

# 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

**City of Norfolk**  
**Development Services Center**  
**Digital 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 then 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

Elevation Certificate provided for Structures in Flood Zone other than X and X-shaded

Floodplain development Application form (located on website)

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 / Micro-Lam Beams)

Deck Framing Plan & Details (when applicable)

Completed Building Permit Application Form

**Application Complete (All of the Above Required Listed Items have been provided)**

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

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

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

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

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

Please email the building permit application, survey if applicable, and construction drawings combined into 1 single pdf to: [planreviewpermits@norfolk.gov](mailto:planreviewpermits@norfolk.gov). If you have too much difficulty combining the files into 1 single pdf, your local Printer Shop or Office Supply Store should be able to accommodate. \*\* Plans will not be accepted for submission without all required items for a completed application. Residential Plan Reviewers: [planreviewpermits@norfolk.gov](mailto:planreviewpermits@norfolk.gov)

# Digital Plan Submittal - Commercial

Digital building permit plans and documents may be submitted digitally. Please submit the proposed plans and documents with the Completed Building Permit Application as the front page followed by other addenda items and plans, combined into one pdf.

Mail disc to attention: Development Services Center  
810 Union St – 1<sup>st</sup> Floor  
Norfolk, VA 23510

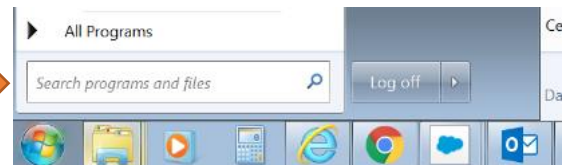
OR,

Upload onto our City of Norfolk FTP Site as follows:

1. Click on "START" →



2. Click in the bar "Search programs and files" and type the following address: <ftp://remote.norfolk.gov/Eplans> →  
When finished press "Enter"



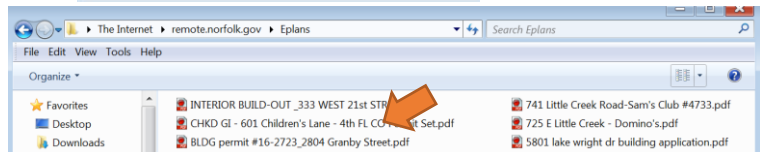
3. A Log On window will pop, fill out "User Name" and Password" as follows:

User name: ftpuser  
Password: getFILE\$416



Then click "Log On"

4. Copy and paste your file onto the folder "Eplans"



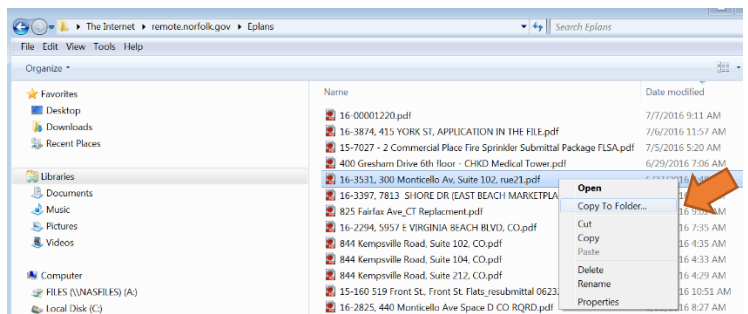
5. After copying your file send an ALERT e-mail with the completed application to:

[planreviewpermits@norfolk.gov](mailto:planreviewpermits@norfolk.gov)

## RETRIEVE OR DOWNLOAD APPROVED PLANS

**\*\*FILES WILL NOT OPEN IN OUR FTP FOLDER, THEY MUST BE SAVED INTO A COMPUTER\*\***

1. Follow steps 1, 2 and 3 above
2. When in the folder "Eplans",
3. Locate your file by address or permit number
4. You may "drag" the file into your computer  
Or  
Right click on your file and select "Copy to Folder..." and select a folder of your convenience





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

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

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

**Applicant:**  Owner  Contractor  Agent  Design Professional

**OR**

<input type="checkbox"/> Property Owner <input type="checkbox"/> Tenant Name _____ Address _____ City/State/Zip _____ Phone # _____ Fax# _____ E-Mail Address _____	Contractor State License # _____ Class <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> 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  
 Driveways (2<sup>nd</sup> Floor City Hall) \_\_\_\_\_ Zone \_\_\_\_\_ # of DU's \_\_\_\_\_ # of Stories \_\_\_\_\_ Flood Zone \_\_\_\_\_  
 Water \_\_\_\_\_ Sewer \_\_\_\_\_ Zoning Approval \_\_\_\_\_  
 Environmental \_\_\_\_\_  CBPA  
 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 \_\_\_\_\_



### 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.

\_\_\_\_\_  
*Signature of Owner or Authorized Agent*

\_\_\_\_\_  
*Date*

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

### 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'.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*