

For Office Use Only

Date:

Building Permit No.:

Permit Fee:

City of Petersburg

NEIGHBORHOOD SERVICES

BUILDING CODE COMPLIANCE DIVISION

1340 E WASHINGTON ST • PETERSBURG, VIRGINIA 23803
 PHONE (804) 733-2409 • FAX (804) 863-2780 • TDD (804) 733-3008

WWW.PETERSBURG-VA.ORG



MECHANICAL PERMIT APPLICATION *(Fillable Form)*

Plans Submitted By: Architect Contractor Owner Tenant Owner's Agent

Project Location: Tax Parcel ID: Is Project located in a Historic District? Yes No Which District

Description of Work: Cost of Construction (labor & material) \$

Name	Property Owner	Tenant		
Address	City	State	Zip	
Phone	Fax	Cell	Email	

Contractor	State License No:	Class:	Expiration Date:	
Address	City	State	Zip	
Phone	Fax	Cell	Email	

Residential (one- & two-family dwellings)
 Commercial
 Repair
 Addition
 Detached Accessory - Accessory Type
 Tenant Up-fit

New Construction
 Existing Construction Type
 Alteration
 Renovation
 Other

Quantity and Fixture Type

Boiler	Air Handler/Fan Coil/VAV	Exhaust System	Steam Piping	Type I Kitchen Exhaust Hood
Furnace	Chiller	Ventilation System	Hot Water Piping	Type II Kitchen Exhaust Hood
Central A/C	Prefab Fireplace-NG	Air Distribution System	Chilled Water Piping	Grease Duct
Heat Pump	Prefab Fireplace-LP	Make-Up Air System	Geothermal Piping	Mini Split
Rooftop Unit	Prefab Fireplace-Wood	Residential Bath Fan	Refrigeration Piping	
Package Unit	Gas Log Set-NG	Residential Kitchen Hood	Refrigeration Equipment	
Space Heater	Gas Log Set-LP	Fire/Smoke Dampers	Gas Piping	

Fuel Storage & Distribution

LP	Fuel Oil	Gasoline	Other	*For LP Gas Use/Storage, Fire Permit needed through Fire Marshall's Office, 804-733-2328
Underground Tank	Aboveground Tank	Manufacturer	Capacity	

I DECLARE that I have made this application and it is true and correct to the best of my knowledge and belief. I agree to construct the described improvements in compliance with all provisions of the Municipal Code and Ordinances of the City of Petersburg and state law (including but not limited to the Virginia Uniform Statewide Building Code). I realize that this information is the basis for the review and approval of any plans in connection the issuance of the Building Permit. Permits which are not picked up in 30 days or where no inspections have been called for in 180 days shall expire and new permits must be applied for and all fines and fees paid before new permits will be issued.

APPLICANT (Please Print):

Signature:

Date:

Mechanics Lien Agent Designation: New Residential Only: Section 108.5. In accordance with §36-98.01 of the Code of Virginia, a building permit issued for any one- or two- family dwelling shall at the time of issuance contain, at the request of the applicant, the name, mailing address, and telephone of the mechanics lien agent as identified in § 43-1 of the Code of Virginia. If the designation of a mechanics lien agent is not so requested by the applicant, the building permit shall at the time of issuance state that none has been designated with the words "None Designated."

None Designated	Name: Attn: Mailing Address: Telephone Number:
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§ 54.1-1111. Prerequisites to obtaining building permit.

Any person applying to the building inspector or any other authority of a county, city, or town in this Commonwealth, charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, or structure, or any removal, grading or improvement shall furnish prior to the issuance of the permit, either (i) satisfactory proof to such inspector or authority that he is duly licensed or certified under the terms of this chapter to carry out or superintend the same, or (ii) file a written statement, supported by an affidavit, that he is not subject to licensure or certification as a contractor or subcontractor pursuant to this chapter. The applicant shall also furnish satisfactory proof that the taxes or license fees required by any county, city, or town have been paid so as to be qualified to bid upon or contract for the work for which the permit has been applied.

Owner Affidavit

Complete this section only if you are an Owner doing your own work and are not subject to licensure as a contractor or subcontractor.

If you are an owner and intend to perform the work yourself or to act as your own general contractor by subcontracting the work, an Owner Affidavit is required certifying that you are the owner of this tract or parcel of land, that you have applied for this permit, and are not subject to licensing as a contractor or subcontractor. Signing the Owner Affidavit and obtaining the permit in your name, designates you, as the owner, responsible for the quality of the work and for compliance with all applicable State and local codes. This Owner Affidavit is a legally binding document and must be completed, with the signature of the person who witnessed your signature to this document, acknowledging your knowledge of and compliance with Section 54.1-1111 of the Code of Virginia. This seriously affects your rights under the law. (Note: Lessees are Owners as per State Law.)

I, as the owner, will be responsible for the work performed on my property, and I shall be responsible for compliance with all state and local laws regulating building construction and use, and compliance with all City Ordinances.

Print Name of Owner

Owner's Signature

Date

Print Name of Witness

Witness Signature

Date