

Building Permit Application
Town of Hillsville

410 N. Main Street
Hillsville, VA 24343
Phone: (276) 728-2128 ext. 307

PO Box 545
Fax: (276)-728-9371
Email: engineer@townofhillsville.com

Date: _____

Permit Fee: \$ _____

Property Owner/s Information

Building Permit #: _____

Name : _____

Mailing Address : _____

: _____

Phone : _____

Who Will Be Permit Holder: _____

Name of Person to Contact Regarding Questions: _____

Daytime Phone: _____ Cell Phone: _____

Contractor / Agent Information

Contractor or Agent : _____

Mailing Address : _____

: _____

Phone : _____

VA License # : _____ Class A, B, or C : _____

- A = Unlimited
- B = Up to \$120,000
- C = Up to \$10,000

Mechanic's Lien Information

For one or two family dwelling projects, please provide the mechanic's lien agent as defined in Section 43 of the Code of Virginia. If the designation of a mechanic's lien agent is not so requested by the applicant, please indicate "None Designated".

Name: _____ Address: _____

Phone: _____

AFFIDAVIT OF PERMIT APPLICANT
Town of Hillsville

APPLICANT NAME _____

PROPERTY ADDRESS _____

APPLICANTS DAYTIME TELEPHONE NUMBER _____

THIS DOCUMENT CONTAINS IMPORTANT INFORMATION REGARDING CONTRACTORS

LICENSURE LAW AS DEFINED IN TITLE 54.1 CHAPTER 11 CODE OF VIRGINIA. PLEASE READ CAREFULLY BEFORE SIGNING.

NOTICE TO PERMIT APPLICANT

TITLE 54.1-1111. Prerequisites to obtaining building, etc., permit. Any person applying to the code official 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 code official 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 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.

TITLE 54.1-1115. Prohibited acts. – B. Any person who undertakes work without a valid license when a license is required by this chapter may be fined an amount not to exceed \$200 per day for each day that such person is in violation, in addition to the authorized penalties for the commission of a Class 1 misdemeanor.

I hereby affirm that I have read Title 54.1-1111 and Title 54.1-1115.B Code of Virginia and fully understand the contents thereof; that I am not subject to licensure as a contractor or subcontractor. I further affirm that I will be solely responsible for all construction on the described property allowed by the permit(s) hereby issued. If the work is performed by any other person or firm employed by me, that person or firm must comply with state and local contractor licensing laws.

Signature of Permit Applicant

Date

COMMONWEALTH OF VIRGINIA
Town of Hillsville, to wit:

I, the undersigned for the aforesaid jurisdiction, do hereby certify that

_____, permit applicant for the property described in the affidavit, whose name is signed to the foregoing Affidavit, has appeared before me on this _____ day of _____ 20__ and acknowledge the same as true and correct.

Witness

Project Information

Street/911 Address : _____

Map #: _____ Zoning: _____

(Detail Directors : _____
to Property) _____

Please provide a brief description of the work to be performed. _____

Project Size:

House or Addition 1st Floor: Area:_____ SF Garage/Utility Area:_____ SF
House or Addition 2nd Floor: Area:_____ SF Deck/Porch: Area:_____ SF
Overall Height of House: Ht:_____ Basement: Area:_____ SF
Heat Source: _____ # of Bathrooms: _____
Please Check One: [] Public Sewer [] Septic System (**Must have Health Permit**)
Commercial/ Industrial: L:_____ W:_____ Ht.:_____ Total Area:_____ SF

Estimated Total Project Cost less Mechanical Cost: \$ _____

Mechanical (Equipment & Labor Costs) \$ _____

Type of Permit Applying For:

Residential:

- Residential Construction or Remodeling (excludes decks, carports, or garages)
- Residential Deck, Carport or Garage
- Setup of Modular or Mobile Home (not replacing existing unit)
- Replace Existing Mobile Home (Has to be 1981 or newer)
- Swimming Pool
- Utility, Accessory Building (over 200 SF)

Commercial / Industrial:

- Commercial / Industrial Construction or Renovation
- Commercial Roof Replacement

Miscellaneous: (Could be Residential, Commercial or Industrial)

- Mechanical (Heat. & Air Conditioning – **Must have the cost of this item separate from Total Project Cost to figure the fee.**)
- Plumbing (all plumbing issues including water & sewer lines)
- Install Special Electrical Circuits (i.e. Temporary, W/D, HVAC, etc.)
- Electrical Service < 300 amps [] Electrical Service > 300 amps
- Moving House [] Demolition of Building
- Underground Storage Tanks [] Chimney Flue
- Install Sign [] Other

For Storage buildings, Decks to existing one and two family dwellings and swimming pools.

For new construction and additions two (2) sets of plans are required.

All new construction needs to be approved by the Building Official before permits will be issued.

Please allow 2 days for processing of minor permits for decks, electrical, HVAC, plumbing, etc. Please allow 5 days for processing of permits requiring reviews by this Office and 6 weeks for plan reviews by the Virginia State Fire Marshall's Office.

"Call Before You Dig"

Call Miss Utility @ 811 (a toll free number) at least 72 hours before you dig to locate any possible utility lines on your property.

Should you have any questions, please do not hesitate to call, email or come by our office located at 410 N. Main Street in Hillsville.

Project Requirements

- Include two sets of detail drawings, footers, floor trusses, roof trusses and wall construction for new structures or additions.
- The Town does not check to assure construction conforms to Deeded Restrictive Covenants placed upon the property. This is the responsibility of permit holder.
- All projects must conform to the Virginia Uniform Statewide Building Code 2021 Edition, the International Residential Code, and the International Building Code 2021.
- Any Land disturbance over 10,000 SF (about ¼ acre) requires application for Land-Disturbing Permit or an Erosion & Sediment Plan for approval from Carroll County Erosion & Sediment Control Department (276-730-3117).
- Any work including curbs, sidewalks, driveways, roads, etc. must be performed to VDOT specifications and regulations. VDOT can be reached at 1-800-367-7623.
- All subcontractors must be licensed by the State of Virginia if their total labor and material cost exceeds \$1,000. The failure of a contractor to have the appropriate licensing may result in delays and fines until all licensing requirements are met.
- You must have a 911 address assigned to the property prior to beginning construction. You can contact the 911 Coordinator at (800) 615-6911 to have address assigned.
- Building permits will become null and void if activity ceases on a project for more than six months. An extension may be granted if requested in writing prior to expiration.
- You must call (276) 728-2128 ext. 307 to schedule inspections. Inspections will be scheduled within two business days. The following is the minimum required inspections.
- One set of **Approved** drawings on project at all times.

- 1. Footing excavations & reinforcement material for concrete footings prior to placement of concrete.**
- 2. Foundation systems inspections.**
- 3. Inspection of preparatory work prior to placement of concrete.**
- 4. Structural members and fasteners prior to concealment.**
- 5. Electrical, mechanical, and plumbing materials, equipment and systems prior to concealment.**
- 6. Energy conservation material prior to concealment.**
- 7. Final inspection.**

Subcontractors

Please list any subcontractors that will be performing work on this project.

<u>Trade</u>	<u>Subcontractor's Name</u>	<u>License #</u>
Grading:	_____	_____
Concrete:	_____	_____
Masonry:	_____	_____
Framing:	_____	_____
Drywall:	_____	_____
Insulation:	_____	_____
Painting:	_____	_____
Roofing:	_____	_____
Siding:	_____	_____
Electrical:	_____	_____
Plumbing:	_____	_____
HVAC:	_____	_____
Gas Fitting:	_____	_____
Sprinkler:	_____	_____
Other:	_____	_____
Other:	_____	_____