ROANOKE

Date

Permit #

Permit Application For

Site Utilities

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

Complete Form & Click Here to Submit Electronically

Property Address

Tax Map #

Permit Requested By

Relationship to Property Owner ◯ Owner ◯ Contractor ◯ Agent

Applicant Address City State Zip Code

Phone Number Fax Number email

Category ◯ Commercial ◯ Residential ◯ Governmental

Type Project

Check All That Apply

☐ Water ☐ Sewer
☐ Fire ☐ Storm
☐ Electric/Duct Bank ☐ Gas

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 **Site Utility Work ONLY** is being performed without building trade work. If building trade work is to be performed in conjunction with this work, a general contractor, owner or lessee of the property (if qualified) is required to obtain the permit and provide a listing of all contractors and subcontractors working on this project for verification of proper licensing.

The Current Code in effect is the

2012 Virginia Uniform Statewide Building Code.

Description of Project

Are you working from a site plan for this project? ◯ Yes ◯ No
If Yes, submit an APPROVED copy of the plans with this application

Existing Use

Construction Type Stories

Checklist For Submission

☐ Application Completed.

☐ Owner/Builder Affidavit if applying for an exemption from state contractor licensing.

☐ 1 set of plans drawn to scale with sufficient detail & clarity to indicate the nature & extent of the work proposed.

☐ 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	

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

ZONING APPROVAL

Site Zoning

Base Zoning		Overlay	

Zoning Approval By:	