



→ Residential 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

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: _____

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.

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

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

Zoning District: _____ Tax Map #: _____
 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.

| | | | |
|---|---|---|--|
| <input type="checkbox"/> Work has not started | <input type="checkbox"/> Work has started | <input type="checkbox"/> Work has been completed | |
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Single Family Dwelling | <input type="checkbox"/> 1 st floor – SF - _____ | <input type="checkbox"/> Porch |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Duplex | <input type="checkbox"/> 2 nd floor – SF - _____ | ...Square feet _____ |
| <input type="checkbox"/> Alteration – Interior | <input type="checkbox"/> Townhouse 3-4 units | <input type="checkbox"/> 3 rd floor – SF - _____ | ...Height above grade _____ |
| <input type="checkbox"/> Alteration – Exterior | <input type="checkbox"/> Townhouse 5+ units | <input type="checkbox"/> Basement | <input type="checkbox"/> Deck |
| <input type="checkbox"/> Repair | | ... Finished – SF - _____ | ...Square feet _____ |
| <input type="checkbox"/> Foundation Only | Foundation Type | ... Unfinished – SF - _____ | ...Height above grade _____ |
| <input type="checkbox"/> Elevator and/or Shaft | <input type="checkbox"/> ... Crawlspace | <input type="checkbox"/> Bedrooms - # _____ | <input type="checkbox"/> Carport – SF - _____ |
| <input type="checkbox"/> Prefabricated Home | <input type="checkbox"/> ... Basement | <input type="checkbox"/> Bathrooms | <input type="checkbox"/> Garage |
| <input type="checkbox"/> Storage Tanks | <input type="checkbox"/> ... Slab on Grade | ...Full # _____ | ...Attached – SF - _____ |
| | | ...Half # _____ | ...Detached – SF - _____ |
| <input type="checkbox"/> Plumbing (separate permit) | Code Cycle | <input type="checkbox"/> Total Rooms - # _____ | <input type="checkbox"/> Stairs / Ramps |
| <input type="checkbox"/> Mechanical (separate permit) | <input type="checkbox"/> 2015 VRC | <input type="checkbox"/> Chimney - # _____ | |
| <input type="checkbox"/> Electrical (separate permit) | .. code expires 6.30.22 | ... Masonry or Prefab (circle) | <input type="checkbox"/> Square footage of project |
| <input type="checkbox"/> Gas (separate permit) | <input type="checkbox"/> 2018 VRC | <input type="checkbox"/> Fireplace - # _____ | >>> _____ |
| <input type="checkbox"/> ... Natural Gas | .. code effective 7.1.21 | ... Masonry or Prefab (circle) | |
| <input type="checkbox"/> ... LP Gas | <input type="checkbox"/> Swimming Pool | <input type="checkbox"/> Roof | |

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: _____ |