



BUILDING PERMIT APPLICATION

P. O. BOX 608, 250 LEGRANDE AVENUE, SUITE A

CHARLOTTE COURT HOUSE, VA 23923

434-542-5404



Applicant must submit with this application a plot plat showing the lot dimensions, building location on the lot, building dimensions, building plans and all health department permits.

Building Permit No. _____

Date: _____ 20 _____

Map No. _____

☐ Residential

☐ Commercial

The undersigned hereby applies for a permit for the construction, repair or improvement of a certain building or structure, the cost of which construction, repair or improvement is listed below:

Owner's Name: _____

Address: _____

Phone: _____

Email: _____

General Contractor: _____

License Number: _____

Address: _____

Phone: _____

Email: _____

Location of land/lot: _____

Mechanics Lien Agent: _____ Phone: _____

Address: _____

This application is for: ☐ New Construction ☐ Renovation ☐ Demolition ☐ Electric ☐ Propane ☐ Generator

☐ Accessory Dwelling ☐ Doublewide ☐ Singlewide ☐ Mobile Home-**Replacement** ☐ Plumbing ☐ Deck/Porch

☐ Garage/Shop ☐ Modular Dwelling ☐ Stick Built Dwelling ☐ Addition ☐ Other: _____

Trade	Contractor Name	License Number	Phone Number/Email
Electrical			
Plumbing			
Heating			

1ST FLOOR SIZE	X	=	Sq. Ft.
2ND FLOOR SIZE	X	=	Sq. Ft.
3RD FLOOR SIZE	X	=	Sq. Ft.
BASEMENT	X	=	Sq. Ft.
GARAGE/CARPORT	X	=	Sq. Ft.
FRT. PORCH	X	=	Sq. Ft.
BACK PORCH	X	=	Sq. Ft.

Total Sq. Ft.	
Permit Fee	
Subtotal	\$

Bedrooms: _____

Bathrooms: _____

Mobile Home Year Model: _____

Contract Price:
\$ _____

Description of Work: _____

Trades Fee: \$ _____

Mobile Home Fee: \$ _____

Square Footage Fee: \$ _____

Subtotal: \$ _____

2% Surcharge: \$ _____

TOTAL: \$ _____

☐ Check ☐ Phone ☐ Treasurer's Office

It is unlawful to knowingly underestimate the cost. If needed, an adjustment will be made before the final inspection. This permit will become null and void if construction work is not started within six months of the date of the permit issued above. If work has been halted for six months or more, this permit shall be null and void.

Applicant's Signature

I hereby certify that the above is true and correct to the best of my knowledge and belief.

Permit Technician Signature

Building Official Signature