



BUILDING PERMIT APPLICATION

City of Hopewell Division of Code Enforcement

300 N Main St., Hopewell, VA 23860
Phone: (804) 541-2226 permits@hopewellva.gov

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)

Physical Property Address of work (**Only a shown on Assessor's card**): _____

Owner Information:

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

Parcel # (If new Construction): _____

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

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: _____

A COPY OF YOUR STATE CONTRACTOR'S LICENSE AND BUSINESS LICENSE MUST BE ON FILE BEFORE A PERMIT WILL BE ISSUED.

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

THIS SECTION MUST BE COMPLETED OR APPLICATION WILL NOT BE ACCEPTED

Floor Area: _____ Ft² Occupancy Classification: _____ Occupant Load: _____
Stories: _____ Type of Construction: _____ Fire Suppression: Yes ___ No ___
Height: _____ Ft Basement: 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 **2021** Virginia USBC.

Signature of Applicant: _____ Date: _____

Official Use Only

Application # _____ Permit # _____ Permit Fees \$ _____ Check # _____ Cash _____ CC _____

Sub/Parcel # _____ Lot / Block: _____ Zoning: _____ Ward: _____ Enterprise Zone: YES NO

Chesapeake Bay Resource Protection Area? YES NO Chesapeake Bay Resource Management Area? YES NO

Is Property in 100 YR Flood Plain? YES NO Flood Elevation _____ Site Elevation _____

Zoning Official Approval: _____ Date: _____

Building Official Approval: _____ Date: _____

Rehab Application Received and Certified (if applicable): Date: _____

NEW ADDRESS (if applicable): _____



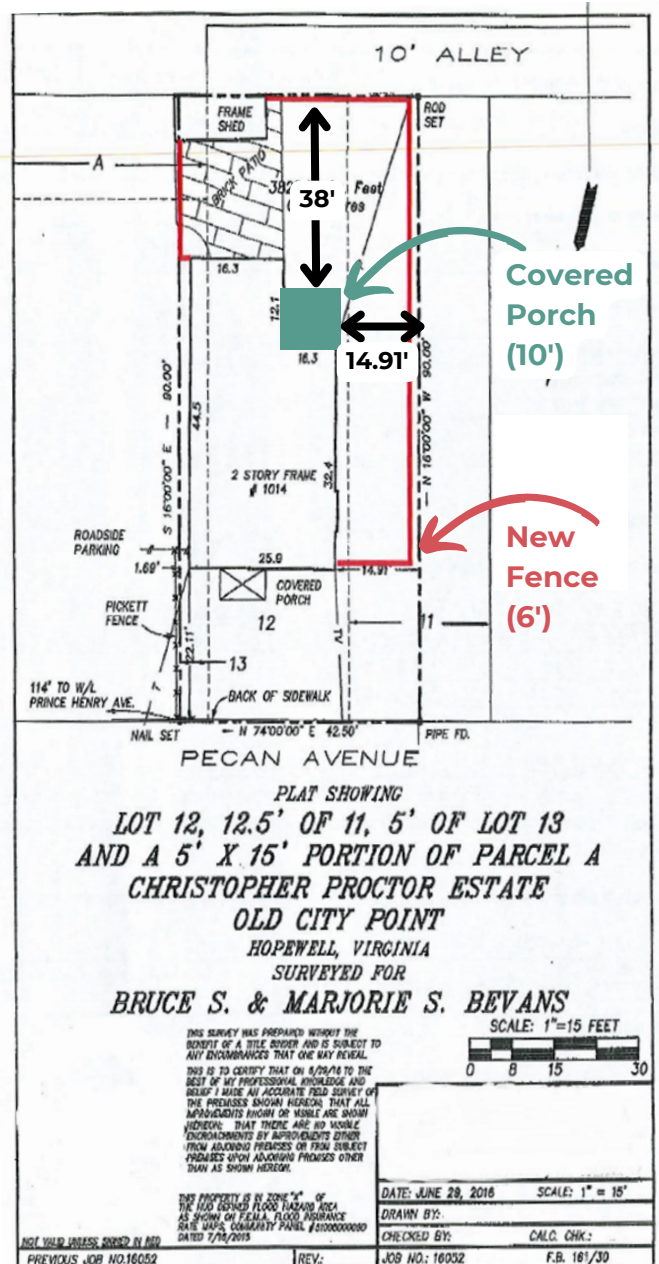
PLOT PLANS FOR RESIDENTIAL IMPROVEMENTS

Plot Plans are required for building permit applications to verify zoning compliance. They should be prepared using a house location survey, plat, or other scale drawing to show the location of proposed and existing structures on the lot. A survey from a licensed surveyor is recommended and may be required for review.

REQUIREMENTS

Acceptable Plot Plans must show:

- **Property lines** of the entire property. Please note that the edge of road pavement is usually not a property line.
- **Existing structures**, including house, sheds, carports, etc.
- **Proposed structure location**
- **Proposed structure dimensions** clearly showing all proposed structure dimensions and overall height
- **Distance** from proposed to existing structures
- **Setbacks** from the closest point of the proposed structure to property lines in each direction. Label the measurements from each property line to the closest point on the structure. Be as exact as possible.
- **Labels for adjacent roadways and alleys**
- **Buffers, easements, Chesapeake Bay areas, and floodplains** located on your property (no structure may be located in these areas)



NOTE

A house location survey showing property improvements may have been included settlement documents. Plats from the courthouse will only show property lines.

Hopewellva.gov/QPUBLIC may be used to approximate property lines when planning your project. The City makes no guarantee of the accuracy of lines shown on this map.