



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

## Building Permit Application

RESIDENTIAL     COMMERCIAL

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

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 \_\_\_\_\_

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Single Family Dwelling | <input type="checkbox"/> New Commercial Building   | <input type="checkbox"/> Townhouse/Duplex      |
| <input type="checkbox"/> Manufactured Home      | <input type="checkbox"/> Renovation/Remodel        | <input type="checkbox"/> Addition to Structure |
| <input type="checkbox"/> Asbestos Removal (ACM) | <input type="checkbox"/> Deck/Porch                | <input type="checkbox"/> Demolition            |
| <input type="checkbox"/> Detached Structure     | <input type="checkbox"/> Pier/Dock                 | <input type="checkbox"/> Pool/Spa/Hot Tub      |
| <input type="checkbox"/> Tent/Amusement Devise  | <input type="checkbox"/> Change of Use - Occupancy | <input type="checkbox"/> Other - _____         |

Describe in detail work to be completed: \_\_\_\_\_

Foundation: \_\_\_\_\_ Wall Construction: \_\_\_\_\_ No. of Stories: \_\_\_\_\_ Manufactured Trusses

Siding: \_\_\_\_\_ Heating: \_\_\_\_\_ Fireplace/Woodstove: \_\_\_\_\_  Wood Burning  Gas

Square Footage/Details					
	#/Info	Sq. Ft.		#/Info	Sq. Ft.
Bedrooms			Garage (Attached)		
Full Bath			Garage (Detached)		
Half Bath			Carport		
Basement (Unfinished)			Porch		
Basement (Finished)			Deck		
Crawlspace			Stoop		

1<sup>st</sup> Floor: \_\_\_\_\_ 2<sup>nd</sup> Floor: \_\_\_\_\_ 3<sup>rd</sup> Floor: \_\_\_\_\_ Total Sq. Ft.: \_\_\_\_\_

Mechanics Lien Agent Designated:  Yes  No

MLA Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Single or Double Wide Homes** are *Manufactured Homes*. Exact floor plan of unit and foundation plan are required for submittal. By law, a minimum 3'X3' landing at door or not less than the width of the door being served is required. Drawing of the landing/s must accompany the plans for industrialized/manufactured homes. The deck package is acceptable for freestanding decks.

Manufactured Homes				
Year		Make		Model

**Modular Home**      On Frame     Off Frame

**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). 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.

The county may only issue a building permit to a properly licensed contractor or to those that are exempt from the Commonwealth's requirements for contractors. Certain exceptions to licensing requirements are available in Section 54.1-1101 of the Code of Virginia. Property owners are eligible for exceptions under specific circumstances, including building their primary residence and related accessory structures.

The Code requires that a contractor be properly license before he may bid or undertake contracting work of \$1,000 or more. Specifically, a:

- Class A Contractor's License is required for any job valued at more than \$120,000
- Class B Contractor's License is required for any job values at \$10,000 or more but less than \$120,000
- Class C Contractor's License is required for any job values at more than \$1,000 but less than \$10,000

If a property owner secures a building permit under the exception, and subsequently hires contractors to work on the project, those contractors must meet the requirements listed above and the property owner is legally responsible for assuring the licensing requirements are met. Failure to do so constitutes the commission of a Class 1 misdemeanor by both the property owner and the contractor and may expose the property owner to prosecution as well as other legal risks, particularly if problems with construction occur. Also, in such cases the County cannot hold individual contractors responsible for issues identified during ongoing inspections; rather it is the property owner, as permit holder, who is responsible.

**Title 54.1-1101 (Exemptions)**– The provisions of this chapter shall not apply to (Please check the appropriate box)

- Any person who performs or supervises the construction, removal, repair, or improvement of no more than one primary residence owned by him for his own use during a 24-month period;
- Any person who performs or supervises the construction, removal, repair, or improvement of a house upon his own real property as a bona fide gift to a member of his immediate family provided such member lives in the house. For purposes of this section, "immediate family" includes one's mother, father, son, daughter, brother, sister, grandchild, grandparent, mother-in-law, and father-in-law;
- Any person who performs or supervises the repair or improvement of industrial or manufacturing facilities, or a commercial or retail building, for his own use;
- Any person who performs or supervises the repair or improvement of residential dwelling units owned by him that are subject to the Virginia Residential Landlord and Tenant Act (§ 55.1-1200 et seq.);

**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.

**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: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_