



COMMERCIAL BUILDING PERMIT APPLICATION

**COMMERCIAL PROJECT PERMIT APPLICATIONS
MINIMUM REQUIREMENTS FOR A
CHANGE IN USE, MODIFICATION, OR NEW
CONSTRUCTION**

**Please register on the portal and email the completed building permit application and complete construction plans submitted combined into ONE pdf to:
planreviewpermits@norfolk.gov**



INSTRUCTIONS TO APPLY FOR A PERMIT

The Development Service Center expanded the on-line portal system to allow citizens and contractors to apply for all permit types. This is a TWO step process.

FIRST: Apply for your building permit online at:

norfolkvapermits.force.com

SECOND: Once you've received your permit number, then upload your building permit application documents and construction drawings when prompted while in the Permit Portal.

Please use standard size paper.

All signage, plumbing, electrical, and mechanical permits shall be permitted separately.

All separate structures, fire suppression and alarm permits shall be reviewed and permitted separately.

Your documents (application packet and supporting plans and specs) should preferably be submitted in ONE .pdf.





Commercial Permit Checklist

Address where work is to take place: _____

Previous use of building: _____

Project type/nature of work: _____

Building Permit Number _____

____ Completed Building Permit Application Form

____ Completed Contractor Licensure Affidavit.

____ Completed Asbestos Certification/Exemption Form

____ Current City of Norfolk contractors' business license if the project cost is over \$25,000

PLAN REQUIREMENTS

____ Check the following page to see if you need to have plans drawn by a registered design professional, if so sealed plans are required.

____ Specify the current use of the existing building and if it is a change of use or occupancy i.e. Business to Day Care Center

____ Provide a to-scale, dimensioned layout of the proposed structure and use indicating the location and size of doors, required exit lights, landings, etc

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____ Provide a code summary for the proposed structure

____ Specify to which Code year and book the project is designed

____ Specify the construction type per 602.1 i.e. II-B, VB, etc

____ The Use Group as determined by classification in 302

____ Occupant Load per 1004.1 (B,M, A-2, etc)

____ Provide construction details for all walls, partitions, and barriers indicating the construction elements, fire-rating if applicable, and termination

____ If part of a larger building, provide a key plan for the building and show compliance with Section 508.4.2

____ If the property is located in a Local Historic District and includes exterior modifications, include your Certificate of Appropriateness for the project.

Your permit will be on hold until all required documents have been uploaded and received as completed documents

Further information may be required after your plans have been reviewed.



Architect/Engineer Seal on Drawings

Charts A, B and C provide a quick reference to determine if Section 54.1-402 of the Code of Virginia requires an architect's or engineer's (A/E) seal on drawings for the proposed construction.

CHART A – GENERAL DESIGN

A proposed structure which is classified within any of the categories marked “Yes” requires an A/E seal on the plans. Separate requirements apply for electrical, plumbing, or mechanical systems (see charts B & C).

Use Group	Description	Square Footage			Stories	
		5,000 & under	5,001 – 15,000	Over 15,000	3 or less	Over 3
A**	Assembly	Yes	Yes	Yes	Yes	Yes
B	Business	-	Yes	Yes	-	Yes
E*	Education (Schools, Day Care Centers)	Yes	Yes	Yes	Yes	Yes
F	Factory	-	-	Yes	-	Yes
H	High Hazard	Yes	Yes	Yes	Yes	Yes
I	Institutional	Yes	Yes	Yes	Yes	Yes
M	Mercantile	-	Yes	Yes	-	Yes
R-1	Hotel, Motel, Dorm	Yes	Yes	Yes	Yes	Yes
R-2	Multi-Family Residential	-	-	-	-	Yes
R-3	1 & 2 Family Attached	-	-	-	-	Yes
R-4	1 & 2 Family Detached	-	-	-	-	Yes
S	Storage	-	-	Yes	-	Yes
U	Utility & Miscellaneous	-	-	-	-	-

* Assembly type space with a total occupant load less than 50 shall be classified as Use Group B.

** Assembly (churches) are exempt if building does not exceed 5,000 square feet or three stories, and the occupant load is does not exceed 100.

A local building official may require an A/E seal even if not required to do so by this chart.



Commercial Building Permit Application

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

Application Date

____/____/____

Permit Number

Please apply for a building permit online at norfolkvapermits.force.com. Once you've completed the online process and received your permit number, your documents must be submitted into one .pdf. at this email address: planreviewpermits@norfolk.gov

CONTRACTOR _____ AGENT _____ DESIGNER _____

Multi- Family _____ Green Building _____

VA License # _____ Exp Date ____/____/____

Class: A _____ B _____ C _____ Tradesman _____

Company Name _____

Address _____

City/State/Zip _____

Contact Name _____

Phone _____

Email _____

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

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

New Structure _____ Repair/Alteration _____

Addition _____ Demolition _____

Fire Protection:

5-foot Run-in _____ Fire Main _____

Sprinklers _____ Alarms _____

Tanks: Above Ground _____ Below Ground _____

Gallons _____

Fuel Type: Gasoline _____ Diesel _____ Oil _____

Propane _____ Other _____

Request CO/COE _____

Proposed Occ Load _____

Location of Work _____ Unit # _____

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. VUSBC edition 2021.

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>

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



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 of local law regulating construction or the performance of construction.

Property Owner or Contractor

Printed Name: _____

Home Address: _____

Signature

Date



Norfolk

Department of Planning & Community Development

ASBESTOS INSPECTION EXEMPTION

*This inspection exemption form is for the requirements of the Commonwealth of Virginia **ONLY**. Federal agencies have additional regulations and requirements, the compliance with which, is the responsibility of the owner or authorized agent.*

BUILDING ADDRESS _____

BUILDING OWNER _____

BUILDING OWNER'S AGENT _____

TELEPHONE # _____ DATE _____

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 can not be measured.
- ☐ 3. Buildings for which an initial building permit was issued after January 1, 1985.

X _____ Date _____
Signature of Owner or Authorized Agent

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

Asbestos Certification

I, _____, certify that the affected
(Building Owner or Agent)
portions of the building located at _____
(Building Address, Floor / Suite Number)

has been inspected for the presence of asbestos and 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