



Date Received: \_\_\_\_\_  
 Permit Application # \_\_\_\_\_

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

# PERMIT APPLICATION

(PLEASE TYPE OR PRINT ONLY)

CHECK ALL THE BOXES OF THE PERMITS BEING APPLIED FOR

- BUILDING    ELECTRICAL    PLUMBING    HVAC    GAS    GAS TANK    AMENDMENT TO PERMIT    DEMO    FARM    OTHER

## 1. Applicant:

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 COMPANY: \_\_\_\_\_ FAX/CELL: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 \* EMAIL ADDRESS: \_\_\_\_\_

## 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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(PLEASE COMPLETE THE INFORMATION SHEET & THE CONTRACTOR DISCLOSURE SHEET 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	Water Supply: public / private (circle)	
# Bedrooms: _____	Crawl Space? Yes / No	Sewer: public / private (circle)	
# Bathrooms: _____	Interior Stairs Yes / No	Sprinkler System Yes / No (circle)	
# Decks/Porches _____	Attic Habitable Yes / No	Electrical Service: 100 200 300 400 amp	
Dwelling Finished SQ. Ft.: _____		Heat Type	Fuel Sources
Dwelling Unfinished SQ. Ft.: _____			
# Fireplaces: _____	Masonry Factory-Built	<input checked="" type="checkbox"/> Baseboard	<input checked="" type="checkbox"/> Gas
Type: Wood Gas (vented) Gas (unvented) #		<input type="checkbox"/> Forced Air	<input type="checkbox"/> Electricity
Chimneys: _____	Masonry Factory-Built	<input type="checkbox"/> Hydronic	<input type="checkbox"/> Solar
Attached Garage? Yes/No Area: _____		<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Wind
Attached Carport? Yes/No Area: _____		<input type="checkbox"/> Radiant	<input type="checkbox"/> Other _____
<b><u>(Detached garage/carport requires separate permit)</u></b>			

\* 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 YES, then provide,			<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"><i>Office Use Only</i></div>
Name: _____			
Address: _____			
Phone #: _____			

**Applicant Name** (please print) \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# Nelson County Inspections Department

P.O. Box 558 Lovington, VA 22949  
Office (434) 263-7080 Fax (434) 263-7086

Office Use Only

Permit #: \_\_\_\_\_

## CONTRACTOR DISCLOSURE

\*Break down Total Value of Work listed on Page 1 into individual Trade Value of Work Amounts below

### **BUILDING:** (IF OWNER IS ACTING AS THEIR OWN GENERAL CONTRACTOR A SIGNED AFFIDAVIT IS ALSO REQUIRED)

General Contractor:

Name: \_\_\_\_\_ DPOR Lic. #: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ FAX: \_\_\_\_\_

\*Email: \_\_\_\_\_ Value of Work/Contract Amount: \_\_\_\_\_

### **ELECTRICAL:** (IF OWNER, A SIGNED AFFIDAVIT IS REQUIRED)

Name: \_\_\_\_\_ DPOR Lic. #: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_ Value of Work/Contract Amount: \_\_\_\_\_

### **PLUMBING:** (IF OWNER, A SIGNED AFFIDAVIT IS REQUIRED)

Name: \_\_\_\_\_ DPOR Lic. #: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_ Value of Work/Contract Amount: \_\_\_\_\_

### **MECHANICAL:** (IF OWNER, A SIGNED AFFIDAVIT IS REQUIRED)

Name: \_\_\_\_\_ DPOR Lic. #: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_ Value of Work/Contract Amount: \_\_\_\_\_

### **Gas:** (IF OWNER, A SIGNED AFFIDAVIT IS REQUIRED)

Name: \_\_\_\_\_ DPOR Lic. #: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_ Value of Work/Contract Amount: \_\_\_\_\_

GAS TYPE (CIRCLE ONE): NATURAL PROPANE GAS PRESSURE (CIRCLE ONE): LOW 2# 5# 10#  
IF PROPANE (CIRCLE **ALL** THAT APPLY): PERMANENT TEMPORARY SETTING/BURY TANK RUN PRODUCT LINE  
INSTALL PIPING CONNECTING APPLIANCE(S)

Please put down the quantity of gas appliances that will be installed along with the BTUs of each. If you need to research this information, BTU information is listed on a label on the appliance and is available from the manufacturer.

Gas Dryer	_____	_____	=	_____	Total Dryer BTU's
Gas Furnace	_____	_____	=	_____	Total Furnace BTU's
Gas Logs	_____	_____	=	_____	Total Logs BTU's
Gas Range/Oven	_____	_____	=	_____	Total Range/Oven BTU's
Gas Water Heater	_____	_____	=	_____	Total Water Heater BTU's
Gas Generator	_____	_____	=	_____	Total Generator BTU's
Gas Grill	_____	_____	=	_____	Total Grill BTU's
Other	_____	_____	=	_____	Total Other BTU's
			=	_____	<b>Total BTU's for Project</b>

A Current 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: \_\_\_\_\_

<p>County/City/Town of _____ Commonwealth of Virginia</p> <p>The foregoing instrument was acknowledged before me this _____ day of _____, 20__ by _____ (name of person seeking acknowledgment)</p> <p>_____ Notary Public</p> <p>My commission expires: _____</p>
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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.
13. 13. Any person who performs the removal of building detritus or provides janitorial, cleaning, or sanitizing services incidental to the construction, removal, repair, or improvement of real property;
14. 14. Any person who is performing work directly under the supervision of a licensed contractor and is (i) a student in good standing and enrolled in a public or private institution of higher education, (ii) a student enrolled in a career training or technical education program, or (iii) an apprentice as defined in § 40.1-120; and
15. 15. Work undertaken by a person providing construction, remodeling, repair, improvement, removal, or demolition valued at \$5,000 or less per project on behalf of a properly licensed contractor, provided that such contractor holds a valid license in the (i) residential building, (ii) commercial building, or (iii) home improvement building contractor classification. However, any construction services that require an individual license or certification shall be rendered only by an individual licensed or certified in accordance with this chapter.

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](#).) ; 2016, c. [527](#); 2017, cc. [132](#), [135](#); 2018, c. [767](#).