

Albemarle County



Community Development Department

Zoning

Albemarle County Office Building

401 McIntire Road, North Wing

Charlottesville, Virginia, 22902

434.296.5832

www.albemarle.org

FARM BUILDING OR STRUCTURE APPLICATION PACKET



County of Albemarle

COMMUNITY DEVELOPMENT DEPARTMENT

Zoning

401 McIntire Road, North Wing
Charlottesville, VA 22902-4579

Phone: 434.296.5832

www.albemarle.org

CONTENTS OF PACKET & DESCRIPTION OF EACH DOCUMENT

Pages 1 & 2: Farm Building or Structure Application Checklist. Please review this checklist. Answer all questions, complete all items, and provide all additional required documents.

Page 3: Exemption of Farm Buildings or Structures Form. In accordance with Section 102.3(9) of the 2015 Virginia Construction Code, bona fide farm buildings or structures are exempt from regulation by the Virginia Uniform Statewide Building Code (VUSBC) but do require submission of a Building and Zoning Application for zoning review purposes. As such, the Building Inspections division of the Community Development Department requires no inspections, and none will be performed. Also, a Certificate of Occupancy is not required, and none will be issued.

Page 4: Affidavit for the Use of a Farm Building. This document is an agreement between the owner/applicant and the Zoning Division of the Community Development Department. This agreement states that the proposed structure will only be used for the purposes outlined in the **Exemption of Farm Buildings or Structures Form**. Please follow the instructions on this document.

Page 5: Virginia Department of Health (VDH) Request for Review. State Law requires us to engage VDH on all additions or alterations that may affect existing sanitary facilities and water supplies. Along with this form, a sketch plan showing the location of the house, the proposed farm building location, the existing septic tank, and drain-field area, the water supply, and the estimated distances between these components and proposed the farm building. **The signed document, the sketch plan, and plat are then to be submitted, by you, the applicant, to VDH prior to applying for a permit.**

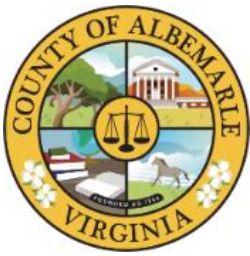
Pages 6, 7, & 8: Building and Zoning Application. For the installation of a farm building, please check each box that pertains to what you are specifically applying for and be sure that you fill this application out completely. Please remember to sign the application. **NOTE: The application used for this zoning permit is filed with a Building and Zoning Application but is not a building permit under the Virginia Uniform Statewide Building Code.**

Page 9: Plat and Building Location Sketch for Permit. On the recorded plat that you must provide, draw the location of the proposed farm building, and show the distances from the property lines (this plat is not part of the packet). It is also helpful to show the existing dwelling or other structures and the distances from these structures. On the building location sketch, draw where the proposed farm building is to be located on the property and show the distances from the property lines and any of the other noted features. Use this sketch in addition to the required plat if the plat of the property is very large, and a more detailed location of the farm building will assist in the location of the farm building. If you are within the town limits of [Scottsville](#), zoning approval from the town is required and is to be submitted with your permit application. Contact an Albemarle County Zoning [Permit Planner](#) at 434.296.5832 for setbacks. Recorded plats are available in the office of the [Clerk of the Circuit Court](#), located in Court Square, 501 East Jefferson St, 434.972.4083.

Pages 10 & 11: Erosion & Sediment Control Agreement for Single Family Residence Construction. This document is required when you propose any land disturbance that is greater than ten thousand (10,000) square feet. This document is used in lieu of submitting a formal erosion and sediment control plan for the development of a single-family structure or accessory structure (including a farm building) and includes an additional fee (see document). If the land disturbance area exceeds 1 acre, an erosion and sediment control plan is required.

Pages 12 & 13: Stormwater Management Agreement for Single Family Residence Construction. This document is required when you propose any land disturbance that is greater than 10,000 square feet. This document is used in lieu of submitting a formal stormwater management plan for the development of a single-family structure or accessory structure (including a farm building). If the land disturbance area exceeds 1 acre, a stormwater management plan, pollution prevention plan, and stormwater pollution prevention plan is required.

**** Please contact the Zoning Permit Planner if you have any questions. ****



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FARM BUILDING OR STRUCTURE APPLICATION CHECKLIST

- Will the building be used for residential purposes (living, sleeping, home office use)?** NO___ YES___
 - If yes, the proposed building does not qualify for the farm building exemption under the building code and requires a building permit subject to building official review for construction.

- Complete the Building and Zoning Application**
 - ***Farm buildings require zoning permits issued under §18-31.3 of the Zoning Ordinance. The application used for this zoning permit is filed with a Building and Zoning Application and is not a building permit under the Virginia Uniform Statewide Building Code. See Pages 6, 7 and 8 of the Packet***
 - Please include the square footage of the structure.
 - Please include a daytime phone number and email address for both the contractor and owner so that we may contact you for any additional information or questions about your application.
 - Please remember to sign the application.

- Complete the Exemption of Farm Buildings or Structures Form and the Affidavit for the use of a Farm Building**
 - Please remember to sign the form and get the affidavit notarized. - **See Pages 3 and 4 of the Packet**

- Is the parcel on septic, and is a bathroom, shower, or other plumbing proposed within the building?** NO___ YES___
 - If yes, then approval by the Health Department (VDH) for onsite sewage disposal systems and wells is required. **See Page 5 of the Packet** (Request for Health Department Review).

 - If no, then for any improvement to your property's exterior, where VDH regulates the onsite well and septic, a release must be obtained from VDH. This includes all additions, pools, storage buildings, slabs, etc., that could damage the system or components. **See Page 5 of the Packet** (Request for Health Department Review). VDH is located at [1138 Rose Hill Drive, Charlottesville, VA](http://1138RoseHillDrive,Charlottesville,VA). 434.972.6210

- Provide a Floor Plan Sketch**
 - Show the dimensions of the building.
 - Show the proposed uses on the floor plan.

- Describe what the agricultural use(s) of the proposed farm building will be**
 - For example; horse barn, hay storage, farm sales, tasting room, winery, farm winery/brewery/distillery event space, etc.)

 - For a farm [winery, brewery, distillery](#), or [agricultural operations and events](#), refer to FAQ sheets for more information. A zoning clearance and copy of ABC license may also be needed.

- Provide a copy of the recorded plat of the property.**
 - Recorded plats are located in the office of the [Clerk of the Circuit Court](#), located in Court Square, 434.972.4083.

Attach a sketch of the building location and improvements

- Show the proposed building location and any other proposed improvements (parking, driveways, etc.) on a copy of the recorded plat for the property or using GIS-web with the critical resources layer displayed (this includes stream buffers and critical slopes). The location must show the distances to the property lines of the proposed building labeled. (If showing the location on the GIS web map, **a recorded plat must still be provided.**) Consult an Albemarle County Zoning [Permit Planner](#) at 434.296.5832 for assistance if you need to confirm the required setbacks. Refer to the [winery, brewery, distillery](#), or [agricultural operations and events](#) FAQ sheets for applicable setbacks. **See Page 9 of the Packet**
- Note: Proposed buildings or structures cannot be located on Critical Slopes (25% or greater in steepness), stream buffers, nor utility easements (without utility permission). If you believe you are in a steep slopes or critical slopes area, contact an Albemarle County Zoning [Permit Planner](#) at 434.296.5832 for assistance. The steep and critical slopes and stream buffers are visible on the property map from the [County GIS web application](#). (Look for the “Map Theme” called Critical Resource Plan)

Will the building have kitchen facilities? NO ___ YES ___

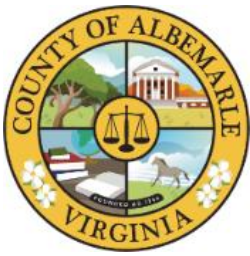
Will the construction involve grading? NO ___ YES ___

