



15 N. Cameron Street  
Winchester, VA 22601  
540-667-1815  
Fax 540-722-3618

**ALL APPLICATIONS REQUIRE 2 SETS OF PLANS AT SUBMISSION – PENCIL DRAWINGS ARE NOT ACCEPTABLE**

**PROJECT ADDRESS:** \_\_\_\_\_ **Building Permit #** \_\_\_\_\_

**SCOPE OF WORK:** \_\_\_\_\_

**ESTIMATED VALUE OF CONSTRUCTION (materials and labor):** \$ \_\_\_\_\_

**Owner/Lessee:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City/State:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_

**\*Contractor:** \_\_\_\_\_  
**Business Address:** \_\_\_\_\_  
**City/State:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_  
**VA Cont. Lic. Number:** \_\_\_\_\_

**\*[Contact the Commissioner of Revenue (540) 667-1815 for a City of Winchester Business License]**

**Zoning:** \_\_\_\_\_ **Building Setbacks PROVIDED:** Front: \_\_\_\_\_ Left: \_\_\_\_\_ Right: \_\_\_\_\_ Rear: \_\_\_\_\_  
**Building Setbacks Required:** Front: \_\_\_\_\_ Left: \_\_\_\_\_ Right: \_\_\_\_\_ Rear: \_\_\_\_\_  
**Site Plan Required:** \_\_\_\_\_ Yes \_\_\_\_\_ No **Site Plan#:** \_\_\_\_\_ **Date Approved:** \_\_\_\_\_  
**Historic District:** \_\_\_\_\_ Yes \_\_\_\_\_ No **BAR Case #:** \_\_\_\_\_ **Date Approved:** \_\_\_\_\_  
**Corridor Enhance. District:** \_\_\_\_\_ Yes \_\_\_\_\_ No **CE Case #:** \_\_\_\_\_ **Date Approved:** \_\_\_\_\_

**Application:** Residential: \_\_\_\_\_ New Single Family – Att \_\_\_\_\_ Det \_\_\_\_\_ Other: \_\_\_\_\_ New Institutional – church, school, etc.  
\_\_\_\_\_ New 2, 3 & 4, 5 & Up Family Dwelling \_\_\_\_\_ New Commercial or Industrial

**Lien Agent:** \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ New Industrialized or Shell Building  
Name: \_\_\_\_\_ \_\_\_\_\_ New Addition  
Address: \_\_\_\_\_ \_\_\_\_\_ Remodeling  
Telephone: \_\_\_\_\_ \_\_\_\_\_ Other – please specify

**COMPLETE ALL ITEMS APPLICABLE TO THIS PERMIT:**

**INDICATE NUMBER:**

Bldg. Size (sq. ft.) – 1<sup>st</sup> fl: \_\_\_\_\_ 2<sup>nd</sup> fl: \_\_\_\_\_  
Basement Total (sq. ft.): \_\_\_\_\_  
Finished Basement (sq. ft.): \_\_\_\_\_  
Carport or Garage (sq. ft.): \_\_\_\_\_ Att. or Unattached (circle 1)  
Accessory Bldg. (sq. ft.): \_\_\_\_\_ Height \_\_\_\_\_  
Swimming Pool (sq. ft.): \_\_\_\_\_ Above or In-ground (circle 1)  
Retaining Wall - # of ft.: \_\_\_\_\_ Height \_\_\_\_\_  
Heat Type – e.g. NG/Elec: \_\_\_\_\_  
New Air Conditioning: \_\_\_\_\_ Yes \_\_\_\_\_ No  
New Electrical Work: \_\_\_\_\_ Yes \_\_\_\_\_ No  
Construction Type: \_\_\_\_\_  
Occupancy Type: \_\_\_\_\_

\_\_\_\_\_ Story(ies)  
\_\_\_\_\_ Porch(es) sq. ft. \_\_\_\_\_ Height \_\_\_\_\_  
\_\_\_\_\_ Deck(s) sq. ft. \_\_\_\_\_ Height \_\_\_\_\_  
\_\_\_\_\_ Fireplace(s)  
\_\_\_\_\_ Chimney(s)  
\_\_\_\_\_ Wood Stove(s)  
\_\_\_\_\_ Flue Hookup(s)  
\_\_\_\_\_ Bedroom(s)  
\_\_\_\_\_ Full Bath(s) \_\_\_\_\_ Half Bath(s)  
\_\_\_\_\_ Total Number of Rooms (excl. baths, halls, closets)  
\_\_\_\_\_ Stairs / Ramps  
\_\_\_\_\_ Total Number of Units

**Miscellaneous Construction (INDICATE NUMBER):**

\_\_\_\_\_ Asbestos Abatement/Removal \_\_\_\_\_ Radio Tower or Like Structure (antennas etc.)  
\_\_\_\_\_ Demolition of Building (\$500 Bond Required) \_\_\_\_\_ Re-Roofing  
\_\_\_\_\_ Elevator and/or Shaft \_\_\_\_\_ Re-Siding  
\_\_\_\_\_ Foundation Permit Only \_\_\_\_\_ Storage Tanks  
\_\_\_\_\_ Prefabricated Home \_\_\_\_\_ Temporary Structures/Tents  
\_\_\_\_\_ Certificate of Occupancy

Person Applying for Permit: \_\_\_\_\_ Owner \_\_\_\_\_ Lessee \_\_\_\_\_ Contractor \_\_\_\_\_ Agent  
(I hereby agree to comply with all provisions of the Virginia Uniform Statewide Building Code 2015 IBC/IRC, the Zoning Ordinance, and other ordinances or policies as adopted by the City of Winchester, Virginia.)

**Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Telephone No.:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_