

# COMMERCIAL PERMIT APPLICATION

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

Washington County Building &amp; Development Services

1 Government Center Place, Suite A  
Abingdon, VA 24210

Phone: 276-525-1340

Email: buildhelp@washcova.com

**TYPE OF WORK**

- New Construction     Alteration/Remodel  
 Addition             Demolition     Renewal

**CATEGORY OF CONSTRUCTION**

Building Primary Use: \_\_\_\_\_  
Building Secondary Use: \_\_\_\_\_  
Accessory Structure (describe): \_\_\_\_\_  
Other (describe): \_\_\_\_\_

**WORK DESCRIPTION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**JOB SITE INFORMATION**

Job Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Development Name: \_\_\_\_\_ Type: \_\_\_\_\_  
Job Site Phone #: (\_\_\_\_) \_\_\_\_\_  
Tax Map/Parcel # \_\_\_\_\_

**PROPERTY OWNER**

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

**APPLICANT (Check if) Owner**  **Contractor**  **Agent** 

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

**MECHANICS LEIN AGENT**

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

**NEW CONSTRUCTION/ADDITIONS**

New Building Area: \_\_\_\_\_ sq. ft.  
# Stories: \_\_\_\_\_  
# Units: \_\_\_\_\_  
Water Source: Public  Well  Spring   
Sewage.....: Public  Septic

**ALTERATIONS/DEMOLITIONS**

Year Built: \_\_\_\_\_  
Area of Alteration/Remodel: \_\_\_\_\_ sq. ft.  
Area of Demolition: \_\_\_\_\_ sq. ft.  
Asbestos Survey Provided: Yes  No

**Land Disturbance (grading) over 10,000 sq. ft** Yes  No **TRADE PERMITS INVOLVED**

Electrical  Plumbing   
Mechanical  Elevator   
Sign   
Fire Safety: Sprinkler   
                  Alarm   
                  Hood

**(Each trade will require individual permits)****Items required prior to Issuance of Permit:**

- Construction Plans & Site Plan   
VDOT Highway Entrance Permit   
Health Dept. Permit Documents   
Erosion & Sediment Control Plan   
Certified Responsible Land Disturber (RLD)   
Proof of Ownership (Tax Ticket or Recorded Deed)   
Proof of Water Connection

**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: \_\_\_\_\_



## **Required Submittal Documents for New Construction**

- **Virginia Department of Health Septic System Approval where no public sewer service is available or proof of connection to public sanitary sewer service.**
  - Approval from the Department of Health may be in the form of a Septic System Construction Permit or a Safe, Adequate, and Proper Determination (if using existing septic system).
    - **Virginia Department of Health, Environmental Services Division**, 15068 Lee Highway, Bristol, VA 24202, (276) 676-5474
  - Proof of connection to public sanitary sewer service may be a receipt and/or application for service or other documentation from the service provider.
    - **Washington County Service Authority**, 21522 Regal Drive, Abingdon, VA 24211, (276) 628-7151
    - **Town of Abingdon**, 133 West Main Street, Abingdon, VA 24210, (276) 628-3167
  
- **Virginia Department of Health Well System Approval where no public water service is available or proof of public water connection.**
  - Well system information may be obtained from the Virginia Department of Health.
    - **Virginia Department of Health, Environmental Services Division**, 15068 Lee Highway, Bristol, VA 24202, (276) 676-5474
  - Proof of connection to public water service may be a receipt and/or application for service or other documentation from the service provider.
    - **Washington County Service Authority**, 21522 Regal Drive, Abingdon, VA 24211, (276) 628-7151
    - **Town of Abingdon**, 133 West Main Street, Abingdon, VA 24210, (276) 628-3167
  
- **Virginia Department of Transportation Approval**
  - Approval may be in the form of an Entrance Permit, Existing Driveway Letter, or Non-State Maintained Right-of-Way Letter.
    - **Abingdon Residency**, 700 East Main Street, Abingdon, VA 24210, (276) 676-5582
    - **Lebanon Area Residency**, Building 938, North Highway 71, Lebanon, VA 24266, (276) 889-7600
  
- **Proof of Ownership**
  - A landcard will be obtained from the County GIS upon submission of permit application. The Permit Technicians will notify applicant at that time if any additional documentation is needed.
  
- **Site Plan and Zoning Approval (if applicable)**
  - Site plan will need to include proposed location of the structure along with distances to the adjoining property lines.
    - **Washington County Zoning Department**, 1 Government Center Place, Suite A, Abingdon, VA 24210, (276) 525-1391
    - **Town of Damascus**, 208 West Laurel Avenue, Damascus, VA 24236 (276) 475-3831
    - **Town of Glade Spring**, 113 E. Glade Street, Glade Spring, VA 24340 (276) 429-5134
  
- **Construction Plans**
  - If submitting hard copies of the construction plans, **two** copies are required.
  - Electronic submission is also available. Please contact the Permit Technicians for more information.