

City of Hopewell
Division of Code Enforcement

300 N Main St., Hopewell, VA 23860 (804) 541-2226 Fax (804) 541-2318

APPLICATION FOR A BUILDING PERMIT

It is understood with submittal of this application that all work and materials used in this installation shall conform strictly to the City of Hopewell ordinances and that this permit shall be voided if work is not commenced within six (6) months from the date of issuance. This office requires submittal of plans and specifications on all installations. Where applicable, **three (3)** sets of plans and/or specifications must accompany this application. This office will retain one (1) set of plans. Separate permits are required for Electrical, Plumbing, Fire Alarm, Sprinkler System, Mechanical Systems and Sewer work where applicable.

Project Description: _____

Address of Work: _____ **Class of Work** (check one): New ___ Alteration ___
(Location) _____ **Building Use** (check one): Residential ___ Commercial ___

Owner Information: _____
Name: _____ **Daytime Phone:**() - **Cell:**() -
Address: _____ **Email:** _____
City: _____ **State:** _____ **Zip:** _____ **Contact Person:** _____

Contractor Information: _____
Contractor: _____ **State License:** _____ **Expires:** _____
Address: _____ **City License:** _____
City: _____ **State:** _____ **Zip:** _____ **Business Phone:**() - **Cell:**() -
Contact Person: _____

Mechanics lien Agent: _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Estimated Cost (Labor and Materials): \$ _____ **Minimum Permit Fee: \$25.00 (RESIDENTIAL), plus \$0.22 per square foot, plus current State Surcharge; Minimum Permit Fee \$75.00 (COMMERCIAL), plus 1% of labor and materials, plus current State Surcharge.**

Building Description & Information

Square Footage of New Dwelling: _____ Square Footage of Alteration: _____
_____ # of Stories _____ Building Use _____ Basement _____ Off Street Parking
_____ # of Structures _____ # of Bedrooms _____ Type of Heat _____ Flood Plain
_____ # of Units _____ # of Bathrooms _____ Central A/C _____
_____ Height of Bldg. _____ # of Total Rooms _____ Corner Lot _____

It is understood that this is an application for a Building Permit and that work may not begin until the official permit has been issued. I certify that all sections of the street(s) abutting are open & paved.
It is understood with submittal of this application that all work and materials used in this installation shall conform strictly to 2009 Code(s).

Signature of Applicant: _____ Date: _____

Official Use Only				
Permit # _____	Permit Fees \$ _____	Check # _____	Cash	CC
Sub/Parcel # _____	Lot / Block _____	Zoning _____		
Building Official Approval: _____		Date: _____		
Zoning Official Approval: _____		Date: _____		
NEW ADDRESS (if applicable): _____				