

# Building Permit Application

**The attached building permit application  
should be used for ALL building permits  
including:**

**Residential**

**Commercial**

**New**

**Additions**

**Repairs**

**Alterations**

**Decks**

**Demolitions**

**Fire Protection**

**Swimming Pools**



## For NEW BUILDINGS

Please follow the 4-Step process below in order to complete the “NEW Building” Permit Application Form

Email the application form following the sequence below:

### Addressing

David.Vachet@norfolk.gov

### Right-of-Way/Driveway Permits

<https://citizen.norfolk.permitcity.com/auth/login>

### Utilities (Water & Sewer)

utengtech@norfolk.gov

Please email the completed building permit application and complete construction plan submittal combined into one single pdf to:

planreviewpermits@norfolk.gov

**City of Norfolk**  
**Development Services Center**  
**Residential Plan Submittal Checklist**

**For new buildings**, an **address** must be assigned as a **prerequisite**. Please email the building permit application and survey/site plan to [David.vachet@norfolk.gov](mailto:David.vachet@norfolk.gov) to get the officially assigned address and the re-bundle for digital plan submittal.

Address where work is to take place: \_\_\_\_\_

Project type/nature of work: \_\_\_\_\_

Building Permit Tracking Number \_\_\_\_\_ **(Tracking number will not be assigned if the application bundle is incomplete)**

 Provided

 Not Provided

N/A Not Applicable

- Survey to scale with proposed work indicated
- Complete and return the Contractor Licensure Affidavit. **(always required)**
- Provide the Responsible Land Disturber and Agreement in Lieu of an E&S control plan form. **(Demos and SFDs)**
- Elevation Certificate provided for Structures in Flood Zone other than X and X-shaded
- Footing & Foundation Plan
- Footing & Foundation Details
- Floor Framing Plans (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, Attic)
- First Floor Plan (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, Attic)
- Typical Exterior Wall Section Detail (Footing to Roof)
- Typical 1 HR Fire Rated from both sides Exterior Wall Section Detail within 5' of Property Line
- Roof Framing Plan
- Supporting Typical Section Details
- Specifications for any Engineered Lumber and Layout Plans and Specifications  
  
(Roof Trusses, Floor Trusses, TJL's, LVL's / Microlam Beams)
- Deck Framing Plan & Details (when applicable)
- Completed Building Permit Application Form (with address if New SFD)
- Application Complete (All of the Above Required Listed Items have been provided in a single PDF)**

Applicant's name, printed \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email address (applicant) \_\_\_\_\_

Email address (owner if other than applicant) \_\_\_\_\_

**\*\* Plans will not be accepted for submission without all required items for a completed application. \*\***

# Information Needed for Plans by Project Type

## All Projects

- Must have a completed application and register online through the portal.
- Forms – Contractor licensure affidavit, RLD and E&S (when needed)
- Check to see if it is in a flood zone
  - If in a flood zone, an Elevation certificate is needed for new houses/structures, solar panels, additions, garages, pools (above or inground), and alterations into habitable space.
    - A permit is required for a shed under 256 square feet in a flood zone.
  - If in a flood zone, an elevation certificate is not needed for decks and piers.
- All new houses, garages, pools, and additions need stormwater and transit approval. No action required from you. We will handle the submissions.

## Pool

- Survey with location, size, and setback for the pool must be drawn on the plan
- Spec sheets for pool – this can be the contract/receipt with installation manual or a spec sheet with options marked
- Pool barrier details-
  - Inground pool- Fence, gates, alarms, or automatic cover marked on the survey.
  - Above ground- Ladder details, deck gate details, or alarms and fence indicated

## Alterations

- Plans that are to scale and legible
- Existing floor plan and proposed floor plan with rooms labeled and dimensions
- Engineered lumber specs, if applicable

## Additions

- Plans that are to scale and legible
- Survey showing location and setback of addition to the property line to scale
- Existing floor plan and proposed floor plan with rooms labeled and dimensions
- Wall section details – from footing to roof framing
- Foundation plan
- Roof framing plan
- Engineered lumber, if applicable
- **If a pop the top addition-**
  - An engineered letter will be required to verify the existing footing, foundation, wall framing, and the floor/ceiling can support the proposed loads being imposed.

