



Madison County Building Department
410 N. Main St. · PO Box 1206 · Madison, VA 22727 · (540) 948-6102
www.madisonco.virginia.gov

Trade Permit Application

☐ RESIDENTIAL ☐ COMMERCIAL

Fill out all relevant sections COMPLETELY – Incomplete applications cannot be processed and will be returned

SEPARATE PERMITS REQUIRED FOR EACH TRADE

Date: _____

Tax Map #: _____

Owner Information

Name: _____

Address: _____

City/Town State Zip Code

Phone Number: _____ Email: _____

Job (Site) Location - If different from above

Street Address: _____

City/Town State Zip Code

Contractor Information

☐ Owner /Lessee

Business Name: _____

Address: _____

City/Town State Zip Code

Phone Number: _____ Email: _____

VA State Contractors License #: _____ Expiration: _____ (Verified by _____)

Description of Work: Estimated Cost \$ _____ VCC ☐ VRC ☐ VEBC ☐ / Code Year _____

☐ Electrical ☐ Fire Safety ☐ Fuel Gas ☐ Mechanical ☐ Plumbing ☐ Other - _____

Area (square footage): _____ (this info must be provided)

Describe in detail work to be completed: _____

Please Read Carefully

I hereby certify that the foregoing information, as well as, attachments are true and accurate to the best of my knowledge, and I agree to make all required improvements in accordance with the State of Virginia Building Code (USBC). The permit holder is responsible to call for inspections when construction reaches a stage of completion that requires an inspection per Section 113.1.2 of the USBC. The permit holder is responsible to provide any ladder, scaffolding, or test equipment necessary to conduct or witness a requested inspection per Section 113.1.1 of the USBC. If the project is in a flood zone per FEMA SFHA, all work must comply with the Madison County Floodplain Management Ordinance and the flood provisions in the Virginia USBC.

Property Owner/Owner's Agent:

☐ I am the property owner. I affirm that I have read and understand the above and that by securing this permit under my own name I have accepted responsibility for assuring proper licensing of any contractors hired for jobs under this building permit.
☐ I am the agent of the property owner. I affirm that I have read and understand the above, have informed the property owner of the above, and the property owner has accepted responsibility for assuring proper licensing of any contractors hired for jobs under this building permit.

Signature: _____ Date: _____

Contractor/Contractor's Agent:

☐ I am the contractor/sub-contractor/agent of the contractor for this permit. I affirm that I have read and understand the above.
☐ I affirm that I am duly licensed under the terms of Title 54.1, chapter 11, Code of Virginia to carry on or superintend this work.
☐ I affirm that I am not subject to licensure as a contractor, subcontractor, or owner-developer under the terms of Title 54.1, Chapter 11, Code of Virginia.

Signature: _____ Date: _____



Madison County Building Department

Phone: (540) 948-6102; Website: www.madisonco.virginia.gov

Mechanical (HVAC) Design Affidavit

Date	
Tax Map or E911 Address	
Owner	
Project Description	

Per the Virginia Uniform Statewide Building Code, residential heating and cooling equipment and appliances shall be sized in accordance with M1401.3

M1401.3 Equipment and appliance sizing.

Heating and cooling equipment and appliances shall be sized in accordance with ACCA Manual S or other approved sizing methodologies based on building loads calculated in accordance with ACCA Manual J or other approved heating and cooling calculation methodologies.

Note: approved is defined as 'acceptable to the Building Official'. Madison County reserves the right to and may require load calculations be submitted for a permit.

The sizing, design and installation of the heating and-or cooling systems shall comply with all requirements of the Virginia Uniform Statewide Building Code, and the manufacturer's installation instructions.

Duct leakage testing is mandatory per the Virginia Residential Code; all test results shall be submitted using the appropriate/specific Madison County form.

By signing this affidavit, you hereby acknowledge and affirm that the residential heating and-or cooling system has been sized/designed per M1401.3 of the Virginia USBC.

Name	
License-certification Number	
Signature	

Last Updated Jan. 2024