



Permit Application for  
**Trades**  
**Electrical, Plumbing, Mechanical**

Permit #

Date

The current code in effect is the  
**2018 Virginia Uniform Statewide Building Code**

**Total Cost of Construction**  
*(Include cost of all labor & Materials for the entire project)*

Work Location 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

Primary Contact for Permit

Contact Type  Office  Field Phone #

Description of Project

Building Type  
 Commercial  
 Residential

Trade Type  
 Mechanical  
 Electrical  
 Plumbing

Project Type  
 Interior  Exterior  
 Interior and Exterior  
 Commercial Hood  
 Electrical Service  
 Water/Sewer Line  
 Water/Sewer Affidavit

AEP work order numbers are **Required** for Electrical Service Work permits  
 Reconnect Number   
 Disconnect number

**Water/Sewer Inspection Affidavit** form located on back of application. The form must be fully filled out with **all** boxes checked to be accepted as complete.

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
- Contractor/Subcontractor Listing form
- Owner/Builder Affidavit if applicable
- If in a Historic District, attach the Certificate of Appropriateness.
- 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.
- Floodplain Elevation Certificate if in Special Flood Hazard Area.
- Asbestos Survey if the building was initially built prior to January 1, 1985
- 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 Here

# Water/Sewer Inspection Affidavit

All items shown below **MUST** be completed, The permit and affidavit will **NOT** be accepted if incomplete.  
The affidavit permits are available **ONLY** to approved contractors who have attended the mandatory training class, signed the participation agreement and the value of the job is less than \$2,500.00.

Date Work Completed

## General - Requirements For All Jobs

Owner notification and approval of self inspected work.  Placard posted at job site (2012 USBC 110.5)

### Water Line Repair/Replacement

Test of supply piping  
(VRC P2503.7; VPC 312.5)  Yes  N/A

Correct pipe sizing  
(VRC Table P2903.1; VPC 603.1)  Yes  N/A

Pipe material standard and related working pressure  
(VRC P2906.4 & Table P2906.4; VPC 605.3 & Table 605.3)  Yes  N/A

Soil type for installation  
(VRC P2906.1; VPC 605.1)  Yes  N/A

Frost depth - 18"  
(VRC P2603.5; VPC 305.4)  Yes  N/A

**Must be buried 24" to top of pipe**

Pipe passing through or under footing or walls(VRC P2603.4; VPC 305.3)  Yes  N/A

Approved underground joints  
(VRC P2906; VPC 605)  Yes  N/A

Trenching bedding and pipe support  
(VRC P2604.1; VPC 306.2)  Yes  N/A

Separation from sewer service  
(VRC P2906.4.1; VPC 603.2)  Yes  N/A

Protection of footing/wall  
(VRC P2604.4; VPC 307.5)  Yes  N/A

**When digging parallel to footing wall**

Seal building penetrations  
(VRC P2606.1; VPC 305.5)  Yes  N/A

Backfill material  
(VRC P2604.3; VPC 306.3)  Yes  N/A

Tracer Wire (non-metallic piping)  
(VRC P2602.3, VPC 603.3)  Yes  N/A

Reconnection of existing grounding  
Provide grounding (ground rods) if metal waterline is being replaced with plastic water line and provide bonding for interior metal water lines if subject to being energized  Yes  N/A

### Sewer Line Repair/Replacement

Pipe sizing  
(VRC P3005.4.2; VPC Table 710.1(1))  Yes  N/A

Sewer pipe material standard and related working pressure  
(VRC P3002.2 & Table P3002.2; VPC 702.3 & Table 702.3)  Yes  N/A

Trenching bedding and pipe support  
(VRC P2604.1; VPC 306.2)  Yes  N/A

Sewer pipe slope  
(VRC Table P3005.4.2; VPC 704.1)  Yes  N/A

Approved underground joints  
(VRC P3003; VPC 705)  Yes  N/A

Cleanout(s) installed  
(VRC P3005.2, VPC 708)  Yes  N/A

Separation from water service  
(VRC P2906.4.1; VPC 603.2)  Yes  N/A  
**See also IPC 703.1, 703.2, and IRC P3002.1 for type of pipe**

Protection of footing/wall  
(VRC P2604.4; VPC 307.5)  Yes  N/A  
**When digging parallel to footing wall**

Seal building penetrations  
(VRC P2606.1; VPC 305.5)  Yes  N/A

Pipe passing through or under footing or walls  
(VRC P2603.4 & P2603.3; VPC 305.1 & 305.3)  Yes  N/A

Tracer Wire (non-metallic piping)  
(VRC P3002.2.2, VPC 703.7)  Yes  N/A

Backfill Material  
(VRC P2604.3; VPC 306.3)  Yes  N/A

**I AFFIRM, by my signature, that all information contained in this Permit Application and Inspection Affidavit is true and correct.**

**Print Name**