## Piers

- Plans that are to scale and legible
- Letters from the following:
  - VMRC
  - Seamus McCarthy (City of Norfolk)
  - Army Corp of Engineers
- Plans showing pier and connections

## Decks

- Plans that are to scale and legible
- Survey or aerial picture showing the location and setback of the deck to the property line to scale
- Footing details:
  - Sizing, depth, spacing, and concrete
- Floor framing:
  - Lumber size, spacing, species, directions
- Stair details
- Handrail and/or guardrail details
- Connection details:
  - Ledger
  - Post to footing
  - Post to girder/header

## Solar Panels

- Plans that are to scale and legible
- Cover sheet detailing work location, address
- Engineering documents may apply
- Engineer's letter indicating the roof can support the proposed loads
- Plans with solar panels locations
- Panel specific data sheets
- Installation details – with manual

## Pre-Fab/ Metal Carports

- Plans that are to scale and legible
- Survey showing location and setback of accessory structure to the property line to scale
- Engineered sealed plan
- Contract indicating the size and height of carport

## Foundation Repair

- Plans that are to scale and legible
- Push Piers (Deep Driven Piers)
  - Engineer's Letter
  - Location of piers
  - Statement of Special Inspections with Inspection Schedule (All signatures required)
  - Specs sheets for the push piers
- Smart Jacks
  - Location of piers
  - Specs sheets for the smart jacks
  - Can have supplemental beams or girders

## Fire Damage Repairs

- Insurance write-up
- If no insurance write up is provided- then we would need plans and possibly an engineer's letter to ensure the foundation was not jeopardized.

## Vehicle collisions

- Engineer's report concerning the existing construction ensure that it is stable and able to be rebuilt.
- Insurance write-up
- If an insurance write-up is unavailable, plans would be required.

## New Houses

- Address stamped application from Dave Vachet [david.vachet@norfolk.gov](mailto:david.vachet@norfolk.gov)
- Survey to scale with proposed work indicated
- RLD and E&S Form
- Footing & Foundation Plan with details
- Floor Framing Plans and Details (may be engineered material)
- Exterior Wall Section Detail (Footing to Roof)
- Roof Framing Plan and Details
- Supporting Typical Section Details
- Deck Framing plan with details (with applicable)
- Engineered lumber package
  - Spec sheets
  - Roof or Floor Truss specs (must have engineer's seal)
  - Layouts

## Sheds and Garages (Typically 14' height to mid-point of roof)

- Plans that are to scale and legible
- Survey showing location and setback of accessory structure to the property line to scale
- Footing & Foundation Plan with details
- Floor Framing Plans and Details (may be engineered material)
- Exterior Wall Section Detail (Footing to Roof)
- Roof Framing Plan and Details
- Engineered lumber package
  - Spec sheets
  - Roof or Floor Truss specs (must have engineer's seal)
  - Layouts

## Pre-Approved Models/Narrow & Nonconforming lots already approved by Dean Cooper/Huntersville

- Pre-Approved Models
  - Address stamped application from Dave Vachet [david.vachet@norfolk.gov](mailto:david.vachet@norfolk.gov)
  - Survey to scale with proposed work and must include the model's name
  - RLD and E&S Form
  - Obtain sign offs: driveway, water, and sewer. (To speed up the process)
    - **Right-of-Way/Driveway Permits** <https://citizen.norfolk.permitcity.com/auth/login>  
Or email Debbie Green at [Debbie.green@norfolk.gov](mailto:Debbie.green@norfolk.gov) when a private alley or no apron work.
    - **Utilities** – Please provide utilities with your address stamped application for sign offs.  
[UTENGTECH@NORFOLK.GOV](mailto:UTENGTECH@NORFOLK.GOV)
  - Application must include the Model type
  - *No building plans required. We have the plans on file!!!!*

