



THE COUNTY OF CAROLINE, VIRGINIA

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

P.O. Box 424, Bowling Green, Virginia 22427

Planning/Zoning
Building Inspections
Fax

804-633-4303
804-633-9896
804-633-1766

Building, Erosion & Sediment Control, Zoning & Open Burn Permit Application

Application Date: _____

Permit No.: _____

Application is hereby made for a Building, Erosion & Sediment and Zoning Permit in accordance with the description and for the purpose set forth herein. This application is made subject to all County and State laws and regulations, which are hereby agreed to by the undersigned and which shall be a condition of this permit.

PLEASE FILL OUT THIS FORM COMPLETELY- IF NOT, IT WILL BE RETURNED. (Please Print)

Please Check The Applicable Permit Type Applying For:	<input type="checkbox"/> Building Permit	<input type="checkbox"/> Zoning Permit	<input type="checkbox"/> Erosion & Sediment Permit (Land Disturbing)
---	--	--	--

Owner	_____	_____
Name	_____	Daytime Telephone No.
Mailing Address	_____	
E-mail Address	_____	Fax Number

Applicant/Builder	_____	_____
Name	_____	Daytime Telephone No.
<input type="checkbox"/> Same as Owner	_____	
Mailing Address	_____	

Mechanic Lien Agent	_____	_____
Name	_____	Daytime Telephone No.
<input type="checkbox"/> Not Designated	_____	
Mailing Address	_____	

Property Information	Address/Directions: _____	Frontage: _____	
	Tax Map/Parcel Number: _____	Area (in acres or sq. ft.): _____	
	Current Deed Book/Page Number _____	Existing Use of Property: _____	
	Lot No.: _____	Section _____ of _____	Subdivision
	Magisterial District: _____	Voting District: _____	
	If constructing a new dwelling, are there any other dwellings on the parcel?	Yes _____	No _____ How many? _____
	Other existing structures (number and type): _____	_____	
Existing structures to be removed (number and type): _____	_____		

Type of Permit :

Please Check Appropriate Box(s)

RESIDENTIAL

COMMERCIAL

- Single Family Dwelling/Modular (circle one)
- Manufactured Home Year: _____ Color: _____
Double-wide: _____ Single-wide: _____
- Commercial/Industrial Structure
Specify Use: _____
- Multi-Family No. of Units _____
- Addition (Specify) _____
- Garage/Carport
- Shed/Storage Building
- Land Clearing (Area to be Cleared) _____
- Alteration (Specify) _____
- Reroof

- Replace Siding
- Sign _____ Freestanding _____ Attached to Building
- Electrical
- Mechanical
- Deck
- Chimney
- Fireplace
- Demolition (Specify) _____
- Home Occupation _____
- Temporary Use/Structure _____
- Verification of Non Conforming _____
- Other (Specify) _____

Please Complete All Areas. If An Area Is Not Applicable Write "N/A"

Building Use: _____ Number of Rooms: _____ Number of Stories _____

Use Group: _____ Type of Construction: _____

Occupant Load: _____ Foundation Construction Type: _____

Crawl Space: _____ Basement: _____ Finished: _____ Unfinished: _____ Full: _____ Partial: _____

Exterior Finish Materials: _____ Interior Finish Materials: _____

Fireplace: Yes or No (Circle One) Fireplace: Type of Construction: _____

Chimney or Flue (Circle One) Chimney: Type of Construction: _____

Garage/Carport: (Circle One) Detached _____ Attached _____ (Circle One)

Porches: Yes or No (Circle One) Floor Finish _____ Truss Roof or Field Frame _____

Number of Bedrooms: _____ Health Permit No. _____ Number of Bathrooms: _____

Electrical / Plumbing / Mechanical
Show the type and number of each appliance where applicable, (e.g. 1 Electric Washer)

Service Capacity _____ New or Existing Service: _____ Dishwasher _____

Number of Full Bathrooms _____ Number of 1/2 Bathrooms _____ Handicap Accessible: _____ Yes _____ No

Air Conditioning _____ Type Heat _____ Clothes Dryer Hookup _____ Clothes Washer Hookup _____

Location of Air Handler _____ Water Service _____ Sewer Service _____

Type Water Heater _____ Range-Oven _____

Additional Information: _____

OPEN BURNING PERMIT: On site means of extinguishment: Garden hose & hand tools Heavy Equipment
 Other _____

Structure Information (Square Footage & Height)

Basement	Garage/Carport
Finished _____	Decks _____
Unfinished _____	Porches _____
1 st Floor _____	Height _____
2 nd Floor _____	Other (Specify) _____
3 rd Floor _____	Estimated Cost: _____

General Contractor/Subcontractor Information

List of General Contractor/Subcontractors:

(i.e. HVAC, Electrician, Plumber, Footing, Foundation, Block & Tie-Down of Manufactured Home and Land Disturbing)

Name/Type License	State Contractor's License Number	State Tradesman Certification Number	Caroline County Business License Number

I Certify that all current licenses and certifications required by the State of Virginia and the County of Caroline are on file in the Caroline County Department of Planning & Community Development. Please notify this office immediately of any changes to the above-noted subcontractors.

Contractor Signature

Date

ALL BUILDERS OR OWNER-DEVELOPERS THAT CONTRACT TO BUILD FOR OTHERS
ON PROPERTY THAT THE BUILDER OR OWNER-DEVELOPER OWNS, MUST BE LICENSED
UNDER THE PROVISIONS OF § 54.1-1101 CODE OF VIRGINIA

PUBLIC NOTICE

A landowner may, without a license, on his own property build one house for his own use in a twenty-four month period, or build a house as a gift to an immediate family member, if the family member lives in the house twenty-four months.

Owners may perform or supervise the repair or improvement of industrial or manufacturing facility or commercial or retail building for their own use.

Owner-Developers that contract with a Class "A" building contractor to build a house and then sell the completed house to others are not required to be licensed.

Licensing information may be obtained from:
State Board for Contractors
The Perimeter Center, Suite 400
Richmond, VA 23233-1463
(804) 367-8511

Complaints Regarding Unlicensed contractors may be sent to:
Dept. of Professional & Occupational Regulations
Compliance & Investigation Division
Complaint Analysis & Resolution
9960 Mayland Drive
Richmond, Virginia 23233-1463
(804) 367-2195

OWNER'S AFFIDAVIT

I, _____, of (address) _____ affirm that I am the owner of a certain tract or parcel of land located at: _____ and that I have applied for a building permit. I affirm that I am familiar with the prerequisites of §54.1-1101 of the Code of Virginia and I am not subject to licensure as a contractor or subcontractor. I also affirm that I will be responsible for meeting the code standards.

I further affirm that I will:

- reside in this house for at least 24 months
- give this house to an immediate family member and they will live in this house for at least 24 months
- Other (Explain) _____

(Affiant)

Signed and acknowledged by _____ in the city or county of _____, of Virginia on this _____ day of _____, 20____. In the presence of the undersigned witness.

(Witness)

Applicant Received Informational Handout

Signature to be witnessed in office – otherwise signature needs to be notarized.

