



# Permit Application for Commercial Building and Zoning

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 ProfessionalApplicant Address City  State  Zip Code  Phone #  Cell # Primary Contact for Permit Type of Contact  Office  Field Phone # Email Address Description of Project Building Code Data  Number of Stories  Type of Construction  Building Square Feet Existing use  Proposed Use  Use of Property 

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.

- |   |                                   |                                      |  |
|---|-----------------------------------|--------------------------------------|--|
| <input type="radio"/> Accessory Structure | <input type="radio"/> With Trades | <input type="radio"/> Without Trades | <input type="radio"/> Moving a Structure |
| <input type="radio"/> Repair/Remodel      | <input type="radio"/> With Trades | <input type="radio"/> Without Trades | <input type="radio"/> CO Request         |
| <input type="radio"/> New                 | <input type="radio"/> Dwelling    | <input type="radio"/> Modular        |  |
| <input type="radio"/> Pool                | <input type="radio"/> With Trades | <input type="radio"/> Without Trades |  |
| <input type="radio"/> Deck/Porch          | <input type="radio"/> With Trades | <input type="radio"/> Without Trades |  |
| <input type="radio"/> Addition            |                                   |                                      |  |
| <input type="radio"/> City Annual         |                                   |                                      |  |

**Asbestos Survey if the building was initially built prior to January 1, 1985**

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

# Checklist For Submission

Below is what may or may-not be required for your submission depending on your project and location. A delay in accepting your application may be possible if all required documents are not provided.

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Application Complete</b>   | <input type="checkbox"/> <b>When applicable, availability letter for water &amp; sewer service. Receipt for payment required prior to issuance.</b> |
| <input type="checkbox"/> <b>Owner/Builder Affidavit if applicable</b>  | <input type="checkbox"/> <b>If in a Historic District, attach the Certificate of Appropriateness.</b>   |
| <input type="checkbox"/> <b>Contractor/Subcontractor Listing form</b>  | <input type="checkbox"/> <b>Floodplain Elevation Certificate if in Special Flood Hazard Area.</b>   |
| <input type="checkbox"/> <b>Basic Development Plan or Approved Comprehensive Development Plan</b>  | <input type="checkbox"/> <b>If in the NDD District, following appropriate guidelines.</b>   |
| <input type="checkbox"/> <b>1 set of plans drawn to scale with sufficient detail &amp; clarity to indicate the nature &amp; extent of the work proposed. Drawings must have the seal of a design professional when required.</b> |   |