- Narrow and Nonconforming lots already approved by Dean Cooper
  - Address stamped application from Dave Vachet [david.vachet@norfolk.gov](mailto:david.vachet@norfolk.gov)
  - Approved Survey to scale with proposed work with zoning certificate
  - RLD and E&S Form
  - Obtain sign offs: driveway, water, and sewer. (To speed up the process)
    - **Right-of-Way/Driveway Permits** <https://citizen.norfolk.permitcity.com/auth/login>
    - **Or email** Debbie Green at [Debbie.green@norfolk.gov](mailto:Debbie.green@norfolk.gov) when a private alley or no apron work.
    - **Utilities** – Please provide utilities with your address stamped application for sign offs.  
[UTENGTECH@NORFOLK.GOV](mailto:UTENGTECH@NORFOLK.GOV)
  - Approved plans for design review stamped by Dean Cooper that are to scale and legible
  - Footing & Foundation Plan with details
  - Floor Framing Plans and Details (may be engineered material)
  - Exterior Wall Section Detail (Footing to Roof)
  - Roof Framing Plan and Details
  - Engineered lumber package
  - Spec sheets
  - Roof or Floor Truss specs (must have engineer's seal)
  - Layouts
- Huntersville
  - Address stamped application from Dave Vachet [david.vachet@norfolk.gov](mailto:david.vachet@norfolk.gov)
  - Approved Survey to scale with proposed work with zoning certificate and initialed option sheets
  - RLD and E&S Form
  - Obtain sign offs: driveway, water, and sewer. (To speed up the process)
    - **Right-of-Way/Driveway Permits** <https://citizen.norfolk.permitcity.com/auth/login>
    - **Or email** Debbie Green at [Debbie.green@norfolk.gov](mailto:Debbie.green@norfolk.gov) when a private alley or no apron work.
    - **Utilities** – Please provide utilities with your address stamped application for sign offs.  
[UTENGTECH@NORFOLK.GOV](mailto:UTENGTECH@NORFOLK.GOV)

**Additional code related information may be required upon a complete review of the plans/documents submitted. This is just to assist with better information package for the plans examiner and doesn't address any code related details.**



Building Permit Application  
Development Services Center  
810 Union Street, 1<sup>st</sup> Floor, Norfolk, Virginia 23510  
(757) 664-6565

Email building package with plans to:  
planreviewpermits@norfolk.gov

**BLDG Permit #** \_\_\_\_\_

**Location of Work** \_\_\_\_\_ **Unit/Lot** \_\_\_\_\_ **Application Date** \_\_\_\_\_

**Applicant:**

Owner

Contractor

Agent

Design Professional

**OR**

Property Owner

Tenant

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax# \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Contractor State License # \_\_\_\_\_ Class  A  B  C

Building Co. Name \_\_\_\_\_

Contact's Name \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**Type of Property:**  Residential  Multi-Family  Commercial  CO Requested \_\_\_\_\_ Proposed Occupant Load  Green Building

**Type of Work:**  New Structure  Repair/Alteration  Addition  Demolition  Fire Alarm  Sprinkler  Hood Supp.

Other \_\_\_\_\_

**Scope of work:** \_\_\_\_\_

**Project Cost \$** \_\_\_\_\_ **Use Group** \_\_\_\_\_

**Construction Type** \_\_\_\_\_

**Square Foot** \_\_\_\_\_

I agree to work in conformity to the ordinances & regulations of the City of Norfolk & Virginia Uniform Statewide Building Code. **VUSBC 20** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**MECHANICS LIEN AGENT**

**NOT DESIGNATED**

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

Name: \_\_\_\_\_

**I ELECT** to participate in the tax abatement program (Initials) \_\_\_\_\_

Address: \_\_\_\_\_

**I DECLINE** participation in the tax abatement program (Initials) \_\_\_\_\_

Phone #: \_\_\_\_\_

#### Office Use Only

Address (7<sup>th</sup> Floor City Hall) \_\_\_\_\_

Total Approved Occupant Load \_\_\_\_\_  CO REQUIRED

Zone \_\_\_\_\_ # of DU's \_\_\_\_\_ # of Stories \_\_\_\_\_ Flood Zone \_\_\_\_\_

