



Office Use Only

Date Received: _____

Permit Application # _____

NELSON COUNTY INSPECTIONS DEPARTMENT
P.O. Box 558
LOVINGSTON, VA 22949
434-263-7080/434-263-7086 (FAX)

PERMIT APPLICATION

(PLEASE TYPE OR PRINT)

1. Applicant:

NAME: _____ PHONE: _____

COMPANY: _____ FAX/CELL: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

2. Owner: (if different from Applicant)

NAME: _____ PHONE: _____

ADDRESS: _____ FAX/CELL: _____

CITY: _____ STATE: _____ ZIP: _____

3. Property Location:

911 ADDRESS: _____ TAX MAP # _____ PARCEL # _____

DIRECTIONS: _____

4. Proposed Work:

DESCRIPTION: _____

(COMPLETE INFORMATION SHEET AND CONTRACTOR DISCLOSURE FOR ALL WORK)

VALUE OF WORK _____

I CERTIFY THAT I AM DULY AUTHORIZED AND DO HEREBY MAKE APPLICATION FOR A PERMIT TO PERFORM THE WORK AS DESCRIBED ABOVE AND ON ANY ATTACHED DOCUMENTS. AS THE APPLICANT, I UNDERSTAND THAT I AM RESPONSIBLE FOR THE ACCURACY OF THIS APPLICATION AND ALL RELATED CONSTRUCTION DOCUMENTS.

APPLICANT SIGNATURE _____ DATE _____

INFORMATION SHEET

**Nelson County Inspections Department
PERMIT APPLICATION
(One or Two Family Dwelling)**

General Information

Building				Systems	
# Stories: _____	Basement? _____	Yes/No (circle)		Water Supply: public/private (circle)	
# Bedrooms: _____	Crawl Space? _____	Yes/No (circle)		Sewer: public/private (circle)	
# Bathrooms: _____	Interior Stairs _____	Yes/No (circle)		Sprinkler System Yes / No (circle)	
# Decks/Porches _____	Attic Habitable _____	Yes/No (circle)		Electrical Service: _____ amp	
Dwelling Finished SQ. Ft.: _____				Heat Type	
Dwelling Unfinished SQ. Ft.: _____				Fuel Sources	
# Fireplaces: _____ <input type="checkbox"/> Masonry <input type="checkbox"/> Factory-Built Type: <input type="checkbox"/> Wood <input type="checkbox"/> Gas (vented) <input type="checkbox"/> Gas (unvented)				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
# Chimneys: _____ <input type="checkbox"/> Masonry <input type="checkbox"/> Factory-Built				<input type="checkbox"/> Baseboard	<input type="checkbox"/> Gas
Attached Garage? Yes/No (circle) Area: _____				<input type="checkbox"/> Forced Air	<input type="checkbox"/> Electricity
Attached Carport? Yes/No (circle) Area: _____				<input type="checkbox"/> Hydronic	<input type="checkbox"/> Solar
<u>(Detached garage/carport requires separate permit)</u>				<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Wind
				<input type="checkbox"/> Radiant	<input type="checkbox"/> Other _____

* Note: Heating & Cooling Equipment Requires Plans and calculations before a Mechanical Permit is issued, sized in accordance with ACCA Manual S based on building loads calculated in accordance with ACCA Manual J. These must be submitted by the installer for department review & approval.

Additional Information

Exterior Wall Covering		Roof Covering	
<input checked="" type="checkbox"/> Wood Siding	<input checked="" type="checkbox"/> Vinyl Siding	<input checked="" type="checkbox"/> Asphalt Shingle	<input checked="" type="checkbox"/> Slate Shingle
<input type="checkbox"/> Brick/Masonry Veneer	<input type="checkbox"/> Stucco	<input type="checkbox"/> Wood Shingle	<input type="checkbox"/> Metal
<input type="checkbox"/> Cement Fiber	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	
Is there a Mechanics Lien Agent for this permit?			Yes No
If there is, provide, Name: _____ Address: _____ Phone #: _____			<i>Office Use Only</i>

Applicant Name (please print) _____

Signature _____ **Date** _____



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CONTRACTOR DISCLOSURE

Building:	IS THIS THE GENERAL CONTRACTOR?	YES/NO
(IF OWNER IS GENERAL CONTRACTOR A SIGNED AFFIDAVIT IS REQUIRED)		

NAME: _____ STATE LICENSE #: _____
ADDRESS: _____ PHONE: _____ FAX: _____
CITY: _____ STATE: _____ ZIP: _____
VALUE OF WORK/CONTRACT AMOUNT: _____

Electrical: (IF OWNER, A SIGNED AFFIDAVIT IS REQUIRED)

NAME: _____ STATE LICENSE #: _____
ADDRESS: _____ PHONE: _____ FAX: _____
CITY: _____ STATE: _____ ZIP: _____
VALUE OF WORK/CONTRACT AMOUNT: _____

