

Building Permit Application

The attached building permit application should be used for ALL building permits including:

Residential
Commercial
New
Additions
Repairs
Alterations
Decks
Demolitions
Fire Protection
Swimming Pools

Development Services Center

City of Norfolk



For NEW BUILDINGS

Please follow the 4-Step process below in order to complete the “NEW Building” Permit Application Form

Email the application form following the sequence below:

Addressing

David.Vachet@norfolk.gov

Right-of-Way/Driveway Permits

<https://citizen.norfolk.permitcity.com/auth/login>

Utilities (Water & Sewer)

utengtech@norfolk.gov

Please email the completed building permit application and complete construction plan submittal combined into one single pdf to:

planreviewpermits@norfolk.gov

City of Norfolk
Development Services Center
Residential Plan Submittal Checklist

Email building package with plans to:
planreviewpermits@norfolk.gov

For new buildings, an address must be assigned as a prerequisite. Please email the building permit application and survey/site plan to David.vahcet@norfolk.gov to get the officially assigned address and the re-bundle for digital plan submittal.

Address where work is to take place: _____

Project type/nature of work: _____

Building Permit Tracking Number _____ (Tracking number will not be assigned if the application bundle is incomplete)

- Provided
- Not Provided
- N/A Not Applicable

- Survey to scale with proposed work indicated
- Complete and return the Contractor Licensure Affidavit. **(always required)**
- Provide the Responsible Land Disturber and Agreement in Lieu of an E&S control plan form. **(Demos and SFDs)**
- Elevation Certificate provided for Structures in Flood Zone other than X and X-shaded
- Footing & Foundation Plan
- Footing & Foundation Details
- Floor Framing Plans (1st, 2nd, 3rd, Attic)
- First Floor Plan (1st, 2nd, 3rd, Attic)
- Typical Exterior Wall Section Detail (Footing to Roof)
- Typical 1 HR Fire Rated from both sides Exterior Wall Section Detail within 5' of Property Line
- Roof Framing Plan
- Supporting Typical Section Details
- Specifications for any Engineered Lumber and Layout Plans and Specifications
(Roof Trusses, Floor Trusses, TJL's, LVL's / Microlam Beams)
- Deck Framing Plan & Details (when applicable)
- Completed Building Permit Application Form (with address if New SFD)
- Application Complete (All of the Above Required Listed Items have been provided in a single PDF)**

Applicant's name, printed _____

Applicant's Signature _____ Date _____

Telephone Number _____

Email address (applicant) _____

Email address (owner if other than applicant) _____

**** Plans will not be accepted for submission without all required items for a completed application. ****



Building Permit Application
 Development Services Center
 810 Union Street, 1st Floor, Norfolk, Virginia 23510
 (757) 664-6565

Email building package with plans to:
planreviewpermits@norfolk.gov

BLDG Permit # _____

Location of Work _____ Unit/Lot _____ Application Date _____

Applicant: Owner Contractor Agent Design Professional

OR

<input type="checkbox"/> Property Owner	<input type="checkbox"/> Tenant
Name _____	Contractor State License # _____ Class <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C
Address _____	Building Co. Name _____
City/State/Zip _____	Contact's Name _____
Phone # _____ Fax# _____	Address _____ City/State/Zip _____
E-Mail Address _____	Phone # _____ Fax # _____ Cell Phone # _____
	E-Mail Address _____

Type of Property: Residential Multi-Family Commercial CO Requested _____ Proposed Occupant Load Green Building
Type of Work: New Structure Repair/Alteration Addition Demolition Fire Alarm Sprinkler Hood Supp.
 Other _____

Scope of work: _____

Project Cost \$ _____ Use Group _____ Construction Type _____ Square Foot _____

I agree to work in conformity to the ordinances & regulations of the City of Norfolk & Virginia Uniform Statewide Building Code. **VUSBC 20** _____

Print Name: _____ **MECHANICS LIEN AGENT** **NOT DESIGNATED**

Signature: _____ **Date** _____ **Name:** _____

I ELECT to participate in the tax abatement program (Initials) _____ **Address:** _____

I DECLINE participation in the tax abatement program (Initials) _____ **Phone #:** _____

Office Use Only

Address (7th Floor City Hall) _____

Total Approved Occupant Load _____ CO REQUIRED

Zone _____ # of DU's _____ # of Stories _____ Flood Zone _____

Zoning Approval _____

Driveways (2nd Floor City Hall) _____

Approved by _____ Date _____

Water _____ Sewer _____

CBPA Fee \$ _____ RLD fee \$ _____

Admin Fee \$ _____ Tax Abatement fee \$ _____

Plan Review \$ _____ Permit Fee \$ _____

Tech Fee \$ _____ State Surcharge \$ _____

Environmental _____ CBPA

Total Fee \$ _____

Cash _____ Check # _____ Credit _____



Asbestos Inspection Exemption

I certify that the above building is exempt from the Asbestos Inspection, as required by the Commonwealth of Virginia for the following reason (check one):

- 1. Single family dwelling or residential housing with four (4) or fewer units not being renovated / demolished for commercial or public development.
- 2. The combined amount of regulated asbestos containing material involved is:
 - a) less than 260 linear feet of material on pipes, or
 - b) less than 160 square feet on other facility components, or
 - c) less than 35 cubic feet of facility components where the length or area cannot be measured.
- 3. Buildings for which an initial building permit was issued after January 1, 1985.

