

# RESIDENTIAL PERMIT APPLICATION

Permit # \_\_\_\_\_

Washington County Building &amp; Development Services

1 Government Center Place, Suite A  
Abingdon, VA 24210Phone: 276-525-1340 Fax: 276-525-1309  
www.washcova.com**TYPE OF WORK**

- New Construction     Alteration/Remodel  
 Addition             Demolition     Renewal

**CATEGORY OF CONSTRUCTION**

- Single Family Dwelling     Modular Home  
 Duplex                       Townhouse  
 Accessory Structure (describe): \_\_\_\_\_  
 Other (describe): \_\_\_\_\_

**WORK DESCRIPTION**

\_\_\_\_\_  
\_\_\_\_\_  
Construction Type: \_\_\_\_\_

Land Disturbance (grading) over 10,000 sq. ft: Yes  No **JOB SITE INFORMATION**

Job Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_  
Tax Map/Parcel # \_\_\_\_\_

**PROPERTY OWNER**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Phone #: (\_\_\_\_) \_\_\_\_\_

APPLICANT (Check if) Owner  Contractor  Renter 

Applicant Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

**MECHANICS LEIN AGENT**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_

**NEW CONSTRUCTION/ADDITIONS**

# Bedrooms: \_\_\_\_\_ # Stories: \_\_\_\_\_  
# Full Baths: \_\_\_\_\_ # Units: \_\_\_\_\_  
# Half Baths: \_\_\_\_\_

Water Source: Public  Well  Spring Sewage.....: Public  Septic 

Heat Type.....: Heat Pump  Geo Thermal   
Gas  Wood Stove   
Solar

Foundation: Slab  Crawl   
Basement

Building Height: \_\_\_\_\_ ft.

Living Area: \_\_\_\_\_ sq. ft.

Garage Area: \_\_\_\_\_ sq. ft.

Basement (unfinished): \_\_\_\_\_ sq. ft.

Basement (finished): \_\_\_\_\_ sq. ft.

Carport Area: \_\_\_\_\_ sq. ft.

Deck Area: \_\_\_\_\_ sq. ft.

Covered Porch: \_\_\_\_\_ sq. ft.

**ALTERATIONS/DEMOLITIONS**

Year Built: \_\_\_\_\_

Area of Alteration/Remodel: \_\_\_\_\_ sq. ft.

Area of Demolition: \_\_\_\_\_ sq. ft.

Asbestos Survey Provided: Yes  No **ACCESSORY STRUCTURES**

Detached Garage: \_\_\_\_\_ sq. ft.

Pool Length: \_\_\_\_\_ ft. Width: \_\_\_\_\_ ft.

Max Depth: \_\_\_\_\_ ft.

Retaining Wall Height: \_\_\_\_\_ ft.

Fence Height: \_\_\_\_\_ ft.

Gazebo/Storage: \_\_\_\_\_ sq. ft.

**CONTRACTOR INFORMATION**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_

State License #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Estimated Cost of Construction \$ \_\_\_\_\_

I hereby certify that I am the owner of the record herein described property, or that the proposed work has been authorized by the owner of record and that I have been authorized to make this application as a designated agent. I agree to conform to all applicable state and local regulations, rules, and policies and such shall be deemed a condition entering into the exercise of the permit. In addition, if a permit is issued, I certify that the code official or his authorized representative shall have the authority to enter the area(s) described herein at any reasonable hour for the purpose of enforcing the provisions of the applicable code(s).