Plumbing: (IF OWNER, A SIGNED AFFIDAVIT IS REQUIRED)

NAME: _____ STATE LICENSE #: _____
ADDRESS: _____ PHONE: _____ FAX: _____
CITY: _____ STATE: _____ ZIP: _____
VALUE OF WORK/CONTRACT AMOUNT: _____

Mechanical: (IF OWNER, A SIGNED AFFIDAVIT IS REQUIRED)

NAME: _____ STATE LICENSE #: _____
ADDRESS: _____ PHONE: _____ FAX: _____
CITY: _____ STATE: _____ ZIP: _____
VALUE OF WORK/CONTRACT AMOUNT: _____

A Nelson County Business License is required regardless of BPOL status in another jurisdiction. Contact the Commissioner of Revenue at 434-263-7070 for information.



AFFIDAVIT

I (name) _____

(address) _____

affirm that I am the owner of a certain parcel of land located at:

_____ and that I have applied for a building permit. I affirm that I am familiar with the prerequisites of Section 54.1.1111 of the Code of Virginia, that I have read the reverse side of this document and I am not subject to be licensed as a contractor.

Owner signature: _____

County/City/Town of _____
Commonwealth of Virginia

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by

(name of person seeking acknowledgment)

Notary Public

My commission expires: _____

Sect. 54.1.1111. Prerequisites to obtaining building, etc., permit. Any person applying to the building inspector or any other authority of a county, city or town in this Commonwealth, charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, or structure, or any removal, grading or improvement, shall furnish prior to the issuance of the permit, either satisfactory proof to such inspector or authority that he is duly licensed under the terms of this chapter to carry out or superintend the same, or file a written statement, supported by an affidavit, that he is not subject to be licensed as a contractor, subcontractor, or owner-developer pursuant to this chapter.

NOTE: It is a violation of Title 54.1, Chapter 11 of the Code of Virginia to act as a contractor without a license **or** to accept bids from an unlicensed contractor. If anyone, other than the individual named above, performs work which exceeds a value of \$1,000.00, a license is required. If the work involves the practice of a regulated trade a license is required regardless of the value. The individual named above shall be responsible for all work performed under the permit.

§ 54.1-1101. Exemptions; failure to obtain certificate of occupancy; penalties.

A. The provisions of this chapter shall not apply to:

1. Any governmental agency performing work with its own forces;
2. Work bid upon or undertaken for the armed services of the United States under the Armed Services Procurement Act;
3. Work bid upon or undertaken for the United States government on land under the exclusive jurisdiction of the federal government either by statute or deed of cession;
4. Work bid upon or undertaken for the Department of Transportation on the construction, reconstruction, repair or improvement of any highway or bridge;
5. Any other persons who may be specifically excluded by other laws but only to such an extent as such laws provide;
6. Any material supplier who renders advice concerning use of products sold and who does not provide construction or installation services;
7. Any person who performs or supervises the construction, removal, repair or improvement of no more than one primary residence owned by him and for his own use during any 24-month period;
8. 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;
9. 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;
10. 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 (§ [55-248.2](#) et seq.);
11. Any owner-developer, provided that any third party purchaser is made a third party beneficiary to the contract between the owner-developer and a licensed contractor whereby the contractor's obligation to perform the contract extends to both the owner-developer and the third party; and
12. Work undertaken by students as part of a career and technical education project as defined in § [22.1-228](#) established by any school board in accordance with Article 5 (§ [22.1-228](#) et seq.) of Chapter 13 of Title 22.1 for the construction of portable classrooms or single family homes.

All other contractors performing work for any government or for any governmental agency are subject to the provisions of this chapter and are required to be licensed as provided herein.

B. Any person who is exempt from the provisions of this chapter as a result of subdivision 7, 10, 11, or 12 of subsection A shall obtain a certificate of occupancy for any building constructed, repaired or improved by him prior to conveying such property to a third party purchaser, unless such purchaser has acknowledged in writing that no certificate of occupancy has been issued and that such purchaser consents to acquire the property without a certificate of occupancy.

C. Any person who is exempt from the provisions of this chapter as a result of subdivision 7, 8, 9, 10, 11, or 12 of subsection A shall comply with the provisions of the Uniform Statewide Building Code (§ [36-97](#) et seq.).

D. Any person who violates the provisions of subsections B or C shall be guilty of a Class 1 misdemeanor. The third or any subsequent conviction of violating subsections B or C during a 36-month period shall constitute a Class 6 felony. (Code 1950, § 54-141; 1970, c. 319; 1980, c. 634; 1988, c. 765; 1990, c. 911; 1998, c. [754](#); 2003, c. [1025](#); 2004, c. [189](#); 2005, c. [348](#); 2007, c. [332](#).)