

**BUILDING PERMIT APPLICATION CHECKLIST**

**INSTRUCTIONS:** Building permits, for ALL projects, 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 an authorized signature from the associated department must be acquired before the 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. You should consult a survey plat for the project site before answering these questions.

**PROJECT NAME (if any):**

Project Address (include Apt or Suite #):

Property Owner: Phone: Email:

Applicant (other than Owner): Phone: Email:

Applicant Signature: Date:

**SECTION 1 Zoning Division of Community Development**

You should confirm your intended use is permitted and that your project will meet setback and other zoning requirements. If your use is not permitted by-right or if there are setback or other zoning issues, your permit will not proceed until such issues are rectified. For assistance, contact the Zoning Division of the Department of Community Development (540-432-7700).

**SECTION 2 Engineered Comprehensive Site Plan**

(circle one)

A. Does the property have an approved Engineered Comprehensive Site Plan? Development or redevelopment of a property may require comprehensive site plan approval. Such plan shall address design of site related infrastructure and improvements to meet City zoning requirements and the requirements of the City's Design and Construction Standards Manual.	Y	N	
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**SECTION 3 Engineering Division of Community Development**

(circle one)

A. Does this project involve an extension or change of a public water, sewer or storm drainage line?	Y	N	
B. Does this project involve grading or encroachment on a public water, sewer, storm drainage or utility easement?	Y	N	
C. Does this project involve installation of a stormwater management practice?	Y	N	
D. Does this project involve any reconstruction, grading or other work in the Floodway or 100 year Floodplain district?	Y	N	
E. Does this project disturb more than 10,000 sq. ft. of land area? (including demo projects)	Y	N	
F. Does the project involve installation of a new street, widening of an existing street, or construction of sidewalks or paths? <i>Skip questions G-J if this application is for a single family dwelling or duplex.</i>	Y	N	
H. Does this project involve installation or relocation of a public fire hydrant?	Y	N	
I. Does this project involve installation or change of a public water or sewer pumping facility?	Y	N	
J. Does this project involve installation or change of a public water storage facility?	Y	N	
K. Does this project involve installation or change of a public water or sewer treatment facility or private sewer pretreatment facility?	Y	N	

Note: A "Yes" answer to any of the above questions B. through K. may mean an approved Comprehensive Site Plan is required before a Building Permit Application

**Approved for processing /date - Comm. Dev. (Engineering):**

Comments:

**SECTION 4 Department of Public Works**

(circle one)

A. 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. Has the Public Access Permit been received?	Y	N	N/A
B. 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).	Y	N	
C. 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.	Y	N	

**Approved for processing /date - Department of Public Works:**

Comments:

**SECTION 5 Department of Public Utilities**

(circle one)

A. Does the project require a new water and/or sewer connection?	Y	N	
B. If the facility currently has water service, does the project include any change to the plumbing--i.e. addition of a toilet, sink, outside faucet,	Y	N	
C. Does the project require grading or other work within 10 ft. of an existing public water or sewer pipe or within their easement limits?	Y	N	
D. Will the project require a fire sprinkler permit?	Y	N	
E. Will a plumbing permit be required?	Y	N	
F. If yes, indicate the number of fixtures.			

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).

**Approved for processing /date - Department of Public Utilities:**

Comments:

**SECTION 6 Fire Department****(circle one)***Skip Section 5 if this application is for a single family dwelling or duplex.*

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.

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

If yes, please circle: New or Existing

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

If yes, please circle: New or Existing

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

If yes, please circle: New or Existing

D. Does this project include tanks or containers for hazardous materials?

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

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).

Y	N	
<b>New</b>	<b>Existing</b>	
Y	N	
<b>New</b>	<b>Existing</b>	
Y	N	
<b>New</b>	<b>Existing</b>	
Y	N	
<b>New</b>	<b>Existing</b>	

Approved for processing /date - Fire Department:

Comments:

**SECTION 7 Explanation/Comments from Applicant: Provide a brief summary of the work to be done, and if necessary, explain any items above that have a "Yes" answer. Call the appropriate department.**

ACCEPTED FOR BUILDING PERMIT REVIEW/DATE:

Last Updated: 09/24/2020

You can also apply online at [permits.harrisonburgva.gov](https://permits.harrisonburgva.gov).