



Permit Application for
Trades
Electrical, Plumbing, Mechanical

Permit #

Date

The current code in effect is the
2012 Virginia Uniform Statewide Building Code

Business Name

Property Address Tax Map #

Applicant Name

Relationship to Property Owner Owner Contractor Agent Design Professional

Applicant Address

City State Zip Code Phone # Fax #

Email Address

Description of Project

Project Type

Category of Building <input type="checkbox"/> Commercial <input type="checkbox"/> Residential <input type="checkbox"/> Governmental	<input type="checkbox"/> Electrical	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Plumbing	Total Cost of Construction <i>(Include cost of all labor & Materials for the entire project)</i> <input type="text"/>
	<input type="checkbox"/> Interior work only	<input type="checkbox"/> Interior work only	<input type="checkbox"/> Water Sewer Affidavit	
	<input type="checkbox"/> Interior and Exterior work	<input type="checkbox"/> Interior and Exterior	<input type="checkbox"/> Interior and Exterior	
	<input type="checkbox"/> Service work	<input type="checkbox"/> Commercial Hood	<input type="checkbox"/> Water Service line	

AEP work Order Numbers
 REQUIRED FOR SERVICE WORK

Working off a set of plans for this project.
 Plans submitted with this application
 Not working off a set of plans for this project.

Reconnect Number

Disconnect number

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.

Checklist For Submission

- Application Complete**
- Owner/Builder Affidavit if applicable**
- 1 set of plans drawn to scale with sufficient detail & clarity to indicate the nature & extent of the work proposed. Drawings must have the seal of a design professional when required.**
- Asbestos Survey if the building was initially built prior to January 1, 1985**
- Contractor/Subcontractor Listing form**
- If in a Historic District, attach the Certificate of Appropriateness.**
- Floodplain Elevation Certificate if in Special Flood Hazard Area.**
- If in the NDD District, following appropriate guidelines.**

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.

Initial