

**City of Hopewell**  
**Bureau of Fire Division of Code Enforcement**  
 200 S. Hopewell St., Hopewell, VA 23860 (804) 541-2226 Fax (804) 541-2309

**APPLICATION FOR A BUILDING PERMIT**

It is understood with submittal of this application that all work and materials used in this installation shall conform strictly with the City of Hopewell ordinances and that this permit shall be voided if work is not commenced within six (6) months from the date of issuance. This office requires submittal of plans and specifications on all installations. Where applicable, **three** sets of plans and/or specifications must accompany this application. This office will retain one set of plans. Separate permits are required for Electrical, Plumbing, Fire Alarm, Sprinkler System, Mechanical Systems and Sewer work where applicable.

**Project Description:** \_\_\_\_\_

**Location of Work:** \_\_\_\_\_ **Class of Work** (circle one): New Alt  
**Building Use** (circle one): Res Comm Ind Other

**Owner Information:**

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Contractor**

Contractor: \_\_\_\_\_ State License: \_\_\_\_\_  
 Address: \_\_\_\_\_ City License: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_

Mechanics lien Agent: \_\_\_\_\_  
 Address: (City, State, Zip): \_\_\_\_\_

**Estimated Cost (Labor and Materials): \$ \_\_\_\_\_ Minimum Permit Fee: \$25.00 (RESIDENTIAL), \$75.00 (COMMERCIAL), plus \$0.22 per square foot, plus 2% current State Surcharge**

*Building Description & Information*

Square Foot of New Dwelling _____	Square Foot of Alteration _____
# of Stories _____	Building Use <small>ED 1613 AD</small> _____
# of Structures _____	# of Bedrooms _____
# of Units _____	Type of Heat _____
Height of Bldg. _____	Central A/C _____
Basement _____	Corner Lot _____
	Off Street Pkg _____
	Flood Plain _____
	# of Bathrooms _____
	Total # of Rooms _____

**It is understood that this is an application for a Building Permit and that work may not begin until the official permit has been issued. I certify that all sections of the street(s) abutting are open & paved. It is understood with submittal of this application that all work and materials used in this installation shall conform strictly to 2006 Code(s).**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Official Use Only</b>		
Permit # _____	Permit Fees \$ _____	Check Cash _____
Sub/Parcel # _____	Lot / Block _____	Zoning _____
Building Official Approval: _____	Date: _____	
Zoning Official Approval: _____	Date: _____	