COUNTY OF ALLEGHANY
DEPARTMENT OF PUBLIC WORKS
9212 Winterberry Avenue, Suite A, Covington, VA 24426
Phone: (540) 863-6650 Fax: (540) 863-6655
www.co.allegany.va.us

BUILDING AND ZONING APPLICATION

APPLICANT INFORMATION
Name __________________________________________

Phone Number ___________________________ Cell Phone Number: _______________________

PROPERTY OWNER INFORMATION (If different from Applicant)
Name __________________________________________

Phone Number ___________________________ Cell Phone Number: _______________________

PROPERTY INFORMATION
Was this property acquired within the last year? __ No __ Yes If yes please provide a copy of the deed indicating the name of the party from which the property was acquired and to show ownership.

Acreage/Size of Parcel or Lot __________________________________________

Tax Map Parcel ID Number __________________________________________

Street Address __________________________________________

State Route Number: _____________________ Subdivision Name _______________________

Directions to the property: __________________________________________

SECTION 1

COMPLETE THE APPROPRIATE SECTIONS AND MARK THE ITEMS THAT APPLY TO THE TYPE OF PERMIT THAT YOU ARE APPLYING FOR

RESIDENTIAL CONSTRUCTION

____ New Residential Dwelling __________________________

____ Mobile or Manufactured Home __________________________

____ Attached Garage or Carport (only) __________________________

____ Room Addition __________________________

____ Modular Home __________________________

____ Repairs/Remodel __________________________

____ Porch or Deck (only) __________________________

____ Number of Bedrooms __________________________

____ Number of Bathrooms __________________________

____ Number of Stories __________________________

____ Basement __________________________

____ Utility Room __________________________

____ Kitchen __________________________

____ Dining Room __________________________

____ Living Room __________________________

____ Den __________________________

____ Office __________________________

____ Size of Construction __________________________

____ Attached Garage __________________________

Size of Construction __________________________

Two sets of basic structural drawings for new residential structures (excluding Mobile or Manufactured Homes) shall be attached to this application for review by the Building Official. Drawings do not have to be prepared by a licensed architect, however they shall include at a minimum, basic floor plan of the proposed structure, electrical, mechanical, and plumbing locations. (A check list can be provided upon request.)

A copy of approved Septic and Well Construction Permits from the Health Department shall be filed with this application. If public water and wastewater services are to be provided, an application for connections to the County system shall be attached to this application.

If a new entrance onto the state highway is needed, a copy of an approved "entrance permit" from the Virginia Department of Transportation is required to be submitted with this application.

Applicants will be responsible for contacting Alleghany County to have an E-911 Street Address assigned to the dwelling for which this permit will be issued. A certificate of occupancy permit will not be issued until the address has been assigned.

ALLOW 1 TO 3 WORKING DAYS FOR REVIEW AND APPROVAL OF THIS APPLICATION
### COMMERCIAL CONSTRUCTION

<table>
<thead>
<tr>
<th>New Commercial</th>
<th>Addition</th>
<th>Repairs/Remodel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Stories</td>
<td>Size Electrical Service</td>
<td>Is Electrical Service Supplied Overhead or Underground?</td>
</tr>
<tr>
<td>Number of Restrooms</td>
<td></td>
<td>Name of Power Company</td>
</tr>
<tr>
<td>Type of Commercial Use</td>
<td></td>
<td>Water Supply - Well or Public</td>
</tr>
<tr>
<td>Type of Heating</td>
<td></td>
<td>Wastewater - Septic or Public</td>
</tr>
<tr>
<td>Type of Exterior Walls</td>
<td></td>
<td>Zoning - Complete Section 9 and 10</td>
</tr>
<tr>
<td>Type of Foundations</td>
<td></td>
<td>Erosion &amp; Sedimentation Plan &amp; Specs Filed and Approved</td>
</tr>
<tr>
<td>Size of Construction</td>
<td></td>
<td>Estimated Cost</td>
</tr>
</tbody>
</table>

Is this project located within the Enterprise Zone?  Yes  No

Two sets of Architectural Drawings for Commercial Structures shall be submitted with the application, reviewed and approved by the Building Official and other agencies as needed, prior to the issuance of a permit. A copy of approved Septic and Well Construction Permits from the Health Department shall be filed with this application. If public water and wastewater services are to be provided, an application for connections to the County system shall be attached to this application. If a new entrance onto the state highway is needed, a copy of an approved "entrance permit" from the Virginia Department of Transportation is required to be submitted with this application.

Applicants will be responsible for contacting Alleghany County to have an E-911 Street Address assigned to the structure for which this permit will be issued. A certificate of occupancy permit will not be issued until the address has been assigned.

**NOTE:** Additional information may be required by the Building Official.

### ACCESSORY STRUCTURES (includes detached garages, detached carports, storage buildings, and pools)

<table>
<thead>
<tr>
<th>Detached Garage</th>
<th>Storage Shed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detached Carport</td>
<td>Swimming Pool</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

Will the structure have electricity?  Yes  No, size of service. 

