



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

**ALL APPLICATIONS REQUIRE 2 SETS OF PLANS AT SUBMISSION**

**PROJECT ADDRESS:** \_\_\_\_\_

**Building Permit #** \_\_\_\_\_

Estimated Value of Construction (materials and labor): \$ \_\_\_\_\_

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

**\*Contractor:** \_\_\_\_\_  
**Business Address:** \_\_\_\_\_  
**City/State:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_

**\*[Contact the Commissioner of Revenue (540) 667-1815, extension 2307, for a Winchester City Business License]**

<b>Building Setbacks Required:</b>	<b>Front:</b> _____	<b>Left:</b> _____	<b>Right:</b> _____	<b>Rear:</b> _____
<b>Building Setbacks Provided:</b>	<b>Front:</b> _____	<b>Left:</b> _____	<b>Right:</b> _____	<b>Rear:</b> _____
<b>Zoning:</b>	<b>Site Plan Required:</b> _____ Yes _____ No	<b>Site Plan#:</b> _____	<b>Date Approved:</b> _____	
	<b>Historic District:</b> _____ Yes _____ No	<b>BAR Case #:</b> _____	<b>Date Approved:</b> _____	
	<b>Corridor Enhance. District:</b> _____ Yes _____ No	<b>CE Case #:</b> _____	<b>Date Approved:</b> _____	

**Application:** Residential: \_\_\_\_\_ New Single Family – Att \_\_\_\_\_ Det \_\_\_\_\_  
 \_\_\_\_\_ New 2, 3 & 4, 5 & Up Family Dwelling

**Other:** \_\_\_\_\_ New Institutional – church, school, etc.  
 \_\_\_\_\_ New Commercial or Industrial  
 \_\_\_\_\_ New Industrialized or Shell Building  
 \_\_\_\_\_ New Addition  
 \_\_\_\_\_ Remodeling  
 \_\_\_\_\_ Other – please specify

**Lien Agent:** \_\_\_\_\_ Yes \_\_\_\_\_ No  
**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_

**Complete All Items Applicable To This Permit:**

**Indicate Number As Applicable:**

**Bldg. Size (sf) – 1<sup>st</sup> fl:** \_\_\_\_\_ **2d fl:** \_\_\_\_\_  
**Basement Total (sf):** \_\_\_\_\_  
**Finished Basement (sf):** \_\_\_\_\_  
**Carport or Garage (sf):** \_\_\_\_\_  
**Accessory Bldg (sf):** \_\_\_\_\_  
**Swimming Pool (sf):** \_\_\_\_\_  
**Retaining Wall - # of ft:** \_\_\_\_\_  
**Heat Type – e.g. NG/Elec:** \_\_\_\_\_  
**New Air Conditioning:** \_\_\_\_\_ Yes \_\_\_\_\_ No  
**New Electrical Work:** \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_ **Story(ies)** \_\_\_\_\_ **Half Bath(s)**  
 \_\_\_\_\_ **Porch(es)**  
 \_\_\_\_\_ **Deck(s)**  
 \_\_\_\_\_ **Fireplace(s)**  
 \_\_\_\_\_ **Chimney(s)**  
 \_\_\_\_\_ **Wood Stove(s)**  
 \_\_\_\_\_ **Flue Hookup(s)**  
 \_\_\_\_\_ **Bedroom(s)**  
 \_\_\_\_\_ **Full Bath(s)**  
 \_\_\_\_\_ **Total Number of Rooms (excluding baths, halls, closets)**

**Miscellaneous Construction (Indicate Number):**

_____ Asbestos Abatement/Removal	_____ Radio Tower or Like Structure
_____ Demolition of Building (\$500 Bond Required)	_____ Re-Roofing
_____ Elevator Shaft	_____ Re-Siding
_____ Fences Over 6' High	_____ Storage Tanks
_____ Foundation Permit Only	_____ Temporary Structures/Tents
_____ Prefabricated Home	

**Person Applying for Permit:** \_\_\_\_\_ **Owner** \_\_\_\_\_ **Lessee** \_\_\_\_\_ **Contractor** \_\_\_\_\_ **Agent**

(I hereby agree to comply with all provisions of the Uniform Statewide Building Code 2012 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:** \_\_\_\_\_