

BUILDING PERMIT APPLICATION CHECKLIST

INSTRUCTIONS: Building permits will not be reviewed until this form is completed. Answer the questions below based on the needs/requirements of your entire project (i.e. if this permit is only for a portion of a larger project, explain and answer for the entire project). A "YES" answer to any question means a review from the associated department must be added before the zoning and building codes review process begins. If a "Yes" answer is checked, you may communicate directly with departments to remedy the matter or you may choose to allow Community Development staff to send your checklist to the relevant City department(s); if necessary, a representative of that department will contact you. Refer to a survey plat for the project site before answering these questions.

PROJECT ADDRESS AND APPLICANT INFORMATION

Project Address (include Apt or Suite #):

Applicant

Phone:

Email:

BEFORE YOU START

Yes No

Verified Zoning & Setback Requirements. Confirm the intended use is permitted and that your project will meet setback and other zoning requirements. Contact the Zoning Division of the Department of Community Development (540-432-7700).

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Does the property have an approved Engineered Comprehensive Site Plan? Contact: Engineering Division (540-432-7700).

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If you answer "yes" to this question, you do not need to complete the remaining questionnaire.

Engineering Division - Community Development

Yes No

Does this project involve an extension or change of a public water, sewer or storm drainage line?

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Does this project involve grading or encroachment on a public water, sewer, storm drainage or utility easement?

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Does this project involve installation of a stormwater management practice?

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Does this project involve any reconstruction, grading or other work in the Floodway or 100 year Floodplain district?

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Does this project disturb more than 10,000 sq. ft. of land area? (including demo projects)

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Does the project involve installation of a new street, widening of an existing street, or construction of sidewalks or paths?

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Note: A "Yes" answer to any of the above may mean an approved Comprehensive Site Plan is required. Contact the Engineering Division of Community Development (540-432-7700).

Department of Public Works

Yes No NA

Do you need a Public Access Permit? If this project includes the modification, elimination or addition of an entrance to a public street or alley, or other work in any public right-of-way, including but not limited to entrances, sidewalks, drain lines, and utilities, then submit a layout plan to the Public Works Dept. (540-434-5928) to apply for a Public Access Permit.

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Does this project or project site have a parking or loading area for which use of a public street section is necessary for maneuvering into or out of the area? If yes, submit a layout plan showing parking, loading, and maneuvering areas, to the Public Works Dept (540-434-5928).

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Is this project located in the B-1 (downtown) Zoning District? If yes, contact the Department of Public Works (540-434-5928) for information and submittal requirements.

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Note: A "Yes" answer to any of the above questions means additional information is needed before a Building Permit Application can be processed. Contact the Department of Public Works (540-434-5928).

Department of Public Utilities

Yes No NA

Does the project require a new water and/or sewer connection?

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Does the project include any change to the plumbing? (E.g.: addition of a toilet, sink, outside faucet, etc.)

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Does the project require grading or work within 10 ft. of a public water or sewer pipe or within their easement limits?

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Will the project require a fire sprinkler permit?

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Will a plumbing permit be required?

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If yes, indicate the number of fixtures.

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Note: A "Yes" answer to any of the above questions means additional information is needed before a Building Permit Application can be processed. Contact the Engineering Division in the Department of Public Utilities (540-434-9959).

Non-residential construction - Continued on reverse side.

NON-RESIDENTIAL CONSTRUCTION - EXPANDED QUESTIONNAIRE

Engineering Division - Community Development

Yes No

Does this project involve installation or relocation of a public fire hydrant?

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Does this project involve installation or change of a public water or sewer pumping facility?

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Does this project involve installation or change of a public water storage facility?

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Does this project involve installation or change of a public water or sewer treatment facility or private sewer pretreatment facility?

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Note: A "Yes" answer to any of the above may mean an approved Comprehensive Site Plan is required. Contact the Engineering Division of Community Development (540-432-7700).

Fire Department

Yes No NA

Note: Assembly uses typically require sprinkler system protection. Other uses may also require sprinkler systems depending on specifics of project. A change in use of an existing building can trigger this requirement. Your project may require a site plan as necessary to determine need and secure approvals for fire lines, onsite hydrants or other measures needed to serve the sprinkler system. Please contact the Building Inspection Division of Community Development Dept. (540-432-7700) if questions.

Does this project have existing or does it require new automatic fire sprinklers?

☐ New ☐ Existing ☐ ☐ ☐

Does this project have existing or require other automatic fire suppression systems?

☐ New ☐ Existing ☐ ☐ ☐

Does this project have existing or require any new forms of fire alarm? (Including duct detection.)

☐ New ☐ Existing ☐ ☐ ☐

Does this project include tanks or containers for hazardous materials?

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Does this project include areas where commercial or industrial storage greater than 12 ft. in height is proposed?

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Note: A "Yes" answer to any of the above questions means additional information is needed before a Building Permit Application can be processed. Contact the Fire Marshall's Office of the Fire Department (540-432-7703).

Explanation/Comments from Applicant: Explain any items above that have a "Yes" answer. Call the appropriate department.

ACCEPTED FOR BUILDING PERMIT REVIEW/DATE:

Last Updated: 7/18/2025