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

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: $_________________ 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