COUNTY OF WASHINGTON, VIRGINIA
BUILDING AND DEVELOPMENT DEPARTMENT

APPLICATION FOR:

APPLICATION FOR: ☐ CHANGE OF OCCUPANCY ☐ OTHER DATE: _____

OWNER INFORMATION:

OWNER NAME: _____

OWNER CONTACT INFORMATION: _____
911 Street Address or P.O. Box

_____ _____ _____ _____
City State Zip Code Home Telephone

_____ _____ _____
Work Telephone Number Mobile Telephone Number E-mail

TENANT INFORMATION:

TENANT NAME: _____

TENANT CONTACT INFORMATION: _____
911 Street Address or P.O. Box

_____ _____ _____ _____
City State Zip Code Home Telephone

_____ _____ _____
Work Telephone Number Mobile Telephone Number E-mail

STRUCTURE INFORMATION:

BUILDING/STRUCTURE IS LOCATED ON THE FOLLOWING PROPERTY / PARCEL:

PARCEL ID: _____ PARCEL SIZE: _____
County Tax Map ID No. Acres/SQFT

_____ _____
911 Street Address of Existing Structure located on Parcel City

_____ _____ NO. OF EXISTING BUILDINGS/STRUCTURES ON PARCEL: _____
State Zip Code

EXISTING OCCUPANCY GROUP / USE: _____ PROPOSED OCCUPANCY GROUP / USE: _____

ORIGINAL DATE CERTIFICATE OF OCCUPANCY ISSUED: _____

EXISTING STRUCTURE TOTAL SIZE: _____sqft TOTAL STORIES: ____ SIZE PER STORY: _____sqft

EXTERIOR DIMENSIONS: _____ NO. OF PARKING SPACES: _____ ADA PARKING SPACES: _____

EXTERIOR CONSTRUCTION TYPE: _____

INTERIOR CONSTRUCTION TYPE: _____

NO. OF EXITS TO EXTERIOR: _____ CLEAR WIDTH OF EXIT DOORS TO EXTERIOR: _____

DOES STRUCTURE HAVE ANY COORIDORS: _____ CLEAR WIDTH OF COORIDORS: _____

NO. OF BATHROOMS: _____ NO. OF ADA COMPLIANT BATHROOMS: _____

INTERIOR STAIRS, NO. OF RISERS: _____ EXTERIOR STAIRS, NO. OF RISERS: _____ RAMPS: _____

TYPE OF HEATING SYSTEM: _____

TYPE OF FIRE ALARM SYSTEM: _____

TYPE OF SPRINKLER SYSTEM: _____

APPLICANT SIGNATURE

APPLICANT SIGNATURE: _____ DATE: _____

FOR COUNTY USE ONLY

DATE APPLICATION RECEIVED: _____ RECEIVED BY: _____
Initials

PARCEL ZONING: _____ FH DISTRICT: ☐ YES ☐ NO AIR SAFETY DISTRICT: ☐ YES ☐ NO MAG. DISTRICT: _____

FREQUENTLY ASKED QUESTIONS

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 SEPTIC SYSTEM APPROVAL (FOR BUILDINGS/STRUCTURES WHERE NO PUBLIC SANITARY SEWER SERVICE IS AVAILABLE) OR RECEIPT FOR PAYMENT OF PUBLIC SANITARY SEWER CONNECTION FEE (FOR BUILDINGS/STRUCTURES TO BE SERVED BY PUBLIC SANITARY SEWER)?

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 Septic System Approval.

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

Town of Abingdon, Virginia – Municipal Building 133 West Main Street, Abingdon, Virginia (276) 627-3167
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) 645-8702

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:

Abingdon Area Residency – 710 East Main Street, Abingdon, Virginia (276) 676-5503
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 (County 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).

WHERE DO I OBTAIN APPLICATION FOR REZONING, SPECIAL EXCEPTION PERMIT AND NFIP CERTIFICATE OF ELEVATION FORMS?

County APPLICATION FOR REZONING and APPLICATION FOR SPECIAL EXCEPTION PERMIT forms may be obtained through the Washington County Department of Zoning Administration, 1 Government Center Place, Suite A, Abingdon, Virginia, or online at www.washcova.com (County Department of Zoning Administration webpage). The National Flood Insurance Program (NFIP) CERTIFICATE OF ELEVATION form may be obtained through the Washington County Department of Engineering Services, 1 Government Center Place, Abingdon, Virginia, or on-line at www.washcova.com (County Department of Engineering Services webpage).