



RESIDENTIAL BUILDING PERMIT APPLICATION DISCLOSURE PACKAGE

NEW CONSTRUCTION

ACCESSORY STRUCTURES

ADDITIONS

ALTERATIONS

REPAIRS

DECKS/PORCHES

DEMOLITIONS

FIRE PROTECTION

PIERS

SOLAR PANELS

WIMMING POOLS

Please register on the City's building permit portal (norfolkvapermits.force.com) to submit the completed building permit package and complete construction plans"

Plumbing, electrical, and mechanical permits shall be permitted separately



Residential Building Permit Application

810 Union Street, Norfolk, VA 23510
(757) 664-6565

Application Date

____/____/____

Permit Number

APPLICANT

Homeowner

Name _____

Address _____ City/ _____

State/Zip _____

Phone _____

Email _____

(initial) I **ELECT** to participate in the Tax Abatement program

(Initial) I **DECLINE** to participate in the Tax Abatement program

CONTRACTOR _____ AGENT _____ DESIGNER _____

VA License # _____

Class: A ____ B ____ C ____ Tradesman ____

Company Name _____

Address _____

City/State/Zip _____

Contact Name _____

Phone _____

Email _____

Location of Work _____ **Unit/Lot** _____

Work Type: New Structure Repair/Alteration Addition Demolition Solar Panels
Pool Above Ground In Ground Pool Barrier Request CO Proposed Occ Load

Work Description _____

Project Cost \$ _____ **Sq Ft** _____ **Use Group** _____ **Previous Use** _____ **Construction Type** _____

I agree to work in conformity with the ordinances and regulations of the City of Norfolk and the Virginia Uniform Statewide Building Code. VUBC edition 20 _____

Signature _____ **Print Name** _____

Date _____

Mechanics Lien Agent **Not Designated**

Name _____

Address _____

Phone _____

Email _____

REQUIRED CITY DEPARTMENT STAMPS FOR NEW BUILDINGS

Addresses Approval: David.Vachet@norfolk.gov (Include Survey)

Utilities Approval: Water and Sewer Tap Fees UTENGTECH@norfolk.gov (Include Site Plan Number if you have one)

Right of Ways Approval: <https://citizen.norfolk.permitcity.com/auth/login>



Residential Permit Checklist

Address where work is to take place: _____

Project type/nature of work: _____

Building Permit Number _____

- Completed Building Permit Application Form (with address if New SFD)
- Complete and return the Contractor Licensure Affidavit.
- Survey to scale with proposed work indicated
- 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
- Provide a Certificate of Appropriateness for exterior modification of properties located in a local Historic

District

- Footing & Foundation Plan
- Footing & Foundation Details
- Floor Framing Plans (1st, 2nd, 3rd, Attic)
- First Floor Plan (1st, 2nd, 3rd, 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)
- 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) _____

Building Safety Division
Development Services Center
810 Union Street, 1st 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

Brief checklist for check-ins

All Projects

- Must have a completed application
- Verify contractor license is correct for the work they are performing
- Forms – Contractor licensure affidavit
- 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 alteration to habitable space.
 - If in a flood zone, an elevation certificate is not needed for decks and piers.
- Check to see if property is in a local Historic District. If in a local Historic District, a Certificate of Appropriateness is needed for exterior modifications before permits can be approved. Contact: ARBNorfolk@norfolk.gov

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**

New Houses

- Address stamped application from Dave Vachet 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
 - 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 when a private alley or no apron work.
 - § Utilities – Please provide utilities with your address stamped application for sign offs.
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
 - 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 when a private alley or no apron work.

§ Utilities – Please provide utilities with your address stamped application for sign offs.

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- 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
 - 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 when a private alley or no apron work.
 - § Utilities – Please provide utilities with your address stamped application for sign offs.

UTENGTECH@NORFOLK.GOV

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.



NORFOLK

Department of City Planning
Bureau of Environmental Services

New Single Family Bulletin:

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.

Audrey Doan: 757-793-1119 or audrey.doan@norfolk.gov

Nathan Bowman: 757-664-4373 or nathan.bowman@norfolk.gov

Agreement in Lieu of Soil Erosion Control and Stormwater Management Plan – Single Family

This form is not intended to replace a Common Plan of Development.

