



BUILDING PERMIT APPLICATION

City of Hopewell

Division of Code Enforcement

300 N Main St., Hopewell, VA 23860

(804) 541-2226 Fax (804) 541-2318

I understand with submittal of this application that all work and materials used in this installation shall conform strictly to the City of Hopewell ordinances and the Virginia Uniform Statewide Building Code. I understand that this permit will expire 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, **two (2)** sets of building plans and/or specifications and **three (3)** plot plans must accompany this application. This office will retain one (1) set of building plans and one (1) set of plot plans. Separate permits are required for Electrical, Plumbing, Fire Alarm, Sprinkler System, Mechanical Systems and Sewer work if applicable.

Project Description: (Describe work)

Address of Work: _____
 (Location) _____

Class of Work (check one): New _____ Alteration _____
 Building Use (check one): Residential _____ Commercial _____
 Industrial _____ Other _____

Owner Information:

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____

Daytime Phone:() - Cell:() -
 Email: _____
 Contact Person: _____

Contractor Information:

Contractor: _____
 Address: _____
 City: _____ State: _____ Zip: _____

Email: _____
 State License: _____ Expires: _____
 City License: _____
 Business Phone:() - Cell:() -
 Contact Person: _____

Mechanics Lien Agent: _____
 Address: _____ City: _____ State: _____ Zip: _____

Estimated Cost (Labor and Materials): \$ _____ Minimum Permit Fee: \$25.00 (RESIDENTIAL), plus \$0.22 per square foot, plus current State Surcharge; Minimum Permit Fee \$100.00 (COMMERCIAL), plus 1% of labor and materials, plus current State Surcharge.

Building Description & Information

Floor Area: _____ Ft ²	Occupant Load: _____	Flood Plain: Yes _____ No _____
Stories: _____	Fire Suppression: Yes _____ No _____	Corner Lot: Yes _____ No _____
Height: _____ Ft	Basement: Yes _____ No _____	Land Disturbance: Yes _____ No _____
Occupancy Classification: _____	Heating/Cooling: Yes _____ No _____	Other Review: Yes _____ No _____
Type of Construction: _____	Health Department: Yes _____ No _____	Tax Abatement Rehab: Yes _____ No _____

I understand 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.
 I understand that all work and materials used in this installation shall conform strictly to **2018** Virginia USBC.

Signature of Applicant: _____ Date: _____

Permit # _____	Permit Fees \$ _____	Check # _____	Cash _____ CC _____
Sub/Parcel # _____	Lot / Block _____	Zoning _____	Enterprise Zone: YES NO (Circle)
Zoning Official Approval: _____	Date: _____	Date: _____	Ward: _____
Building Official Approval: _____	Date: _____	Date: _____	Date: _____
Rehab Application Received and Certified (if applicable): _____	Date: _____	Date: _____	Date: _____
NEW ADDRESS (if applicable): _____	_____	_____	_____

Application #: