

Douglas K. Smith, MCP

Building Official

Director of Permits &

Inspections

The City of

Portsmouth

Department of Permits & Inspections

801 Crawford Street

Portsmouth, VA 23704

Tel (757) 393-8531 Fax (757) 393-5108

www.portsmouthva.gov/forms/PermitsInspections

BUILDING PERMIT APPLICATION

OFFICE USE ONLY

Case No. BLD2015-_____

Checked by: _____

Sq. Footage _____

Use Group _____ Occ. Load _____

Address of Job _____

Description of Work _____

Application Submitted By: _____ Architect _____ Contractor _____ Owner _____ Tenant _____ Owner's Agent

Owner _____

Phone _____

Cell _____

Fax _____

Address _____

City _____

State _____

Zip Code _____

E-mail _____

Contractor _____

Phone _____

Cell _____

Fax _____

Address _____

City _____

State _____

Zip Code _____

E-mail _____

State Reg. No. _____ Class _____ Expiration Date _____ Endorsements _____

RESIDENTIAL One Family Two Family Multi-Family _____ # of units Hotel, Motel Others

COMMERCIAL Assembly Office, Bank _____ # of units Elevator(s) _____ # of

Educational Factory / Industrial High Hazard Temporary

Mercantile, Stores _____ # of units Other _____

Institutional: Hospital Convalescent Day Nurseries

FINISHED FLOOR ELEVATION _____ SUBDIVISION _____

VALUATION: \$ _____

PLAN REVIEW FEE: \$ _____

PERMIT FEE: \$ _____

STATE LEVY: \$ _____ TOTAL PERMIT FEE: \$ _____

MECHANIC'S LIEN AGENT

NAME _____ PHONE _____

ADDRESS _____

City _____

State _____

Zip Code _____

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 Portsmouth 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 with issuance of the building permit. Permits 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 permits will be issued.

APPLICANT (Please Print) _____ SIGNATURE _____ DATE _____

TYPE OF IMPROVEMENT (OFFICE USE ONLY)

New Building _____

Addition _____

New Accessory _____

Alteration _____

Repair, Replacement _____

DEMOLITION _____

Sewer plugging Fee paid Yes No

Moving (relocation)

Foundation ONLY