The Applicant, identified in their signature below and who is the owner or permittee of the address identified herein, and the City of Norfolk enter into the following Agreement in Lieu of a Plan as permitted by Virginia Code § 62.1-44.15:24 *et seq.* For and in consideration of the promises set forth herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and Applicant hereby agree to the following terms and conditions, effective as of the date of execution:

Address of Single-Family Residential Structure:

New Construction Demolition

Is this lot located within a subdivision with a prior approved plan? Yes No

Site Plan # _____

Subdivision Name: _____

Contact Person (owner/builder/permittee):

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

In lieu of the submission of a Soil Erosion Control and Stormwater Management Plan, where a single-family stand-alone residence is constructed, the Applicant shall submit this documentation stating compliance with the Grading and Drainage Requirements for Single-Family Dwellings, the City of Norfolk City Code Section 42-20.2 and 42-20.3, and the Virginia Erosion and Stormwater Management Regulation (9VAC25-875-10 through 9VAC25-875-1420, effective July 1, 2024). This document shall be **required** for all single-family residence that are separately built and not part of a larger common plan of development.

As required by the Construction General Permit (VAR10), a copy of this signed and dated “Agreement in Lieu of a Plan” shall be maintained in Applicant’s Stormwater Pollution Prevention Plan (SWPPP) for the construction activity.

Storm Water Management: Applicant agrees post-construction runoff from the property shall be minimized to the maximum extent practicable and shall be controlled to prevent flooding or erosion damage from occurring on adjacent or downstream properties. In meeting this requirement, Applicant agrees to direct:

810 Union Street Suite 508 Norfolk, VA 23510
www.norfolk.gov/planning

1. Runoff from rooftops as non-erosive sheet flow to well-vegetated areas on the property to the maximum extent practicable,
2. Runoff from on-lot impervious surfaces (e.g., driveways, parking areas, sidewalks) as non-erosive sheet flow to well-vegetated areas on the property to the maximum extent practicable, and
3. Runoff from lawns as non-erosive sheet flow to undisturbed naturally-vegetated areas on the property to the maximum extent practicable.

Pollution Prevention Plan: Applicant agrees compliance with this Pollution Prevention Plan is required to minimize the discharge of pollutants. **By Applicant's initial next to each item in space provided,** Applicant agrees that they and any of their agents, contractors, subcontractors, and employees will:

Minimize the discharge of pollutants from equipment and vehicle washing, wheel wash water, and other wash waters. Wash waters must be treated in a sediment basin or alternative control that provide equivalent or better treatment prior to discharge.

Minimize the exposure of building materials, building products, construction wastes, trash, landscape materials, fertilizers, pesticides, herbicides, detergents, sanitary waste, and other materials present on the site to precipitation and to stormwater.

Minimize the discharge of pollutants from spills and leaks and implement chemical spill and leak prevention and response procedures.

Use effective best management practices to prohibit the following discharges:

1. Wastewater from washout of concrete.
2. Wastewater from washout and cleanout of stucco, paint, form release oils, curing compounds, retarders for exposed aggregate finishes, and other construction materials.
3. Fuels, oils, or other pollutants used in vehicle and equipment operation and maintenance.
4. Soaps or solvents used in vehicle and equipment washing.
5. Discharges from dewatering activities, including discharges from dewatering of trenches and excavation, unless managed by appropriate controls.

Applicant understands failure to comply with the requirements listed above within a reasonable time specified by City of Norfolk staff may result in enforcement actions. Violations that are not corrected within the allowed time may result in a violation of City Code 41.1-4, *Pollution of the storm water system*. A violation of this code is a class 1 misdemeanor, punishable by a maximum penalty of \$2500/day and/or up to 12 months in jail.

Erosion and Sediment Control Plan: This Agreement in Lieu is an acceptable alternative to the preparation of an individual erosion control plan.

Applicant agrees to comply with the limitations and conditions of this agreement to limit and control off-site sedimentation, including but not limited to use of effective best management practices as follows.

Use of effective best management practices to prohibit sedimentation from leaving the site include the follow:

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.

In addition, Applicant agrees to comply with 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 Ordinances (Norfolk City Code, Chapter 15) and the City of Norfolk's Virginia Erosion and Stormwater Management Program. These standards represent the minimum practices necessary to provide adequate control of erosion and sedimentation resulting from this project.

Applicant understands 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 Ordinances (Norfolk City Code, Chapter 15), and other applicable City codes.

Applicant fully understands that not complying may result in the revocation of this "Agreement in Lieu of a Plan" and that the submission of a project-specific Soil Erosion Control and Stormwater Management Plan in accordance with 9VAC25-875-110 of the Virginia Erosion and Stormwater Management Regulation may be required.

APPLICANT

By _____

Printed Name _____

Select one or both: Owner Permittee

CITY OF NORFOLK

By _____
City Manager

Date _____

ATTEST:

City Clerk

APPROVED AS TO CONTENT:

Director, Department of City Planning

APPROVED AS TO FORM AND CORRECTNESS:

Assistant City Attorney



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*, _____ *sign*,

X

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: