



# RESIDENTIAL BUILDING PERMIT APPLICATION

**Department of Building Inspection**  
P.O. Box 119  
Goochland, VA 23063  
(804) 556-5815 Fax (804) 556-5654  
TDD 711 VA Relay

Application Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_

GPIN/Tax Map: \_\_\_\_\_

Issued: \_\_\_\_\_

This application is not authorization to start work. No work shall start until a permit is posted on the job site. No inspections will be scheduled until the permit is issued. All information to be filled out completely.

This application requires two copies of construction drawings and two copies of the survey of the property (if new construction or going outside of existing footprint) showing the dimensions and shape of parcels, all new work and existing structures, and setback distances from the front, sides, and rear lot lines. Lot lines must be clearly marked prior to calling for a footing inspection. A shrink swell soil report is required for all new construction.

<b>OWNER INFORMATION</b>	Site Address	
	Owner	Phone #
	Address	Email

<b>APPLICANT INFORMATION</b>	Applicant/Contact – Title	Phone #
	Address	Email

<b>TO BE COMPLETED BY ZONING DEPARTMENT</b>	Subdivision	Proffer <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount	Date Paid
	Front Setback	Center Line Setback	Rear Setback	CUP/Variance/COA
	Side Setback	Side Setback	Flood Zone	
	APPROVED <input type="checkbox"/> REJECTED <input type="checkbox"/> COMMENTS: _____ Planning & Zoning Officer _____ Date _____			

<b>CONTRACTOR INFORMATION</b>	Contractor	Phone
	Address	Email
	Contractor License Number	Type

<b>DESCRIPTION OF WORK</b>	<b>Scope of Work:</b>				
	Proposed Use	Current Use	Environmental Impacts (stream crossing, wetlands, amt land disturbed)		
	SEWER Public/Private	WATER Public/Private	# of Bathrooms	# of Bedrooms	# of Floors
	Will a foundation be installed within 20 ft. of any septic system components including reserve drain fields? Yes / No	Finished Sq. Ft.	Unfinished Sq. Ft.	Total Sq. Ft.	

<b>Building Only – Excludes All Trades Permits</b>		Application Fee \$ _____ State Levy Fee \$ _____ Zoning Fee \$ _____ RLD \$ _____ SWP \$ _____ Total \$ _____
Value of Work		
I hereby acknowledge that I have read this application and know the information to be true and agree to comply with all County ordinances and State laws regulating building construction and use. Only those individuals whose names are on the list of responsible officers can sign the permit application on behalf of a company, church, etc.		
Signature of Applicant _____	Date _____	

**LIEN AGENT INFORMATION**

Please check one of the following:

I do not wish to designate a mechanic's lien agent and that for the purpose of Section 36-98.01 of the Code of Virginia this building permit shall be a "NONE DESIGNATED" permit.

I hereby request that the following mechanic's lien agent be listed as part of my building permit:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**OWNER'S STATEMENT**

I \_\_\_\_\_ of (address) \_\_\_\_\_

affirm that I am the owner of a certain tract or parcel of land located at (address)

Contractor exemptions - These are common exemptions from being a licensed contractor pursuant to Code of Virginia § 54.1-1101: owner performing work within an established or existing commercial building for his or her own use; owner performing work on not more than one primary residence for his or her own use during any 24- month period; students performing work as part of a technical education project for the construction of portable classrooms or single family homes; governmental agencies performing work with its own forces

By checking this box I submit this statement to be true under penalty of perjury that I am not subject to licensure or certification as a contractor or subcontractor pursuant to chapter 11 of title 54.1 of the Code of Virginia, for the work described on this permit application.

Permit Number: \_\_\_\_\_

\_\_\_\_\_ (Owner Signature)

**PERMIT FEE SCHEDULE**

Residential fee is based on the building value of the job:

\$0 to \$ 4000 of value... \$ 30.00 + \$ 4.50 per \$ 1000 above \$ 4000

Add 2% State Levy to fee

Other fees that may be applicable:

RLD \$100.00 for disturbing over 10,000 square feet

Stormwater \$200 in certain subdivisions

Zoning Residential SFD \$50.00

Zoning all other structures \$ 25.00

**OFFICE USE ONLY**

USE \_\_\_\_\_ # STORIES \_\_\_\_\_ CONSTRUCTION TYPE \_\_\_\_\_ OCCUPANT LOAD \_\_\_\_\_

CODE EDITION \_\_\_\_\_ FIRE SPRINKLER \_\_\_\_\_ FIRE ALARM \_\_\_\_\_ MODIFICATION \_\_\_\_\_

APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

Code Official

REVISED: 4/13/2026