Winchester zoning & inspections Virginia

→ Commercial Building ←

Building Inspections Department
Rouss City Hall / 15 N Cameron St / 3rd Floor / Winchester, VA 22601
Phone: (540) 667-1815 // Fax: (540) 722-3618
Website: www.winchesterva.gov

ALL APPLICATIONS REQUIRE TWO SETS OF PLANS AT SUBMISSION

O Initial Application O Revision to existing application

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.

Lien Agent

Name: _____
Address: _____
Phone: _____
Email: _____

ZONING – please complete this section to assist with the Zoning determination which is necessary and will be completed prior to the building plan review.

Zoning District: _____ Tax Map #: _____

The setback is the distance from the structure / building to the property line on each side that is relevant for this application.

Setbacks from property lines: Front: _____ Rear: _____ Left: _____ Right: _____

Existing Structures (please list): _____

Site Plan Required (Circle one):	Yes	No	Site Plan #:		Approval Date:
Historic District (Circle one):	Yes	No	BAR Case #:		Approval Date:
Corridor Enhancement Dist.:	Yes	No	CE Case #:		Approval Date:
Flood Plain (Circle one):	Yes	No	Case #:		Approval Date:

Zoning Staff Only:

Setbacks per code: Front: _____ Rear: _____ Left: _____ Right: _____

Easements:

Building Department - This application only requires information for the specific project that is being applied for. Additional property information is not necessary. Most blocks require a number, some require a check.

☐ *Work has not started*

☐ New Construction
☐ Addition
☐ Alteration – Interior
☐ Alteration – Exterior
☐ Demo – Interior
☐ Demo – Exterior ($650 Bond)
☐ Fit-out, Tenant space only
☐ Foundation, only
☐ Repair
☐ Shell, only

Permits - Future
☐ Fire (Separate Permit)
☐ Electrical (separate permit-MDIA)
Gas (separate permit)
☐ … Natural Gas
☐ … LP Gas
☐ Mechanical (separate permit)
☐ Plumbing (separate permit)

Special Requests
☐ Antenna (new or replacement)
☐ Asbestos
☐ Construction Trailer
☐ Elevator and / or Shaft
☐ Pool, In Ground
☐ Radio Tower
☐ Retaining Wall
.. Height _____
.. Length _____
☐ Roof, Replacement
☐ Siding, Replacement
☐ Storage Tank, Fill-in Place
☐ Storage Tank, New
☐ Storage Tank, Remove
☐ Temporary Structure
.. Days: _____
☐ Tent
.. Days: _____

☐ *Work has started*

Construction Type
☐ _____

Occupancy Type
☐ Assembly, A-1
☐ Assembly, A-2
☐ Assembly, A-3
☐ Assembly, A-4
☐ Assembly, A-5
☐ Business, B
☐ Educational, E
☐ Factory, F-1
☐ Factory, F-2
☐ High-Hazard, H-1
☐ High-Hazard, H-2
☐ High-Hazard, H-3
☐ High-Hazard, H-4
☐ High-Hazard, H-5
☐ Institutional, I-1
☐ Institutional, I-2
☐ Institutional, I-3
☐ Institutional, I-4
☐ Mercantile, M
☐ Mercantile, M
☐ Residential, R-1
☐ Residential, R-2
☐ Residential, R-3
☐ Residential, R-4
☐ Storage, S-1
☐ Storage, S-2
☐ Utility, U

Foundation Type
☐ .. Crawlspace
☐ .. Basement
☐ .. Slab on Grade

☐ *Work has been completed*

Square Footage
☐ 1st Floor _____
☐ 2nd Floor _____
☐ 3rd Floor _____
☐ 4th Floor _____
☐ 5th Floor _____
☐ 6th Floor _____
☐ Basement
.. Finished _____
.. Unfinished _____

Number of Rooms
☐ Bathroom, existing, half
☐ Bathroom, existing, full
☐ Bathroom, new, half
☐ Bathroom, new, full
☐ Bedrooms, existing
☐ Bedrooms, new
☐ Kitchen, existing
☐ Kitchen, new

☐ Total # of Rooms, excludes bathrooms, hallways, closets

Chimney
☐ .. Masonry
☐ .. Prefabricated

Fireplace
☐ .. Masonry
☐ .. Prefabricated

☐ Porch
.. Square Feet _____
.. Height above grade _____

☐ Deck
.. Square Feet _____
.. Height above grade _____

☐ *Emergency Repair*

☐ Carport
.. Square feet _____

☐ Garage – Attached
.. Square feet _____
☐ Garage – Detached
.. Square feet _____

☐ Accessory Structure
.. Square feet _____
.. Height _____

☐ Stairs

☐ Ramp

Solar Array
☐ .. Roof
☐ .. Ground

☐ Number of Units

☐ Other
_____

☐ Revised Plans
Pages: _____
Square Feet: _____

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.

Person Applying for Permit: ☐ Owner ☐ Lessee ☐ Contractor ☐ Agent

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: _____

Plans are reviewed with the 2021 Virginia Building Code.

Email application to: carolyn.barrett@winchesterva.gov