- If yes, please provide the area of land disturbance in square feet including stockpiles, driveways, or grading activities associated with construction. _____ SF. Land disturbances exceeding 10,000 sf (example, approximately 100 ft. x 100 ft.) are not exempt from erosion & sediment control / stormwater management requirements and will require a land disturbance permit.
- If the land disturbance exceeds 10,000 sf:
 1. Complete and submit a [VSMP application form](#) and provide all required documents, including:
 - Erosion and Sediment Control Plan.
 - Stormwater Management Plan.
 - Pollution Prevention Plan (PPP).
 - Stormwater Pollution Prevention Plan (SWPPP).
 - Mitigation Plan (if applicable).
 2. Submit the required fee based on the area of disturbance (refer to application for fee table).
 3. If you need assistance before submitting your application, [contact](#) Geoff Elise 434.270.3471 or Frank Pohl Ext. 7914 for assistance.

Is the property under conservation easement? NO ___ YES ___

If yes, then provide documentation from the easement holder that indicates the easement holder has no objection to the proposed building.

****All agency approvals are to be submitted with this application. Failure to provide all documents as stated above will be considered an incomplete application and will be refused****



County of Albemarle

COMMUNITY DEVELOPMENT DEPARTMENT
Building Inspections
401 McIntire Road, North Wing
Charlottesville, VA 22902-4579

Phone: 434.296.5832
www.albemarle.org

REQUEST FOR HEALTH DEPARTMENT REVIEW

Owner: _____

Address: _____

Date: _____

The Virginia Department of Health requires the evaluation of onsite sewage system and/or water supply on the property described above to determine whether:

The existing onsite sewage disposal system is safe, adequate, and proper (SAP) for the proposed use (see §32.1-165 of the *Code of Virginia*). Note: This block can only be marked if the structure is designed for human occupancy. **(HD fee charged) Use Form 3A.**

The proposed use will encroach upon the existing onsite sewage disposal system and/or water supply. **(HD fee not charged) Use Form 3B.**

Other or Comments:

Attachments (sketch plan, building plans, plat)

This documentation must be submitted at the time of application to apply for a building permit for any improvement to the footprint of the building or improvement of the property, including but not limited to: all swimming pools, sheds, slabs, decks, etc.

M. A. Dellinger, CBO
Building Official



County of Albemarle

Community Development Department

401 McIntire Road Charlottesville, VA 22902-4596

Building & Zoning Application

Inspection Line: (434) 972-4179 Voice: (434) 296-5832

PARCEL/OWNER INFORMATION STREET ADDRESS

TMP _____	House # _____	Street Name _____	Apt / Suite _____
Current Owner(s) _____			

BUILDING WORK INFORMATION

Work Class:	Frame Type:	Water Supply Type:	Sewage Disposal Type:	Footing / Foundation Type:
<input type="checkbox"/> Addition	<input type="checkbox"/> Concrete	<input type="checkbox"/> Artesian Well	<input type="checkbox"/> None	<input type="checkbox"/> Basement
<input type="checkbox"/> Alteration	<input type="checkbox"/> Masonry	<input type="checkbox"/> None	<input type="checkbox"/> Private	<input type="checkbox"/> Crawl Space
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other	<input type="checkbox"/> Private	<input type="checkbox"/> Public	<input type="checkbox"/> None
<input type="checkbox"/> New	<input type="checkbox"/> Steel	<input type="checkbox"/> Central Well	<input type="checkbox"/>	<input type="checkbox"/> Other
<input type="checkbox"/> Other	<input type="checkbox"/> Vinyl	<input type="checkbox"/> Public	<input type="checkbox"/>	<input type="checkbox"/> Slab
<input type="checkbox"/> Remodel	<input type="checkbox"/> Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Jurisdictional Area Other Foot / Found Desc.:

Work Valuation Power Company

Work Description

Directions

Use Group

Construction Type

Square Footages:	# of Stories <input type="text"/>	Porches <input type="text"/>
	1st Floor <input type="text"/>	Decks <input type="text"/>
	2nd Floor <input type="text"/>	Garage <input type="text"/>
	3rd Floor <input type="text"/>	Swimming Pool <input type="text"/>
	Finished Basement <input type="text"/>	Unfinished Basement <input type="text"/>
	Other Habitable <input type="text"/>	Other Unfinished <input type="text"/>
Total Habitable Sq. Footage <input type="text"/>		Total Unfinished Sq. Footage <input type="text"/>
		Total Building Sq. Footage <input type="text"/>

Setbacks: Front Rear Zoning Pre-Construction?

