

COMMERCIAL PERMIT APPLICATION

Permit # _____

Washington County Building & 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.