



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		

1st Floor: _____ 2nd Floor: _____ 3rd 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.

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: _____

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Demolition Permit Affidavit

Name-Permit Applicant	
Date	
911 Address	
Tax Map	
Description of Demolition-work	

By signing this document or affidavit, you here by acknowledge and confirm you have read section 117.3 of the 2018 Virginia USBC. You also agree and confirm that you will adhere to and meet the requirements of section 117.3 of the 2018 Virginia USBC.

This document shall serve as the certification requirement in 117.3.

In addition, you acknowledge and agree that the requirements of section 110.3 of the 2018 Virginia USBC will be met, if applicable (Asbestos Inspection Certification).

117.3 Demolition of buildings and structures. Prior to the issuance of a permit for the demolition of any *building* or *structure*, the *owner* or the *owner's* agent shall provide certification to the building official that all service connections of utilities have been removed, sealed or plugged satisfactorily and a release has been obtained from the associated utility company. The certification shall further provide that written notice has been given to the *owners* of adjoining lots and any other lots that may be affected by the temporary removal of utility wires or the temporary disconnection or termination of other services or facilities relative to the demolition. In addition, the requirements of Chapter 33 of the IBC for any necessary retaining walls or fences during demolition shall be applicable and when a *building* or *structure* is demolished or removed, the established grades shall be restored.

Note: all applicable provisions of chapter 12 (construction safeguards) of the 2018 VEBC shall apply and must be adhered to at all times. **No burning of construction debris is permitted.** All construction debris shall be disposed of in an approved manner.

Name:

Date:

Signature:

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Asbestos Certification Form

Building 911 Address	
Tax Map Number	

This form must be completed for all renovation and demolition projects.

Read the choices below, check the appropriate box, and certify the provided information by signing below.

- The initial permit for the building was issued on or after January 1, 1985, therefore the building is exempt from asbestos inspection requirements. (See § 36-99.7 of the Code of Virginia.)
- The renovation or demolition involves a single-family dwelling or residential housing with four or fewer units not renovated or demolished for commercial or public development purposes, therefore the building is exempt from asbestos inspection requirements. (See § 36-99.7 C of the Code of Virginia.)
- The combined amount of regulated asbestos-containing material involved in the renovation or demolition is less than 260 linear feet on pipes or less than 160 square feet on other facility components or less than thirty-five cubic feet off facility components where the length or area could not be measured previously and is, therefore, exempt from asbestos inspection requirements. (See § 36-99.7 C of the Code of Virginia.)
- Affected portions of building have been inspected by an individual licensed to perform such inspections pursuant to § 54.1-503 of the code of Virginia and no asbestos-containing materials were found. (See § 36-99.7 A of the Code of Virginia.)
- Affected portions of building have been inspected by an individual licensed to perform such inspections pursuant to § 54.1-503 of the code of Virginia and appropriate response actions required by § 36-99.7 A of the Code of Virginia will be undertaken. (See § 36-99.7 A of the Code of Virginia.) Asbestos certification form for re-occupancy required before final approval.
- The building is not a school building and the renovation project consists only of repair or replacement of roofing, floor covering or siding materials and the materials to be repaired or replaced are assumed to contain friable asbestos and the asbestos installation, removal or encapsulation will be accomplished by a licensed asbestos contractor. (See § 36-99.7 B of the Code of Virginia.) Asbestos certification form for re-occupancy required before final approval.

Name of Property Owner	
Signature of Property Owner	

-Or-

Name of Owner's Agent	
Signature of Owner's Agent	

Date	
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