

Town of Clifton Forge, Virginia
Building Inspection Department
(540) 863-2509 Fax (540) 865-2541

SECTION 1	<p>APPLICANT INFORMATION</p> <p>Name _____</p> <p>Mailing Address _____</p> <p>Phone Number _____ Cell Number _____</p> <p>PROPERTY OWNER INFORMATION (if different from Applicant)</p> <p>Name _____</p> <p>Mailing Address _____</p> <p>Phone Number _____ Cell Number _____</p> <p>PROPERTY INFORMATION</p> <p>Was this property acquired within the last year? <input type="checkbox"/> No <input type="checkbox"/> Yes*</p> <p>*If yes, supply a copy of the deed indicating name of the party from which the property was acquired showing ownership.</p> <p>Acreage/Size of Parcel or Lot _____</p> <p>Tax Map Parcel ID Number _____</p> <p>Street Address _____</p> <p>Zoning Classification: _____ Subdivision Name _____</p> <p>Directions to the property: _____</p>
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COMPLETE THE APPROPRIATE SECTIONS AND MARK THE ITEMS THAT APPLY TO THE TYPE OF PERMIT FOR WHICH YOU ARE APPLYING

SECTION 2	<p>RESIDENTIAL CONSTRUCTION</p> <p>_____ New Residential Dwelling _____ Mobile or Manufactured Home _____ Attached Garage/Carport (only)</p> <p>_____ Modular Home _____ Repairs/Remodel _____ Porch or Deck (only) _____ Room Addition</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Number of Bedrooms _____</td> <td style="width: 33%;">Size Electrical Service: _____</td> <td style="width: 33%;"></td> </tr> <tr> <td>Number of Bathrooms _____</td> <td>Is Electrical Service Supplied _____</td> <td></td> </tr> <tr> <td>Number of Stories _____</td> <td>Overhead or Underground? _____</td> <td></td> </tr> <tr> <td>Basement _____</td> <td>Name of Power Company _____</td> <td></td> </tr> <tr> <td>Utility Room _____</td> <td>Type of Foundations _____</td> <td></td> </tr> <tr> <td>Kitchen _____</td> <td>Type of Heating _____</td> <td></td> </tr> <tr> <td>Dining Room _____</td> <td>Type of Exterior Walls _____</td> <td></td> </tr> <tr> <td>Living Room _____</td> <td>Porches or Decks (Size) _____</td> <td></td> </tr> <tr> <td>Den _____</td> <td>Water Supply - Well or Public _____</td> <td></td> </tr> <tr> <td>Office _____</td> <td>Wastewater - Septic or Public _____</td> <td></td> </tr> <tr> <td>Attached Garage _____</td> <td colspan="2"><input type="checkbox"/> Zoning - Complete Section 9 & 10</td> </tr> <tr> <td>Size of Construction _____</td> <td colspan="2"><input type="checkbox"/> Erosion & Sediment Control</td> </tr> <tr> <td>Estimated Cost _____</td> <td colspan="2">Agreement Filed and Approved</td> </tr> </table> <p>Two sets of basic structural drawings for new residential structures (excluding Mobile or Manufactured Homes) shall be attached to this application for review by the Building Official. Drawings do not have to be prepared by a licensed architect; however they shall include at a minimum, basic floor plan of the proposed structure, electrical, mechanical, and plumbing locations. (A check list can be provided upon request.)</p> <p>A copy of approved septic and well Construction Permits from the Health Department shall be filed with this application. If public water and wastewater services are to be provided, an application for connections to the Town system shall be attached to this application.</p> <p>If a new entrance onto the state highway is needed, a copy of an approved "entrance permit" from the Virginia Department of Transportation is required to be submitted with this application.</p> <p>Applicants will be responsible for contacting the Town of Clifton Forge to have an E-911 Street Address assigned to the dwelling for which this permit will be issued. A certificate of occupancy permit will not be issued until the address has been assigned.</p> <p style="text-align: center;">NOTE: Additional information may be required by the Building Official.</p>	Number of Bedrooms _____	Size Electrical Service: _____		Number of Bathrooms _____	Is Electrical Service Supplied _____		Number of Stories _____	Overhead or Underground? _____		Basement _____	Name of Power Company _____		Utility Room _____	Type of Foundations _____		Kitchen _____	Type of Heating _____		Dining Room _____	Type of Exterior Walls _____		Living Room _____	Porches or Decks (Size) _____		Den _____	Water Supply - Well or Public _____		Office _____	Wastewater - Septic or Public _____		Attached Garage _____	<input type="checkbox"/> Zoning - Complete Section 9 & 10		Size of Construction _____	<input type="checkbox"/> Erosion & Sediment Control		Estimated Cost _____	Agreement Filed and Approved	
