



**APPLICANT INFORMATION**

Applicant Name \_\_\_\_\_ Telephone \_\_\_\_\_  
 Mailing Address (if different from property address) \_\_\_\_\_ E-Mail \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Work performed by: \_\_\_\_\_ Contractor \_\_\_\_\_ Owner/Occupant

Applicant is the:  Owner  Contractor  Lessee/Renter  Other: \_\_\_\_\_  
 Work performed by:  Owner/Occupant  Contractor NOTE: Contractors must present valid DPOR & Harrisonburg Business Licenses.

An applicant acting as their own contractor assumes all liability, damages, and all other responsibilities of the work. The applicant is responsible for knowledge of the code requirements, corrections to plans resulting from the plan review process, corrections of violations found resulting from required inspections and obtention of certificate(s) of occupancy. It should also be understood that when an applicant constructs, or re-models their own residence, they are required to reside in that same structure for a period of not less than 24 months.

**PERMIT TYPE**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> New Building        | <input type="checkbox"/> Building Shell  | <input type="checkbox"/> Shed                |
| <input type="checkbox"/> Building Addition   | <input type="checkbox"/> Detached Garage | <input type="checkbox"/> Retaining Wall      |
| <input type="checkbox"/> Building Alteration | <input type="checkbox"/> Swimming Pool   | <input type="checkbox"/> Solar Energy System |
| <input type="checkbox"/> Roof                | <input type="checkbox"/> Deck            | <input type="checkbox"/> Tent                |
| <input type="checkbox"/> Tower               | <input type="checkbox"/> Detached Garage | <input type="checkbox"/> Other               |

**PROPERTY INFORMATION**

Property Address \_\_\_\_\_ Residential: \_\_\_ Yes / \_\_\_ No

**SCOPE OF WORK**

Building Use Group: _____	Existing Use: _____	Below Grade/Found Type: _____
Secondary Use Group: _____	Proposed Use: _____	# Floors: _____
Construction Type: _____	Dwelling Units Added: _____	Total Building Area: _____
1 <sup>st</sup> Floor Area: _____	Below Grade Finished Floor Area: _____	Attached Garage Area: _____
2 <sup>nd</sup> Floor Area: _____	Decks, Porches, Unfinished Basements, etc. Area: _____	Total Construction Value: _____
3 <sup>rd</sup> Floor (+ Above) Area: _____		\$ _____

**DESCRIPTION (Detailed)**

I hereby certify that this proposed work will be done with the owner's consent, and I acknowledge that I have read this application and the statements herein and agree that the work will be done as stated.

**OFFICE USE ONLY**

Fee: \$ \_\_\_\_\_ State Levy: \$ \_\_\_\_\_ Total: \$ \_\_\_\_\_

Paid:  Yes  No

Applicant Signature: \_\_\_\_\_

Received by: \_\_\_\_\_

**CONTRACTOR LICENSES**

Contractor's DPOR Registration # \_\_\_\_\_ License Class: \_\_\_\_\_

Harrisonburg Business License # \_\_\_\_\_

**PROJECT CONTACTS**

\_\_\_\_\_  
Contact Type (Owner, Engineer, Contractor, MLA, Etc.)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-Mail

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