Left Side Right Fire Alarms Required? Land Use?

Fire Sprinkler NAPA Code Bldg Pre-Construction?

PROPOSED USE INFORMATION

Dwelling Units Accessory Structures Mobile / Prefab. Homes Mobile Offices/Prefab. Units
 Carports Bedrooms Baths Paint Spray Booths
 Garages Kitchens Swimming Pools/Hot Tubs/Spas (Res. Only)
 Other Elevators/Escalators/Lifts

APPLICATION CONTACT INFORMATION

Primary Contact			
Name	<input type="text"/>	Phone #	<input type="text"/>
Street Name	<input type="text"/>	Fax #	<input type="text"/>
City / State	<input type="text"/>	Zip Code	<input type="text"/>
E-mail	<input type="text"/>	Cellular #	<input type="text"/>

Owner / Applicant			
Name	<input type="text"/>	Phone #	<input type="text"/>
Street Name	<input type="text"/>	Fax #	<input type="text"/>
City / State	<input type="text"/>	Zip Code	<input type="text"/>
E-mail	<input type="text"/>	Cellular #	<input type="text"/>

Mechanics Lien			
Name	<input type="text"/>	Phone #	<input type="text"/>
Street Name	<input type="text"/>	Fax #	<input type="text"/>
City / State	<input type="text"/>	Zip Code	<input type="text"/>
E-mail	<input type="text"/>	Cellular #	<input type="text"/>

General Contractor			
Name	<input type="text"/>	Phone #	<input type="text"/>
Street Name	<input type="text"/>	Fax #	<input type="text"/>
City / State	<input type="text"/>	Zip Code	<input type="text"/>
E-mail	<input type="text"/>	Cellular #	<input type="text"/>

SUB-CONTRACTOR INFORMATION

Business Name:	License Types:	State License #	Locality License #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you're building a new home on vacant land in the Rural Area, please call the Assessor's office at 434-296-5856 to check on any possible tax consequences of this action.

Separate permits may be required for Electrical, Plumbing, Heating, Ventilating, and Air Conditioning.

This permit becomes null and void if work or construction authorized is not commenced within six (6) months, or if construction or work is suspended or abandoned for a period of six (6) months at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be accurate and correct. All provisions of laws and ordinances governing this type of work will be complied with, whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

By signing this application, the owner and/or their agent hereby grant employees of the Albemarle County Community Development & Real Estate Departments the right to enter and inspect the subject property Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m., holidays excepted.

If you are not the owner of record, please check which applies:

PRINT OWNER NAME

I certify that I am the agent for _____, The Owner, and am authorized to submit this application on behalf of the Owner under the agency granted to me.

I am neither the Owner nor the Owner's agent. I certify that written notice of this application, by providing a copy of this application, will be mailed to the Owner at the following address:

PRINT ADDRESS CITY/STATE ZIP CODE

_____,
within 10 days of today's date as required by [Virginia Code §15.2-2204\(H\)](#). I understand that, if I do not provide the notice to the Owner as provided herein, the application and every other subsequent approval, application, or certificate related thereto could be determined to be void.

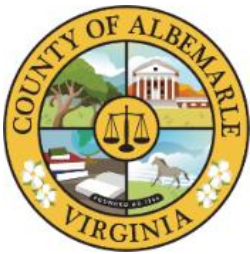
Signature of Owner, Contractor, or Authorized Agent Date

Signature of Owner, Contractor, or Authorized Agent Date

ELECTRONIC RECORDS STATEMENT: Albemarle County is creating and using electronic records and electronic signatures as allowed by the Uniform Electronic Transactions Act ([Virginia Code § 59.1-479](#) et. Seq.). As an applicant to the Building and Zoning Application process, you may consent to receive or have online access to electronic records and receive and create records having electronic signatures related to Building and Zoning Applications, Correspondence, Inspection Tickets, and Certificates of Occupancy (the transactions).