Zoning Approval \_\_\_\_\_

Driveways (2<sup>nd</sup> Floor City Hall) \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

CBPA Fee \$ \_\_\_\_\_ RLD fee \$ \_\_\_\_\_

Admin Fee \$ \_\_\_\_\_ Tax Abatement fee \$ \_\_\_\_\_

Plan Review \$ \_\_\_\_\_ Permit Fee \$ \_\_\_\_\_

Tech Fee \$ \_\_\_\_\_ State Surcharge\$ \_\_\_\_\_

Total Fee \$ \_\_\_\_\_

Cash \_\_\_\_\_ Check # \_\_\_\_\_ Credit \_\_\_\_\_

Environmental \_\_\_\_\_

CBPA



## Asbestos Inspection Exemption

*I certify that the above building is exempt from the Asbestos Inspection, as required by the Commonwealth of Virginia for the following reason (check one):*

- 1. Single family dwelling or residential housing with four (4) or fewer units not being renovated / demolished for commercial or public development.
- 2. The combined amount of regulated asbestos containing material involved is:
  - a) less than 260 linear feet of material on pipes, or
  - b) less than 160 square feet on other facility components, or
  - c) less than 35 cubic feet of facility components where the length or area cannot be measured.
- 3. Buildings for which an initial building permit was issued after January 1, 1985.

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*Signature of Owner or Authorized Agent*

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*Date*

**\*\*\*STOP HERE IF ANY EXEMPTION IS APPLICABLE\*\*\***

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## Asbestos Certification

I, \_\_\_\_\_, certify that the affected portions of the building  
*(Building Owner or Agent)*

located at \_\_\_\_\_ has been inspected for the presence of asbestos and  
*(Building Address, Floor / Suite Number)*

complies with the Code of Virginia, S 36.99.7 and the Virginia Uniform Statewide Building Code, Section 110.3, and Section 108.1, Asbestos Survey Standards for Building to be renovated or demolished, as promulgated by the Virginia General Services Department, 'Clean Air Act' (NESHAP) and OSHA, 'Standards for Construction Workers'.

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*Signature*

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*Date*

Building Safety Division  
Development Services Center  
810 Union Street, 1<sup>st</sup> Floor  
Norfolk, Virginia 23510  
(757) 664-6565



**NORFOLK**

**NOTE: THIS DOCUMENT CONTAINS IMPORTANT INFORMATION CONCERNING THE VIRGINIA  
CONTRACTOR'S LICENSING LAW. PLEASE READ CAREFULLY BEFORE SIGNING.**

**PROPERTY OWNER/CONTRACTOR LICENSURE AFFIDAVIT**

I \_\_\_\_\_ of \_\_\_\_\_ (mailing address)  
Affirm that I am the property owner and/or contractor for the owner of a certain tract or parcel of land located in the City of Norfolk at \_\_\_\_\_ and that I have applied for a building permit to erect a structure on said land or repair or improve an existing structure on said land.

***I affirm that I am aware of the provisions of Title 54.1, Chapter 11, of the Code of Virginia that requires a contractor to be properly licensed before he may bid or undertake contracting work of \$1,000 or more. I further certify that I am familiar with the responsibilities of an awarding authority specified in Section 54.1111 of the Code which prohibits any awarding authority from issuing permits or allowing the issuance of such permits to any contractor not properly licensed under the provisions of the Code, and that to do so would constitute the commission of a misdemeanor.***

I affirm that I am duly licensed under the terms of Title 54.1, Chapter 11, Code of Virginia to carry out or superintend this work; OR I am not subject to licensure as a contractor, subcontractor, or owner-developer pursuant to such title. I affirm that I have paid in full any license fees required by any county, city, or town so as to qualify me to bid upon or contract for the work for which this permit has been applied.

"Class A Contractors" perform or manage construction, removal, repair, or improvements when (i) the total value referred to in a single contract or project is \$120,000 or more, or (ii) the total value of all such construction, removal, repair, or improvements undertaken by such person within any 12-month period is \$750,000 or more.

