

All Commercial Applications Require *TWO* Sets of Plans at Submission

Select: Residential Commercial

SELECT: INITIAL APP REVISION TO PERMIT

Project Address: _____ Permit #: _____

Scope of work: _____

Estimated Value of Construction (materials & labor): \$ _____

Owner: _____

Lessee: _____

*Contractor: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

VA Contr. Lic #: _____

*Contact the Commissioner of Revenue (540) 667-1815 for your City of Winchester Business License.

This application only requires information for the specific project that is being applied for. Some projects require additional permits such as plumbing and electrical. If you are installing, replacing, or adding any gas appliance a gas permit is required in addition to this permit. **All work is reviewed in accordance with the 2018 USBC.**

Work has not started Work has started Work has been completed Emergency Work

NOTE: Please list the quantity of items, fixtures in the boxes available below.

<input type="checkbox"/> New Work	<input type="checkbox"/> Heat Pump(s) _____ T	<input type="checkbox"/> Air Conditioner(s) _____ T	<input type="checkbox"/> Furnace(s) _____ BTUs
<input type="checkbox"/> Replacement Work	_____ T	_____ T	_____ BTUs
Gas Appliance (gas Permit)	_____ T	_____ T	_____ BTUs
<input type="checkbox"/> .. Natural Gas	_____ T	_____ T	_____ BTUs
<input type="checkbox"/> .. LP Gas	<input type="checkbox"/> Boiler(s) _____ BTUs	<input type="checkbox"/> Refrigeration System _____ T	<input type="checkbox"/> Fire Dampers
<input type="checkbox"/> Comm Hood	_____ BTUs	_____ T	<input type="checkbox"/> Crematorium
	<input type="checkbox"/> Com. Range Hoods _____ BTUs	<input type="checkbox"/> Oil Burner _____ T	<input type="checkbox"/> Incinerators
	<input type="checkbox"/> Exhaust Fan(s) _____ BTUs	<input type="checkbox"/> ... Conversion _____ T	<input type="checkbox"/> Duct Work
	<input type="checkbox"/> Exhaust System _____ BTUs	<input type="checkbox"/> ... Replacement _____ T	<input type="checkbox"/> Wood Burner/Stove
			<input type="checkbox"/> Pellet Stove
			<input type="checkbox"/> Fireplace

Other Work: Estimated Value: \$ _____
Description of work: _____

Person Applying for Permit: Owner Lessee Contractor Agent

Owner Affidavit When the owner is acting as the contractor, by the signing of this application: I hereby affirm that I have read Title 54 of the Code of Virginia and fully understand the contents thereof; that I am not subject to licensure as a contractor or subcontractor. I further affirm that I will be solely responsible for all construction on the described property allowed by the permit hereby issued.

I hereby agree to comply with all provisions of the Virginia Uniform Statewide Building Code, the Zoning Ordinance, and other ordinances or policies as adopted by the City of Winchester, Virginia.

Note: If Lessee or Agent is applying for the permit, an approval letter/document must be submitted by the Owner.

Printed Name: _____ Signature: _____
Address: _____ Phone: _____
Email: _____ Date: _____

NOTE:
New Construction under the 2018 VRC or VCC requires a Duct Leakage Report and a Blower Door test be completed and submitted to this department. The forms are available on our website.

Replacement unit requires a vent/chimney self-certification form be completed. The form is available on our website or request one from inspections@winchesterva.gov.

Email application to: carolyn.barrett@winchesterva.gov