Initials of Owner, Contractor or Authorized Agent Date

Your agreement to conduct the transactions by electronic means does not prevent you from refusing to conduct other transactions by electronic means.



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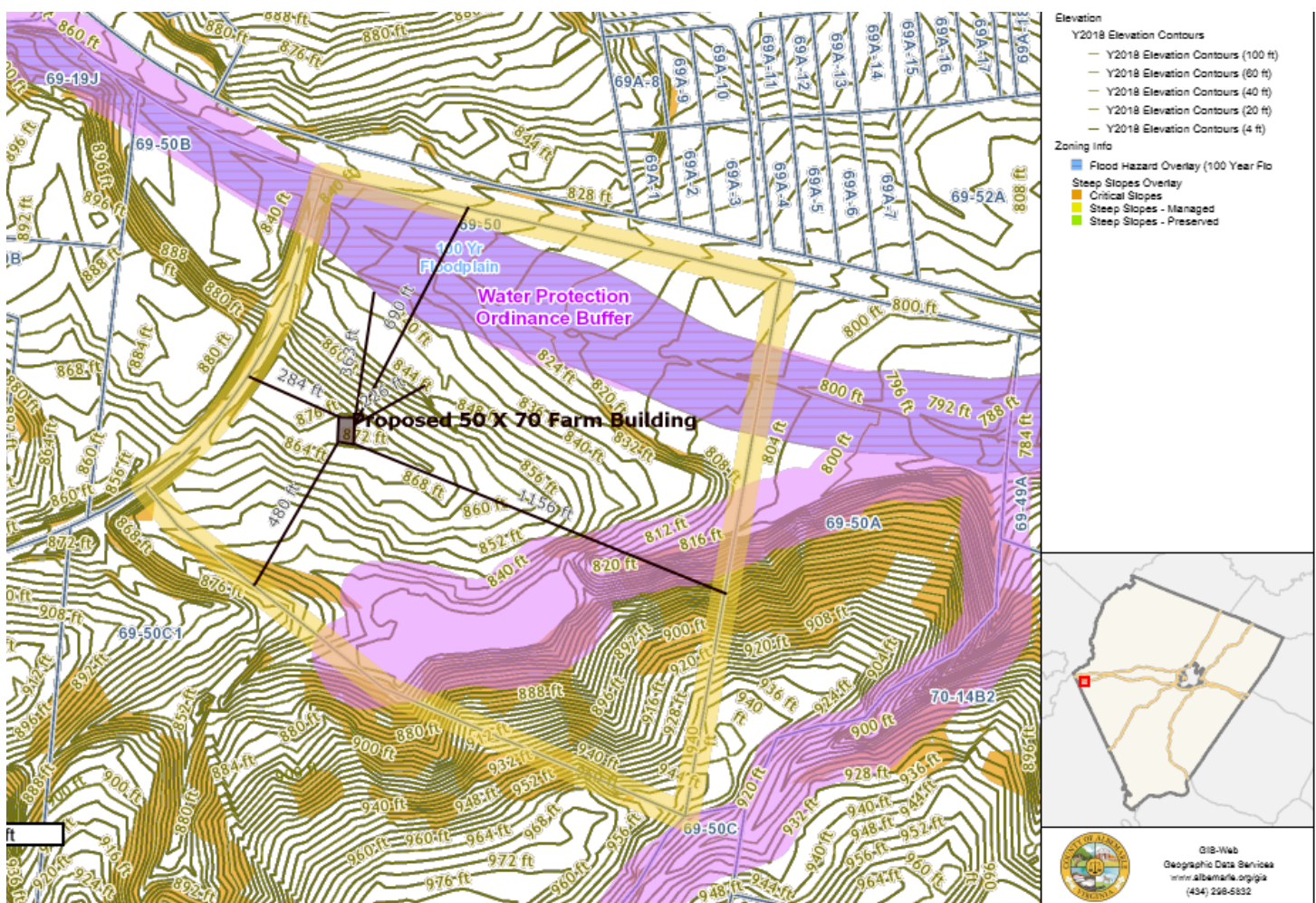
www.albemarle.org