Signature of Owner or Authorized Agent

Date

*****STOP HERE IF ANY EXEMPTION IS APPLICABLE*****

Asbestos Certification

I, _____, certify that the affected portions of the building
(Building Owner or Agent)

located at _____ has been inspected for the presence of asbestos and
(Building Address, Floor / Suite Number)

complies with the Code of Virginia, S 36.99.7 and the Virginia Uniform Statewide Building Code, Section 110.3, and Section 108.1, Asbestos Survey Standards for Building to be renovated or demolished, as promulgated by the Virginia General Services Department, 'Clean Air Act' (NESHAP) and OSHA, 'Standards for Construction Workers'.

Signature

Date

Building Safety Division
Development Services Center
810 Union Street, 1st Floor
Norfolk, Virginia 23510
(757) 664-6565



NOTE: THIS DOCUMENT CONTAINS IMPORTANT INFORMATION CONCERNING THE VIRGINIA CONTRACTOR'S LICENSING LAW. PLEASE READ CAREFULLY BEFORE SIGNING.

PROPERTY OWNER/CONTRACTOR LICENSURE AFFIDAVIT

I _____ of _____ (mailing address)
Affirm that I am the property owner and/or contractor for the owner of a certain tract or parcel of land located in the City of Norfolk at _____ and that I have applied for a building permit to erect a structure on said land or repair or improve an existing structure on said land.

I affirm that I am aware of the provisions of Title 54.1, Chapter 11, of the Code of Virginia that requires a contractor to be properly licensed before he may bid or undertake contracting work of \$1,000 or more. I further certify that I am familiar with the responsibilities of an awarding authority specified in Section 54.1111 of the Code which prohibits any awarding authority from issuing permits or allowing the issuance of such permits to any contractor not properly licensed under the provisions of the Code, and that to do so would constitute the commission of a misdemeanor.

I affirm that I am duly licensed under the terms of Title 54.1, Chapter 11, Code of Virginia to carry out or superintend this work; OR I am not subject to licensure as a contractor, subcontractor, or owner-developer pursuant to such title. I affirm that I have paid in full any license fees required by any county, city, or town so as to qualify me to bid upon or contract for the work for which this permit has been applied.

"Class A Contractors" perform or manage construction, removal, repair, or improvements when (i) the total value referred to in a single contract or project is \$120,000 or more, or (ii) the total value of all such construction, removal, repair, or improvements undertaken by such person within any 12-month period is \$750,000 or more.

"Class B Contractors" perform or manage construction, removal, or repair, or improvements when (i) the total value referred to in a single contract or project is \$10,000 or more, but less than \$120,000, or (ii) the total value of all such construction, removal, repair or improvements undertaken by such person within any 12-month period is \$150,000 or more, but less than \$750,000.

"Class C Contractors" perform or manage construction, removal, repair, or improvements when (i) the total value referred to in a single contract or project is over \$1,000 but less than \$10,000, or (ii) the total value of all such construction, removal, repair, or improvements undertaken by such person within any 12-month period is less than \$150,000. The Board shall require a master tradesmen license as a condition of licensure for electrical, plumbing, and heating, ventilation and air conditioning contractors.

This permit becomes null and void if work or construction authorized is not commenced within 6 months, or if the construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be compiled with whether specified herein or not, the granting of a permit does not presume to give authority to violate or cancel the provisions of any other state of local law regulating construction or the performance of construction.

Property Owner or Contractor

Printed Name: _____

Home Address: _____

Signature

Date



NORFOLK

Department of City Planning

Bureau of Environmental Services

Attention:

Contractors Building Single Family Homes in the City of Norfolk.

Due to the problem of off site erosion and sediment entering the storm drain system, the City will be strictly enforcing the Erosion and Sediment Control Ordinance on single family home construction.

Contractors are responsible for:

1. Establishing and maintaining silt fences along all street frontages and adjacent to waterways or wetlands.
2. Protecting stormwater inlets directly adjacent to site with approved inlet protection.
3. Establishing a mulch or stone construction entrance if no driveway exists and sweeping sediment eroded or tracked offsite.
4. Lots must be completely stabilized prior to Certificate of Occupancy being released.

Violation of Norfolk's Erosion and Sediment Control Ordinance is a first class misdemeanor punishable up to \$2500 dollars a day.

