



**CITY OF HARRISONBURG  
COMMUNITY  
DEVELOPMENT**

**BUILDING PERMIT APPLICATION**

<https://www.harrisonburgva.gov/building-permit>

This is a PERMIT APPLICATION only. Submittal and payment of an application for a Building Permit is not an approval.  
**NO WORK MAY BEGIN UNTIL THE PERMIT IS ISSUED.**

**APPLICANT INFORMATION**

Applicant Name \_\_\_\_\_ Telephone \_\_\_\_\_  
 Mailing Address (if different from property address) \_\_\_\_\_ E-Mail \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

**PROPERTY INFORMATION**

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

**SCOPE OF WORK**

Code cycle (year): \_\_\_\_\_

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

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

**OFFICE USE ONLY**

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

Paid:  Yes  No

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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