



Commercial Building & Zoning Permit Application

Work Location or Business Name: _____

Property Address: _____ Tax #(if known): _____

Applicant Information

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Relation to Property Owner: Owner *Contractor Owner's Agent *Registered Design Professional

*Contractor (or RDP) DPOR License #: _____

****If Property Owner is an LLC or Corporation, please provide a Member or Corporate Officer Name and Address***

Member/Officer Name: _____

Member/Officer Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Primary Contact Information *(If different from Applicant)*

Name: _____

Phone: _____ Email: _____

Mechanic's Lien Agent *(if applicable)*

Lien Agent Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Building Code Data *(if known - see the 2021 VCC, Chapter 3, link below)*

https://codes.iccsafe.org/content/VACC2021P1/chapter-3-use-and-occupancy-classification#VACC2021P1_Ch03_Sec309

Number of Stories: _____ Type of Construction: (Group & #) _____ Building Square Footage: _____

Existing Use: _____ Proposed Use: _____ Use of Property: _____

Total Cost of Construction? \$ _____ *(Include cost of all labor & materials for entire project)*

General Description of Proposed Project or Work

**Please submit any relevant documentation or construction plans*

Please complete the "Subcontractor Listing**" form if hiring contractor. Please complete the "**Owner/Builder Affidavit for Exemption from Contractor License**" if you are performing the work yourself as the Owner.*

An "Asbestos Survey**" is required for buildings built prior to January 1, 1985.*

Please Read Carefully

As of January 18, 2024, all construction must comply with the 2021 Virginia Uniform Statewide Building Code (USBC), the 2021 Virginia Construction Code (VCC), and the 2021 Virginia Residential Code (VRC). You have the right to choose that your permit and inspections be reviewed based on the 2018 Building Codes and Standards until January 18, 2025.

Check Here to Confirm: I would like my permit and inspections to be based on the 2018 Building Codes and Standards.