ROANOKE

Electronic Submission: ◯ Yes ◯ No ◯ Both

Date

Permit #

Permit Application For

Zoning & Building

Complete Form & Click Here to Submit Electronically

Planning Building & Development
215 Church Ave., SW, Room 170
Roanoke, VA 24011
Phone: **(540) 853-1090** Fax: **853-1594**
www.roanokeva.gov
permitcenter@roanokeva.gov

Property Address

Tax Map #

Permit Requested By

Relationship to Property Owner ◯ Owner ◯ Contractor ◯ Agent ◯ Design Professional

Applicant Address City State Zip Code

Phone Number Fax Number email

Category ◯ Commercial ◯ Residential ◯ Governmental

Type Project ◯ New Construction ◯ Addition ◯ Repair/Remodel ◯ Other

Total Cost of Construction
(include cost of all labor & materials for the entire project)

☐ **I am applying for this permit as an owner/builder and exemption from state licensing as a contractor. I have been provided with these requirements and have, by my signature on the Owner/Builder Affidavit, agreed to comply with these requirements.**

This permit is to be used for projects where a building permit is required, or for projects where the building trade and one or more additional trades is involved. The general contractor, owner or lessee of the property, design professional or agent is required to obtain the permit and provide a listing of all contractors and subcontractors working on this project for verification of proper licensing.

Questions regarding disturbing or removal of asbestos should be forwarded to the Department of Labor and Industry. For information call 540-562-3580 ext. 131.

☐ 1 hour rated exterior wall acknowledgement. (required if less than 5 ft. from property line)	Initial:
☐ No plan review requested (contractor option only)	Date:

Description of Project

Existing Use

Proposed Use

Construction Type Stories

SqFt - Heated SqFt -Unheated

The Current Code in effect is the
2012 Virginia Uniform Statewide Building Code.

Checklist For Submission

- ☐ Application Completed.
- ☐ Owner/Builder Affidavit if applying for an exemption from state contractor licensing.
- ☐ Basic Development Plan or Approved Comprehensive Development Plan, as applicable.
- ☐ 1 set of plans drawn to scale with sufficient detail & clarity to indicate the nature & extent of the work proposed. 1 set of fire suppression plans are required. Drawings must have the seal of a design professional when required.
- ☐ When applicable, availability letter for water & sewer service. Receipt for payment required prior to issuance.
- ☐ Asbestos Survey if the building was initially built prior to January 1, 1985
- ☐ Floodplain Elevation Certificate, if in Special Flood Hazard Area.
- ☐ If in a Historic District, attach the Certificate of Appropriateness.
- ☐ Contractor/Subcontractor Listing form.

I understand that all applications for construction permits, along with all additional required information, must be provided to the Permit Center prior to processing of this application. All information submitted will be reviewed prior to the issuance of a permit. Should a technical plan review be required, the City of Roanoke strives to complete these reviews in ten (10) working days. Should information be missing or additional information be required, the review process may be delayed.

I also understand that all contractors and subcontractors are required to have the proper trade certifications when required, a current business license for the City of Roanoke and current state licensing when required by the Virginia Department of Professional and Occupational Regulations (DPOR).

I also understand that I am required to conform to all applicable requirements of the Virginia Uniform Statewide Building Code, the Zoning Ordinance for the City of Roanoke and all other applicable laws and ordinances.

Print Name

Signature

Mechanic's Lien Agent

Address

City

State

Zip Code

Please Do Not Enter Information Below This Line - FOR OFFICE USE ONLY

ZONING APPROVAL

Site Zoning

Base Zoning

Overlay

Zoning Use Classification

Conforming Use

☐ Use permitted as of right in the Zoning District.

☐ Use complies with Conditional Zoning - File #

and the Zoning District.

☐ Use permitted by special exception granted by the City of Roanoke Board of Zoning Appeals On:

Date

Appeal #:

☐ Continuation of legally established for which special exception would be required if it were a new use.

Non Conforming Use

☐ Continuation of a non-conforming use

Development Plan Review

◯ Basic ◯ Comprehensive ◯ Not Applicable

Certificate of Occupancy Required

◯ Yes ◯ No

Zoning Approval By:

Date: