATION D-DEMOLITION L-ALTERATION A-ADDITION

USE GROUP: \_\_\_\_\_ \*CENSUS USE GROUP: \_\_\_\_\_  
 SECONDARY USE GROUP: \_\_\_\_\_ NO. OF UNITS: \_\_\_\_\_  
 RELOCATION SITE: \_\_\_\_\_ O - OUTSIDE CITY or I - INSIDE CITY  
 OWNERSHIP: \_\_\_\_\_ 1 - PRIVATE(PRI) or 2 - PUBLIC(PUB)

[ ] SITE PLANS REQUIRED [ ] BUILDING C/O REQUIRED  
 [ ] ZONING C/O REQUIRED [ ] ZONING/PM  
 \_\_\_\_\_  
**COMMENTS:**  
 \_\_\_\_\_  
 PLANS EXAM: \_\_\_\_\_  
 ZONING: \_\_\_\_\_

**OCCUPANCY LOAD:** PRIMARY USE GROUP: \_\_\_\_\_  
 SECONDARY USE GROUP: \_\_\_\_\_  
 CONSTRUCTION TYPE: \_\_\_\_\_  
 ON-SITE PARKING PROVIDED: \_\_\_\_\_

HEATING FUEL: \_\_\_\_\_  
 SEWAGE DISPOSAL: \_\_\_\_\_  
 WATER SUPPLY: \_\_\_\_\_  
 CENTRAL A/C: \_\_\_\_\_ YES/NO ELEVATOR: \_\_\_\_\_ YES/NO  
 NUMBER OF STREET PARKING SPACES: \_\_\_\_\_  
 [ ] [ ] FIRE SUPPRESSION (Provided/Required) [ ] FIRE ALARM  
 [ ] FUEL SYSTEM [ ] COMMERCIAL HOOD SYSTEM

**ASBESTOS INSPECTION CERTIFICATE**

[ ] YES [ ] NO  
 AN ASBESTOS CERTIFICATE IS REQUIRED FOR ALL BUILDINGS EXCEPT SINGLE FAMILY AND APARTMENTS WITH 4 OR LESS UNITS.

**INSPECTIONS REQUIRED**

[ ] FOOTING [ ] INSULATION  
 [ ] FOUNDATION/SLAB [ ] WALLBOARD  
 [ ] FRAMING [ ] FINAL  
 [ ] ZONING/SETBACKS  
 [ ] SPECIAL INSPECTIONS (Notes Field in System)

→ **APPLICANT: PLEASE FILL OUT SECTIONS WITH ARROWS ONLY**

**BUSINESS NAME:** \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

**O** – OWNER   **OA** - AGENT FOR OWNER   **OC** - AGENT FOR CONTRACTOR

**PROPERTY OWNER:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: (\_\_\_\_\_) \_\_\_\_\_

**CONTRACTOR'S NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: (\_\_\_\_\_) \_\_\_\_\_

**\*\*CONTRACTOR'S REGISTRATION#:** \_\_\_\_\_

**MECHANIC'S LIEN AGENT:**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP ; \_\_\_\_\_

TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_

**NONE DESIGNATED**

**Check List for Building Construction**

Completed building application

3 Sets of plans signed by designer w/phone

**BUILDING:** Foundation Plan, Floor Plan with designated Room Uses, Typical Wall Section, Roof Framing Plan (Not required for Truss System), Door and Window Schedule.

**ELECTRICAL:** Breaker Panel Size and Location, Fixtures, Switches, Outlets, GFIS'

**MECHANICAL:** HVAC Size and Location, Ducts, Gas Water Heater Size and Location, Gas Line Size and Meter Location

**PLUMBING:** Drains, Waste and Vent Pipes

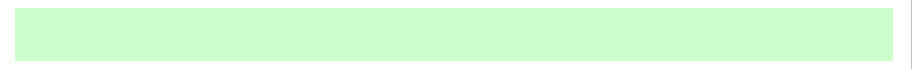
Contractor License and Newport News City Business License or Owner/Builder Affidavit

Plot Plan Survey --- Property Lines, Easements, Streets/Roads, Corner Elevations, Finished Floor Elevations, Flood Zone, Water Meter Location, Driveway and Existing Improvements or Structures.

HRSD Service Fee or Waiver  
2600 Washington Avenue.  
926-1000

Sewer Tap Fee or Waiver  
 Right-of-way Permit/Driveway or Curb Cuts  
 Land Disturbance  
2400 Washington Avenue  
8<sup>th</sup> Floor, Engineering  
926-8611

Chesapeake Bay RPA/RMA Designations  
2400 Washington Avenue  
2<sup>nd</sup> Floor Department of Planning  
926-8761



**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 with the attached affidavit.**

**54.1-1111.** Prerequisites to obtaining building, etc., permit – Any person applying to the building inspector or any authority of a city, county 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 (i) satisfactory proof to such inspector or authority that he is duly licensed or registered under the terms of this chapter to carry out or superintend the same, or (ii) file a written statement, supported by an affidavit, that he is not subject to licensure or registration as a contractor or subcontractor pursuant to this chapter. The applicant shall also furnish satisfactory proof that the taxes or licenses required by any city, county or town have been paid so as to be qualified to bid upon or contract for the work for which the permit has been applied.

It shall be unlawful for the building inspector or other authority to issue or allow the issuance of such permits unless the applicant has furnished evidence of being either exempt from the provisions of this chapter or licensed or registered under this chapter to carry out or superintend the work for which such permits have been applied.

The building inspector, or authority, violating the terms of this section shall be guilty of a Class 3 misdemeanor. (Code 1950,54-138; 1970,c.319; 1980,c.634; 1988,c.765.)

**\*\*NOTE:** WHEN A CONTRACTOR IS USED, A PERMIT **CANNOT** BE ISSUED WITHOUT A CONTRACTOR'S REGISTRATION NUMBER



## AFFIDAVIT

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

(address) \_\_\_\_\_

affirm that I am performing, managing or superintending work consisting of improvements to real property 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.

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.

## Contractor Licensing Exemption Worksheet

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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 have no financial interest in the property or the structures for which the permit is sought and will not benefit in any way should the property or structures be sold. 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 on the reverse side.