"Class B Contractors" perform or manage construction, removal, or repair, or improvements when (i) the total value referred to in a single contract or project is \$10,000 or more, but less than \$120,000, or (ii) the total value of all such construction, removal, repair or improvements undertaken by such person within any 12-month period is \$150,000 or more, but less than \$750,000.

"Class C Contractors" perform or manage construction, removal, repair, or improvements when (i) the total value referred to in a single contract or project is over \$1,000 but less than \$10,000, or (ii) the total value of all such construction, removal, repair, or improvements undertaken by such person within any 12-month period is less than \$150,000. The Board shall require a master tradesmen license as a condition of licensure for electrical, plumbing, and heating, ventilation and air conditioning contractors.

This permit becomes null and void if work or construction authorized is not commenced within 6 months, or if the construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be compiled with whether specified herein or not, the granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Property Owner or Contractor:

Printed Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# NORFOLK

*Department of City Planning  
Bureau of Environmental Services*

## Attention:

Contractors Building Single Family Homes in the City of Norfolk.

Due to the problem of off site erosion and sediment entering the storm drain system, the City will be strictly enforcing the Erosion and Sediment Control Ordinance on single family home construction.

Contractors are responsible for:

1. Establishing and maintaining silt fences along all street frontages and adjacent to waterways or wetlands.
2. Protecting stormwater inlets directly adjacent to site with approved inlet protection.
3. Establishing a mulch or stone construction entrance if no driveway exists and sweeping sediment eroded or tracked offsite.
4. Lots must be completely stabilized prior to Certificate of Occupancy being released.

Violation of Norfolk's Erosion and Sediment Control Ordinance is a first class misdemeanor punishable up to \$2500 dollars a day.

If you have any questions, comments, or concerns contact -  
Odell Glenn: 664-4365 or [odell.glen@norfolk.gov](mailto:odell.glen@norfolk.gov)  
Seamus McCarthy: 664-4363 or [seamus.mccarthy@norfolk.gov](mailto:seamus.mccarthy@norfolk.gov)

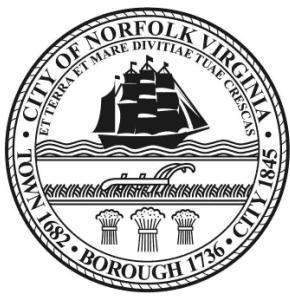


# City of Norfolk

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## City of Norfolk Standard Erosion & Sediment Control Notes

1. Unless otherwise indicated, all vegetative and structural erosion and sediment control practices will be constructed and maintained according to minimum standards and specifications of the Virginia Erosion and Sediment Control Handbook (3rd Edition, 1992) and the City of Norfolk erosion and sediment control ordinance.
2. The contractor shall contact the City of Norfolk, Bureau of Environmental Services (664-4368) at least 48 hours prior to any land disturbing activity (including demolition) so that a preconstruction conference can be scheduled.
3. The contractor shall apply permanent or temporary soil stabilization to all denuded or disturbed areas within 7 days after final grade is reached on any portion of the site. Soil stabilization must also be applied to denuded or disturbed areas which may not be at final grade but which will remain undisturbed for longer than 14 days. Soil stabilization measures include vegetative establishment, mulching and the early application of gravel base material on areas to be paved.
4. All erosion and sediment control measures are to be placed prior to or as the first step in construction.
5. The contractor shall inspect all erosion control measures periodically and after each runoff producing rainfall event. Any necessary repairs to maintain the effectiveness of the erosion control devices and cleanup of sedimentation are the responsibility of the contractor and shall be made immediately.
6. The contractor shall limit site access by construction vehicles to entrances protected by a stone construction entrance (VESCH Std. & Spec. 3.02) or an approved comparable control measure. Sediment shall be removed from paved areas on a daily basis.
7. Stock piles of soil and other erodible materials shall be stabilized or protected with sediment trapping measures. The contractor is responsible for the temporary protection and permanent stabilization for stockpiles on site as well as for materials transported from the project site.
8. The contractor shall monitor and take precautions to control dust including (but not limited to) use of water, mulch, or chemical dust adhesives and control of construction site traffic.
9. Effluent from de-watering operations shall be filtered or passed through an approved sediment trapping device, or both, and discharged in a manner that does not adversely affect adjacent properties, wetlands, waterways or the storm drainage system.
10. The contractor is responsible for installation and maintenance of any additional control measures necessary to prevent erosion and sedimentation as determined necessary by the plan approving authority.
11. Temporary erosion and sediment control measures are not to be removed until all disturbed areas are stabilized. After stabilization is complete, all measures shall be removed within 30 days. Trapped sediment shall be spread and seeded.



