

What Do I Need For A Permit?

Commercial Projects
All other than 1 & 2 family dwellings

City of Roanoke
Building Inspections Division
215 Church Ave SW
Room 170
Roanoke, Va 24011

Required Application Information

For All Permits:

Building Permit Application
Building Plans - A digital PDF copy
Contractor/Subcontractor Listing
Owner/Builder Affidavit (if applicable, must meet one of the exceptions per the [Code of Virginia Contractor exceptions](#))

For New Construction, Additions & Detached Accessory Structures:

Basic Development Plan - 1 PDF copy Drawn to Scale **OR**
Approved Comprehensive Development Plan (**if required**) - 1 PDF copy to Scale
Additional Data May Be Required if Requested

Terms & Definitions

Building Permit Application:

A completed Zoning/Building Permit Application

The City of Roanoke issues Combination Permits when there is building work and at least one other type trade work to be performed (plumbing, electrical, hvac, etc.) on any one project. Separate permits will not be issued and the general contractor is required to obtain the permit and list all subcontractors working on the project (see contractor/subcontractor listing below).

Building Plans (Digital PDF):

ALL Plans **Must** include the following on a **COVER SHEET**

Project Description
Address or location
Parcel Identification Number (Tax Id #)
Owner's Name
Developer or Contractor's Name
Building Code Addition to Which the project is Designed
Building Code Data (Type of Construction, Use and Occupancy, Height and Area, Occupancy Load, etc)
All Design Professionals Involved with Proper Professional Seals on All Pages
Zoning Information
Flood Zone
Code Compliance Summary

Such drawings and specifications shall contain information, in the form of notes or otherwise, as to the quality of materials where the quality of materials is essential to the conformity with the technical codes. Such information shall be specific, and the technical codes shall not be cited as a whole or in part, nor shall the term "legal" or its equivalent be used as a substitute for specific information. All information, drawings, specifications, and accompanying data shall bear the name and signature of the person responsible for the design.

The attached [Plan Review Checklist](#) maybe used as a guide for preparing plans. It is a general guide only and your plans may require preparation by a registered design professional.