If you have any questions, comments, or concerns contact -
Odell Glenn: 664-4365 or odell.glenn@norfolk.gov
Seamus McCarthy: 664-4363 or seamus.mccarthy@norfolk.gov



City of Norfolk

City of Norfolk Standard Erosion & Sediment Control Notes

1. Unless otherwise indicated, all vegetative and structural erosion and sediment control practices will be constructed and maintained according to minimum standards and specifications of the Virginia Erosion and Sediment Control Handbook (3rd Edition, 1992) and the City of Norfolk erosion and sediment control ordinance.
2. The contractor shall contact the City of Norfolk, Bureau of Environmental Services (664-4368) at least 48 hours prior to any land disturbing activity (including demolition) so that a preconstruction conference can be scheduled.
3. The contractor shall apply permanent or temporary soil stabilization to all denuded or disturbed areas within 7 days after final grade is reached on any portion of the site. Soil stabilization must also be applied to denuded or disturbed areas which may not be at final grade but which will remain undisturbed for longer than 14 days. Soil stabilization measures include vegetative establishment, mulching and the early application of gravel base material on areas to be paved.
4. All erosion and sediment control measures are to be placed prior to or as the first step in construction.
5. The contractor shall inspect all erosion control measures periodically and after each runoff producing rainfall event. Any necessary repairs to maintain the effectiveness of the erosion control devices and cleanup of sedimentation are the responsibility of the contractor and shall be made immediately.
6. The contractor shall limit site access by construction vehicles to entrances protected by a stone construction entrance (VESCH Std. & Spec. 3.02) or an approved comparable control measure. Sediment shall be removed from paved areas on a daily basis.
7. Stock piles of soil and other erodible materials shall be stabilized or protected with sediment trapping measures. The contractor is responsible for the temporary protection and permanent stabilization for stockpiles on site as well as for materials transported from the project site.
8. The contractor shall monitor and take precautions to control dust including (but not limited to) use of water, mulch, or chemical dust adhesives and control of construction site traffic.
9. Effluent from de-watering operations shall be filtered or passed through an approved sediment trapping device, or both, and discharged in a manner that does not adversely affect adjacent properties, wetlands, waterways or the storm drainage system.
10. The contractor is responsible for installation and maintenance of any additional control measures necessary to prevent erosion and sedimentation as determined necessary by the plan approving authority.
11. Temporary erosion and sediment control measures are not to be removed until all disturbed areas are stabilized. After stabilization is complete, all measures shall be removed within 30 days. Trapped sediment shall be spread and seeded.



City of Norfolk

Department of City Planning Bureau of Environmental Services

Agreement in Lieu of an Erosion and Sediment Control Plan

Type of Project (circle one): Single Family Residence Construction or Demolition

Address of Project: _____

For the projects listed above, an Agreement in Lieu of a Plan is an acceptable alternative to the preparation of an individual erosion and sediment control plan. This agreement is meant to streamline and expedite the permit approval process by eliminating the plan preparation requirement for applicants. This agreement is a contract between the City of Norfolk and the applicant which specifies erosion and sediment control measures and standards that must be implemented. Prior to issuance, the applicant must first read, understand, accept, and sign the following declaration:

I agree to comply with the limitations and conditions of this agreement as outlined in the attached *City of Norfolk Standard Erosion and Sediment Control Notes*, and to limit and control off-site sedimentation. In addition, I agree to comply with any and all requirements determined necessary by any City of Norfolk Inspector if, upon field inspection, the measures employed on-site are found to be ineffective at controlling off-site sedimentation. Such requirements shall be based on the standards contained in the City of Norfolk's Erosion and Sediment Control Ordinance (City Code, Chapter 15), the Virginia Erosion and Sediment Control Laws and Regulations, and the latest edition of the Virginia Erosion and Sediment Control Handbook. These standards represent the minimum practices necessary to provide adequate control of erosion and sedimentation resulting from this project.

I have read and am familiar with the erosion and sediment control standards contained in the *City of Norfolk Standard Erosion and Sediment Control Notes* (attached). I also understand that failure to comply with the conditions of this agreement could result in citations for violations of the Uniform Statewide Building Code, Erosion and Sediment Control Ordinance (City Code, Chapter 15), and other applicable City codes.

Signature of Applicant: _____

Name of Applicant (Please Print): _____ Owner Contractor Agent

Address of Applicant: _____
(Street) (Apt #) (City) (State) (Zip)

Applicant's Telephone Number: _____

Applicant's Fax Number: _____

Applicant's E-mail Address: _____



City of Norfolk

Responsible Land Disturber Notification

Project name: _____ Date: _____

Project Address: _____

Site Plan Number: _____ Land Disturbance: _____

Responsible Land Disturber (R.L.D.) Notification

The following person _____ *print,*

_____ *sign,*

Is identified as responsible for carrying out the land disturbing activity associated with the above- referenced project. This person meets the applicable requirements of Virginia Code Section 62.1-44.15:55 and 62.1-44.15:58 by virtue of the following:

Check the category that applies & Fill in Certificate Number:

_____ Responsible Land Disturber Certificate #: _____

OR

_____ DEQ Certification for Combined Administrator, Plan Reviewer, Inspector

OR

_____ VA Professional Engineer, Land Surveyor, Landscape Architect, or Architect.

R.L.D. contact information:

Company Name: _____

Address: _____

City / State / Zip: _____

Phone #: _____ Cell #: _____

Fax #: _____ Email: _____