# City of Norfolk

## Department of City Planning Bureau of Environmental Services

### Agreement in Lieu of an Erosion and Sediment Control Plan

Type of Project (circle one): Single Family Residence Construction or Demolition

Address of Project: \_\_\_\_\_

For the projects listed above, an Agreement in Lieu of a Plan is an acceptable alternative to the preparation of an individual erosion and sediment control plan. This agreement is meant to streamline and expedite the permit approval process by eliminating the plan preparation requirement for applicants. This agreement is a contract between the City of Norfolk and the applicant which specifies erosion and sediment control measures and standards that must be implemented. Prior to issuance, the applicant must first read, understand, accept, and sign the following declaration:

I agree to comply with the limitations and conditions of this agreement as outlined in the attached *City of Norfolk Standard Erosion and Sediment Control Notes*, and to limit and control off-site sedimentation. In addition, I agree to comply with any and all requirements determined necessary by any City of Norfolk Inspector if, upon field inspection, the measures employed on-site are found to be ineffective at controlling off-site sedimentation. Such requirements shall be based on the standards contained in the City of Norfolk's Erosion and Sediment Control Ordinance (City Code, Chapter 15), the Virginia Erosion and Sediment Control Laws and Regulations, and the latest edition of the Virginia Erosion and Sediment Control Handbook. These standards represent the minimum practices necessary to provide adequate control of erosion and sedimentation resulting from this project.

I have read and am familiar with the erosion and sediment control standards contained in the *City of Norfolk Standard Erosion and Sediment Control Notes* (attached). I also understand that failure to comply with the conditions of this agreement could result in citations for violations of the Uniform Statewide Building Code, Erosion and Sediment Control Ordinance (City Code, Chapter 15), and other applicable City codes.

Signature of Applicant: \_\_\_\_\_

Name of Applicant (Please Print): \_\_\_\_\_  Owner  Contractor  Agent

Address of Applicant: \_\_\_\_\_  
(Street) \_\_\_\_\_ (Apt #) \_\_\_\_\_ (City) \_\_\_\_\_ (State) (Zip) \_\_\_\_\_

Applicant's Telephone Number: \_\_\_\_\_

Applicant's Fax Number: \_\_\_\_\_

Applicant's E-mail Address: \_\_\_\_\_



# City of Norfolk

## ***Responsible Land Disturber Notification***

Project name: \_\_\_\_\_ Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

Site Plan Number: \_\_\_\_\_ Land Disturbance: \_\_\_\_\_

### ***Responsible Land Disturber (R.L.D.) Notification***

The following person \_\_\_\_\_ print,

X \_\_\_\_\_ sign,

Is identified as responsible for carrying out the land disturbing activity associated with the above-referenced project. This person meets the applicable requirements of Virginia Code Section 62.1-44.15:55 and 62.1-44.15:58 by virtue of the following:

***Check the category that applies & Fill in Certificate Number:***

\_\_\_\_\_ Responsible Land Disturber Certificate #: \_\_\_\_\_

OR

\_\_\_\_\_ DEQ Certification for Combined Administrator, Plan Reviewer, Inspector

OR

\_\_\_\_\_ VA Professional Engineer, Land Surveyor, Landscape

Architect, or Architect.

### **R.L.D. contact information:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Fax #: \_\_\_\_\_ Email: \_\_\_\_\_