BUILDING LOCATION SKETCH

****VERIFY ALL SETBACKS WITH A ZONING OFFICIAL BEFORE COMPLETING THIS SKETCH****

Use the [County GIS web application](#) to find your parcel, look for the “Map Theme” called Critical Resource Plan, and then click the Share link on the left to print the map so that you can sketch the location of the improvement. Using the printed map, show the following; the proposed improvement location and size, and the distance from the proposed improvement to all property lines, roads, and buffers. Be as accurate as possible by providing measurements taken onsite. Please contact an Albemarle County Zoning [Permit Planner](#) at 434.296.5832 for assistance with using the [County GIS web application](#).

EXAMPLE SKETCH – This is a map using the [County GIS web application](#). As measured with the “Draw” tool within the GIS application these distances shown are approximate. Provide measurements taken onsite.





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COMMUNITY DEVELOPMENT DEPARTMENT
Engineering
401 McIntire Road, North Wing
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**Erosion Control
Agreement Number**

EROSION AND SEDIMENT CONTROL AGREEMENT FOR SINGLE FAMILY RESIDENCE CONSTRUCTION OR APPURTENANT STRUCTURE

Building Permit # _____ Tax Map/Parcel _____

Subdivision _____ Phase _____ Section _____ Block _____ Lot _____ Zoning _____

A \$170 fee is required with this agreement + Technology Fee 4% additional fee

In lieu of submitting a formal erosion and sediment control plan for development of this single family residence and/or appurtenant structure, I agree to comply with the requirements of the Albemarle County Water Protection Ordinance, County Code Chapter 17, the Virginia Erosion and Sediment Control Law, Virginia Code, Title 62.1, Chapter 3.1, Article 2.3, and Erosion Control Regulations 9VAC25-840, and the Virginia Erosion and Sediment Control Handbook, latest edition. I agree to provide erosion control measures in accordance with the Handbook standards and specifications in order to protect against the transport of soil and sediment off of the property. I further agree to comply with additional requirements determined necessary by the Program Authority. Such requirements shall be based on established conservation standards and shall represent the minimum practices that Albemarle County deems necessary to provide adequate control of erosion and sedimentation on or resulting from this development. At a minimum, the following to the following measures will be implemented:

1. Silt fence, sediment traps and other protective measures shall be provided in areas where sediment from disturbed areas may leave the site and **must be properly installed before land disturbance**. These measures must remain installed and maintained until adequate stabilization is achieved as determined by the Program Authority.
2. All erosion measures are subject to inspection periodically and after each runoff-producing rainfall event. Any necessary repairs to maintain the effectiveness of the erosion control devices and cleanup of sedimentation must be made immediately. If erosion control measures are found to be inadequate, or in need of repair, by a county inspector, you will be notified.
A fee of \$170 + 4% Technology Fee will be charged for the first reinspection and \$270 + 4% Technology Fee for subsequent reinspection that is necessary.
3. A temporary stone construction entrance shall be provided wherever traffic will be leaving a construction site and where there exists the possibility of transporting mud directly onto a road or other paved area.
4. All denuded areas on the site shall be stabilized within seven (7) days of final grading with permanent vegetation or a protective ground cover suitable for the time of year. Temporary soil stabilization shall be applied within seven (7) days to denuded areas that may not be at final grade but will remain dormant (undisturbed) for longer than thirty (30) days.

5. A **permanent stabilization/vegetative cover shall be established on all denuded areas within nine (9) months** of the start of clearing or grading. Unless documented in writing to the Program Authority at the start of land disturbance, the nine (9) months shall be measured from the permit issuance date. If an extension is necessary and **construction extends for more than a year, a permit renewal fee of \$150 will be required.**
6. During construction of the project, soil stockpiles and borrow areas shall be stabilized, covered, or protected with sediment trapping measures.
7. All storm sewer inlets that are operable during construction shall be protected so that sediment-laden water cannot enter the storm water conveyance system without first being filtered or otherwise treated to remove sediment.
8. All temporary erosion and sediment control measures shall not be removed until disturbed areas are stabilized. After stabilization is complete, all measures shall be removed within 30 days, unless otherwise authorized by the Program Authority. Trapped sediment and the disturbed soil areas resulting from the disposition of temporary measures shall be permanently stabilized to prevent further erosion and sedimentation.