Name of Power Company  

Size of Construction  

Estimated Cost  

### ELECTRICAL

| New Service | | |
|-------------|-----------------|
| Reservice | Is your electrical service provided Overhead or Underground? |
| Upgrade | Size of Electrical Service |

<table>
<thead>
<tr>
<th>What Power Company are you served by?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dominion-Virginia Power</td>
</tr>
<tr>
<td>BARC</td>
</tr>
<tr>
<td>Craig Botetourt Electric</td>
</tr>
</tbody>
</table>

Estimated Cost  

### PLUMBING AND MECHANICAL

<table>
<thead>
<tr>
<th>Plumbing</th>
<th>Mechanical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Briefly describe the work being performed.</td>
<td></td>
</tr>
</tbody>
</table>

Estimated Cost  

### DEMOLITION

<table>
<thead>
<tr>
<th>Residential</th>
<th>Commercial</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: Additional information may be required for these permit types.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Estimated Cost  

### OTHER (any type of project not list listed above)

| Briefly describe work being performed. |

Estimated Cost  

### FLOOD INFORMATION

Is this property in question subject to flooding or located within a designated flood hazard area as shown on FEMA mapping?  Yes  No  Panel #  Zone  Elevation

If Yes, a copy of the FEMA FIRM Panel map shall be attached to and filed with this application, with the approximate location of the property highlighted. FIRM maps can be obtained from the Alleghany County Public Works Office or on the FEMA web page at www.fema.gov.

Projects located within a flood hazard area will be required to comply with FEMA requirements such as elevation of the structure above the determined flood elevation, and compliance with Building Code requirements for flood proofing the structure.
ZONING

Is this property or project located within the the *Town of Clifton Forge* or the *Town of Iron Gate*? ___ No ___ Yes
If yes, a letter from the Town's Zoning Administrator noting compliance with their zoning regulations shall be attached to and filed with this application.

Indicate the use of the structure or parcel for which you are making application for.

___ Residential  ___ Commercial  Other  

Is this the only residential or commercial structure located on the property?  ___ Yes  ___ No
If no, please be aware that a minimum lot area per structure does apply when more than one main use or structure is located on the same parcel.

Use the space below to draw a site sketch, or attach a copy of a certified survey or an approved map showing at a minimum, the following information: property boundary lines for the property described in this application; location of existing and proposed structures; proposed alterations or additions; streets, roads, driveways or right-of-ways; utility easements; location of creeks, rivers or streams; the distance the existing and proposed structure(s) are from property lines and streets, roads, right-of-ways, or easements.

SITE SKETCH

ALLOW 1 TO 3 WORKING DAYS FOR REVIEW AND APPROVAL OF THIS APPLICATION
MECHANICS LIEN

The Code of Virginia Section 36-98.01 allows the applicant to designate a mechanic's lien agent.
Do you have a mechanics lien agent?  ___ None  ___ Designated  ___ Yes  If yes, please provide their name, address, and telephone number.

GENERAL CONTRACTOR INFORMATION AND SIGNATURE OF APPLICANT

A copy of the contractors current license from the State of Virginia must be submitted with this application or a copy must be on file in the Department of Public Works. Contractors must be licensed for the type of work being performed or the application will be denied. Property owners listing "self" as the general contractor shall sign the Owner Affidavit below.

If the property owner has made arrangements with a contractor to perform the work noted on this application, the Public Works Department strongly suggests that the contractor be the party to secure the permit. When a contractor obtains the permit for the owner, they indicate their responsibility for the work. When the owner obtains the permit and signs the affidavit below, they are indicating their responsibility for the work even though a contractor is named on the permit. The Building Code requires that all notices of violation and any legal actions be taken against the permit holder (person signing permit). When the contractor applies for the permit it allows the Public Works Department to verify that the contractor is licensed and certified as required by State Law.

Applicants will be notified within 3 working days as to whether this application has been approved or denied, and the required fees that are required to be paid. Fees will be calculated based on the estimated cost stated on this application. Justification of cost may be requested by the Building Official.

CONTRACTOR AS APPLICANT

Contractor Name:
Mailing Address:

Phone Number: ___________________________ Cell Phone Number: ___________________________
VA State Contractors License #: ___________________________
Expiration Date: ___________________________

Class: ___ Class A: $120,000 Plus
___ Class B: $7,500 up to $120,000
___ Class C: $1,000 up to $7,500

I, the undersigned contractor, do hereby certify that the information provided on this application form is true to the best of my knowledge. I also acknowledge that as the applicant I am responsible for compliance with the building code, zoning, erosion/sedimentation control requirements, and requesting inspections.

Signature of Contractor or Agent ___________________________ Date ___________________________

PROPERTY OWNER AS APPLICANT/OWNER AFFIDAVIT

I, the owner of the property located in Alleghany County, VA as stated above, have applied for a permit and certify that the information provided on this application is true to the best of my knowledge. I further affirm that I am familiar with the prerequisites of Section 54.1-1111 of the Code of Virginia which prohibits issuance of a permit to any contractor not properly licensed by the State and I am not subject to licensure as a contractor or subcontractor. By my signature, I am affirming my responsibility for the quality of work, compliance with the building code, zoning, erosion/sedimentation control requirements, and requesting inspections.

Signature of Applicant/Property Owner ___________________________ Date ___________________________
Signature of Witness ___________________________ Date ___________________________

Print Applicant/Owner Name Legibly ___________________________
Print Witness Name Legibly ___________________________

OFFICE USE ONLY

Zoning: ___ Approved  ___ Denied  By: ___________________________ Date: ___________________________ Comments: ___________________________
Flood: ___ Approved  ___ Denied  By: ___________________________ Date: ___________________________ Comments: ___________________________
Water/Sewer: ___ Approved  ___ Denied  By: ___________________________ Date: ___________________________ Comments: ___________________________
E & S: ___ Approved  ___ Denied  By: ___________________________ Date: ___________________________ Comments: ___________________________
Building: ___ Approved  ___ Denied  By: ___________________________ Date: ___________________________ Comments: ___________________________
Other: ___________________________
BP #: ___________________________ Receipt #: ___________________________
Date Issued ___________________________ Fee(s) Paid ___________________________