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SECTION 3	<p>COMMERCIAL CONSTRUCTION</p> <p>_____ New Commercial _____ Addition _____ Repairs/Remodel</p> <p>Number of Stories _____ Size Electrical Service _____ Number of Restrooms _____ Is Electrical Service Supplied _____ Type of Commercial Use _____ Overhead or Underground? _____ Type of Heating _____ Name of Power Company _____ Type of Exterior Walls _____ Water Supply: Well or Public _____ Type of Foundations _____ Wastewater: Septic or Public _____</p> <p>Size of Construction _____ Estimated Cost _____</p> <p><input type="checkbox"/> Zoning - Complete Section 9 and 10 <input type="checkbox"/> Erosion & Sediment Control Agreement Filed and Approved</p> <p>Is this project located within the Enterprise Zone? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Two sets of Architectural Drawings for Commercial structures shall be submitted with the application, reviewed and approved by the Building Official and other agencies as needed, prior to the issuance of a permit. A copy of approved Septic and Well Construction Permits from the Health Department shall be filed with this application. If public water and wastewater services are to be provided, attach an application for connections to the Town system to this application. If a new entrance onto the state highway is needed, a copy of an approved "entrance permit" from the Virginia Department of Transportation is required to be submitted with this application.</p> <p>NOTE: Additional information may be required by the Building Official.</p>
SECTION 4	<p>ACCESSORY STRUCTURES (includes detached garages, detached carports, storage buildings and pools)</p> <p>_____ Detached Garage _____ Detached Carport _____ Storage Shed _____ Swimming Pool _____ Other: _____</p> <p>Will structure have electricity? <input type="checkbox"/> No <input type="checkbox"/> Yes* *If yes, size of service: _____</p> <p>Name of power company: _____</p> <p>Size of Construction: _____ Estimated Cost: _____</p>
SECTION 5	<p>ELECTRICAL</p> <p>_____ New Service _____ Reservice _____ Upgrade</p> <p>Is Electrical Service Supplied Overhead or Underground? _____</p> <p>Size of Electrical Service: _____ Name of Power Company: _____</p> <p>Estimated Cost: _____</p>
SECTION 6	<p>PLUMBING & MECHANICAL</p> <p>_____ Plumbing _____ Mechanical</p> <p>Briefly described the work being performed: _____</p> <p>Estimated Cost: _____</p>
SECTION 7	<p>DEMOLITION</p> <p>_____ Residential _____ Commercial _____ Other</p> <p>Estimated Cost: _____</p> <p>Note: Additional information may be required for these permit types</p>
SECTION 8	<p>OTHER (any type of project not listed above)</p> <p>Briefly described the work being performed: _____</p> <p>Estimated Cost: _____</p>
SECTION 9	<p>FLOOD INFORMATION</p> <p>Is this property in question subject to flooding or located within a designated flood hazard area as shown on FEMA mapping? <input type="checkbox"/> No <input type="checkbox"/> Yes* Panel # _____ Zone _____ Elevation _____</p> <p>*If yes, a copy of the FEMA FIRM Panel map shall be attached to and filed with this application, with the approximate location of the property highlighted. FIRM maps can be obtained from the Alleghany County Public Works Office or on the FEMA web page at www.fema.gov.</p> <p>Projects located within a flood hazard area will be required to comply with FEMA requirements such as elevation of the structure above the determined flood elevation, and compliance with Building Code requirements for flood proofing the structure.</p>

SECTION 10	<p>ZONING</p> <p>Town Zoning Approval: <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Indicate the use of the structure or parcel for which you are making application for. _____ Residential _____ Commercial Other: _____</p> <p>Is this the only residential or commercial structure located on the property? <input type="checkbox"/> No* <input type="checkbox"/> Yes</p> <p>*If no, please be aware that a minimum lot area per structure does apply when more than one main use or structure is located on the same parcel.</p> <p>Use the space below to draw a site sketch, or attached a copy of a certified survey or an approved map showing at a minimum, the following information: property boundary lines for the property described in this application; location of existing and proposed structures; proposed alterations or additions; streets, roads, driveways or right-of-ways; utility easements; location of creeks, rivers or streams; the distance the existing and proposed structure(s) are from property lines and streets, roads, right-of ways, or easements.</p>
SECTION 11	<p style="text-align: center;">SITE SKETCH</p>