Applicant: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

**FOR COUNTY USE ONLY**

DATE APPLICATION RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

BUILDING PERMIT FEE \$ \_\_\_\_\_ ZONING COMPLIANCE FEE \$ \_\_\_\_\_ TOTAL FEE AMOUNT \$ \_\_\_\_\_

PARCEL ZONING: \_\_\_\_\_ FH DISTRICT: YES  NO  AIR SAFETY DISTRICT: YES  NO  MAG. DISTRICT: \_\_\_\_\_

## THE FOLLOWING MUST BE SUBMITTED WITH THE APPLICATION

- (1) Most recent Washington County Tax Ticket for parcel on which building/structure is to be built. Required for new construction only—not required for renovations or additions.
- (2) Virginia Department of Health Septic System Approval where no public sanitary sewer service is available or receipt for payment of Public Sanitary Sewer Connection Fee where public sanitary sewer is available. Required for new construction and additions only.
- (3) Virginia Department of Transportation Entrance Permit for new building/structure to be served by access drive connection to a Virginia secondary highway. Required for new construction only—not required for renovations or additions.
- (4) Construction Plans and Site Plan drawing. Required for new construction, additions, and major renovations.
- (5) County Application for Land-Disturbing Permit form and Soil Erosion & Sediment Control Plan where more than 10,000 sq. ft. of ground will be disturbed (graded) during construction. Required for new construction and additions. Agreement in Lieu of plan is acceptable for Residential only.
- (6) Virginia Contractor's License Card or sign County Section 54.1-1111 Affidavit form at time Permit is obtained.
- (7) Virginia Department of Health Well System Approval Permit number where no public water service is available or receipt for Payment of Public Water Connection Fee where public water is available. Required for new construction and additions only.

### WHERE CAN I GET A COPY OF MY MOST RECENT WASHINGTON COUNTY TAX TICKET?

Tax Tickets may be obtained from the Washington County Treasurer's Office, 1 Government Center Place, Abingdon, Virginia.

### WHERE DO I GO TO OBTAIN A VIRGINIA DEPARTMENT OF HEALTH WATER OR SEPTIC SYSTEM APPROVAL (FOR BUILDINGS/STRUCTURES WHERE NO PUBLIC WATER OR SANITARY SEWER SERVICE IS AVAILABLE) OR RECEIPT FOR PAYMENT OF PUBLIC WATER OR SANITARY SEWER CONNECTION FEE (FOR BUILDINGS/STRUCTURES TO BE SERVED BY PUBLIC UTILITIES)?

Please contact the Environmental Services Division of the Virginia Department of Health, Washington County Community Services Building, 15068 Lee Highway, Bristol, Virginia, (276) 676-5474 for information concerning Virginia Department of Health Water and/or Septic System Approval.

Connection Fees to public services available in Washington County may be paid at the following location, depending on the public service provider:

- Town of Abingdon, Virginia—Municipal Building, 133 West Main Street, Abingdon, Virginia (276)628-3167
- Town of Damascus, Virginia—Town Hall, 208 West Laurel Avenue, Damascus, Virginia (276) 475-3831
- Washington County Service Authority—21522 Regal Drive, Abingdon, Virginia (276) 628-7151
- Bristol Virginia Utilities Board—15022 Lee Highway, Bristol, Virginia (276) 821-6100

### WHERE MAY I OBTAIN A VIRGINIA DEPARTMENT OF TRANSPORTATION DRIVEWAY OR COMMERCIAL ENTRANCE PERMIT?

Driveway or Commercial Entrance Permits may be applied for and obtained through the Area Residency offices of the Virginia Department of Transportation:

- Lebanon Area Residency—Building 938, North Highway 71, Lebanon, Virginia (276) 889-7600
- Bristol Area Residency—870 Bonham Road, Bristol, Virginia (276) 669-6151

### WHERE DO I OBTAIN AN APPLICATION FOR LAND DISTURBING PERMIT FORM?

A County Application for Land-Disturbing Permit form may be obtained through the Washington County Department of Building & Development Services, 1 Government Center Place, Suite A, Abingdon, Virginia, or online at [www.washcova.com](http://www.washcova.com) (Department of Building & Development Services webpage). An Erosion and Sediment Control Plan must be submitted along with application in order to obtain a Land-Disturbing Permit. Licensed professional civil engineers or land surveyors prepare Erosion and Sediment Control Plan documents (at Applicant's expense).