I further understand that failure to comply with such requirements within three (3) working days, following notice by a county official, could result in a citation for violation and may require the submission and approval of a formal erosion control plan with an appropriate performance bond as provided in Section 17-414 of the Albemarle County Water Protection Ordinance. **I hereby agree to be responsible for carrying out each of the duties and responsibilities enumerated above, as well as all other requirements of Albemarle County's erosion and sediment control program. I also hereby agree to maintain responsibility for this permit regardless of the sale of the property prior to completion of the work covered by this permit.**

Landowner	Responsible Land Disturber
Print Name _____	Print Name _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Phone Number _____	Phone Number _____
Signature _____ Date _____	Signature _____ Date _____
I hereby grant the County of Albemarle the right to enter upon subject property for inspections to ensure compliance.	RLD Cert. Number _____
Comments/Additional Requirements from Plan Approving Authority: _____ _____	
Office Use Only	
APPROVED BY _____ Date _____	

Original: Engineering Inspector
Copies: Building Permit File
Landowner/Authorized Agent

09/07, Revised 03/09, 10/14, 05/15



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Erosion Control
Agreement Number

STORMWATER MANAGEMENT AGREEMENT FOR SINGLE FAMILY RESIDENCE CONSTRUCTION

Building Permit # _____ Tax Map/Parcel _____

Subdivision _____ Phase _____ Section _____ Block _____ Lot _____ Zoning _____

In lieu of submitting a formal stormwater management plan for development of this single-family residence and/or appurtenant structure, I agree to comply with the requirements of the Albemarle County Water Protection Ordinance, County Code Chapter 17, the Virginia Stormwater Management Law, Virginia Code, 9VAC25-850, and 9VAC25-870. I agree to provide stormwater management measures as determined necessary by the Program Authority. Such requirements shall be based on established state standards and shall represent the minimum practices that Albemarle County deems necessary to provide adequate control of stormwater runoff resulting from this development. At a minimum, the following measures will be implemented:

1. The site shall be fully stabilized with permanent vegetation or equivalent stabilization with seven (7) days of final grading.
2. For sites within a larger plan of development, all runoff from the house and driveway and developed areas shall runoff as directed on the overall plan, or sheet flow to adjacent vegetated areas. Runoff shall not adversely impact neighboring properties.
3. For sites without a larger plan of development, runoff shall sheet flow to vegetated areas. Such areas shall be natural areas subject to mowing no more than 4 times per year, and at least 100 feet in flow length to the nearest property line, stream, or receiving water.
4. Roof gutters shall be directed to splash blocks or level spreaders to establish sheet flow to vegetated areas as per item 2-3. No concentrated runoff shall be discharged from the property.
5. For site without a larger plan of development, all impervious areas and storm sewer inlets shall be situated so that water cannot enter the storm water conveyance system without first being filtered or otherwise treated to remove potential pollutants as indicated above. Roof gutters shall not be conveyed directly to storm sewer, ditch lines or property lines.

I further understand that failure to comply with such requirements within three (3) working days, following notice by a county official, could result in a citation for violation and may require the submission and approval of a formal stormwater management plan with an appropriate performance bond as provided in Section 17- 403 of the Albemarle County Water Protection Ordinance. **I hereby agree to be responsible for carrying out each of the duties and responsibilities enumerated above, as well as all other requirements of Albemarle County’s stormwater management program. I also hereby agree to maintain responsibility for this permit regardless of the sale of the property prior to completion of the work covered by this permit.**

Landowner	Responsible Land Disturber
Print Name _____	Print Name _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Phone Number _____	Phone Number _____
Comments/Additional Requirements from Plan Approving Authority: _____ _____	
Office Use Only	
APPROVED BY _____ Date _____	

Original: Engineering Inspector
Copies: Building Permit File
Landowner/Authorized Agent

09/07, Revised 03/09, 10/14, 05/15