



Official Use Only

Permit # _____
Affidavit: YES NO E&S Sheet: _____
Health Dept Info: _____ Plat Info: _____
Title if MH: _____

Floyd County Department of Inspections
120 West Oxford Street PO Box 218 Floyd, VA 24091
Phone: 540-745-9359 Fax: 540-745-9305

PERMIT APPLICATION

1. Applicant

Name: _____ Phone: _____
Company: _____ Cell: _____
Address: _____
City: _____ State: _____ Zip: _____
Email Address: _____

2. Owner (If different than above)

Name: _____ Phone: _____
Address: _____
City: _____ State: _____ Zip: _____

3. Address of Property

(E911 Address will not be issued until a footing inspection is complete)

Address: _____ Tax Map# _____
(Road driveway comes off of)
City _____ State _____ Zip _____ Magisterial District: _____

Subdivision & Lot # (If Applicable): _____

Directions: _____

4. Proposed Work

- New Dwelling New Dwelling-Modular Addition/Renovation
 Garage/Carport Singlewide Doublewide Triplewide
 Other (Please Describe): _____

Type of Permits Needed: Building Electrical Plumbing Mechanical

ELECTRIC PERMIT INFORMATION

Electrical Contractor Information

If you put **“SELF”** you have to sign an affidavit form (See Page 9 & 10 in this packet) that you take responsibilities of the job, the form will be in our office.

Business Name: _____

Contractor's Name _____ **Telephone Number:** _____

Contractor's License Number: _____ **Expiration Date:** _____

Contractor's Address _____

Complete Only One Section (A, B, C or D)

(A) New Service:

Permanent Service: 200 amp 300 amp 400 amp 2--200 amps
 Other: _____
 Single Phase 3 Phase

Temporary Service: 100 amp Other: _____

AEP Work Order Number (Temporary Power) 9 digit #: _____

AEP Work Order Number (Permanent Power) 9 digit #: _____

(We will need these numbers before we can fax AEP your service connection request)

(B) Running Additional Wiring: (AEP is not involved)

What is the existing electric service? : 200 amp 300 amp 400 amp
 2--200 amps Other: _____

(C) Upgrading Existing Service:

60 amp to 100 amp
 100 amp to 200 amp
 200 amp to 400 amp
 Other: _____

AEP Work Order Number (Disconnect) 9 digit #: _____

(Reconnect) 9 digit #: _____

(D) Alternative Service:

Solar
 Photovoltaic
 Other: _____



Department of Inspections
COUNTY OF FLOYD
120 West Oxford Street
P O BOX 218
FLOYD VA 24091
PHONE: 540-745-9359 FAX: 540-745-9305

The Floyd County Building Inspector performs inspections on all construction in all areas of Floyd County.

Inspections may be scheduled Monday thru Friday by calling our office at (540) 745-9359.

A **24 hour notice** must be given in advance on ALL inspections. NO inspections will be made on the same day of the call in. It is helpful if you give us your building permit number and the name of the owner of the project. We realize your project is important and timing is critical. We do our best to respond as quickly as possible. Inspections are not performed on weekends.

****PLEASE NOTE – A re-inspection fee will be added if work is not complete for inspection or accessible upon arrival, unless weather related. If you call in for a footer inspection and you have already poured concrete, you will be asked to dig the footer back out and after that has been completed you will need to call back for a re-inspection. (There will be a re-inspection fee)**

The fee for re-inspection is \$25.00 plus 2% State Surcharge.

I have acknowledged the above statement and understand that I am to give a 24 hour notice of all inspections. I also understand that there is a fee for re-inspection if work was not completed when the inspector arrives. I will also relay this letter to my sub-contractor and/or homeowner.

OWNER/AGENT SIGNATURE

DATE



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To All Homeowners:

By signing the affidavit form you are **RESPONSIBLE** for all the construction that is performed. If you have any complaints about the person you have hired to perform any job, it is between you and that person. If any work is done wrong, the violation goes against you, not the person that you had hired.

You are also required to call in our office for all needed inspections and a final inspection for a certificate of occupancy after the job is completed. ***A CERTIFICATE OF OCCUPANCY MUST BE OBTAINED PRIOR TO THE OCCUPANCY OF ANY BUILDING OR STRUCTURE.***

The contractor should obtain any necessary permits. This should be spelled out in your contract; otherwise, you may be held legally responsible for failure to obtain any required permits. The contractor will then be required to call in for all inspections and final for a certificate of occupancy.

PLEASE NOTE:

All contractors are required to hold a license issued by the Board for Contractors. Failure to hold a required license is a violation of the statutes and can result in prosecution. Homeowners who utilize unlicensed contractors forfeit their right to access the Contractor Transaction Recovery Fund and do not receive any protection from the board.

Our office recommends you to go to the Department of Professional and Occupational Regulation website at www.dpor.virginia.gov to make sure the contractor you had hired is properly licensed to perform the work you want. Also, you can review a copy of their license on line and make sure there are no violations against the person you are considering to hire.

Please call our office at 540-745-9359 if you have any questions.

BUILDING PERMIT # _____
ELECTRICAL PERMIT # _____
PLUMBING PERMIT # _____
MECHANICAL PERMIT # _____
MANUFACTURE HOME PERMIT # _____

AFFIDAVIT

I _____ of (address) _____

_____ affirm that I am the owner of a certain

tract or parcel of land located at: _____

and that I have applied for a building permit. I affirm that I am familiar with the

prerequisites of §54.1-111 of the Code of Virginia and I am not subject to

licensure as a contractor or subcontractor.

Owner signature _____ Date _____

STATE OF _____

COUNTY/CITY OF _____, to wit.

I, _____, a Notary Public of and for the aforementioned State and County do hereby state that _____ did appear before me this _____ day of _____, 20____, and acknowledge the foregoing document by executing the same.

Notary Public

My Commission Expires: _____.

<http://leg1.state.va.us>

§54.1-1111. Prerequisites to obtaining building, etc., permit.

Any person applying to the building inspector or any other authority of a county, city, or town in this Commonwealth, charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, or structure, or any removal, grading or improvement shall furnish prior to the issuance of the permit, either (i) satisfactory proof to such inspector or authority that he is duly licensed or certified under the terms of this chapter to carry out or superintend the same, or (ii) file a written statement, supported by an affidavit, that he is not subject to licensure or certification as a contractor or subcontractor pursuant to this chapter. The applicant shall also furnish satisfactory proof that the taxes or license fees required by any county, city, or town have been paid so as to be qualified to bid upon or contract for the work for which the permit has been applied.

It shall be unlawful for the building inspector or other authority to issue or allow the issuance of such permits unless the applicant has furnished his license or certificate number issued pursuant to this chapter or evidence of being exempt from the provisions of this chapter.

The building inspector, or other such authority, violating the terms of this section shall be guilty of a Class 3 misdemeanor.

(Code 1950, § 54-138; 1970, c. 319; 1980, c. 634; 1988, c. 765; 1990, c. 911; 1991, c. 151; 1992, c. 713; 1995, c. 771; 1998, c. 754.)

AEP – RESIDENTIAL ELECTRIC SERVICE GUIDE

HOW TO APPLY FOR NEW RESIDENTIAL ELECTRIC SERVICE

1. Apply for building permit.
2. Call AEP “CALL CENTER” at **1-800-956-4237** and give the following information. (Call Center is open 24 hours/day, 365 days/year).
 - ❖ **Service name, street name, lot number. *MAKE SURE THIS NAME AND ADDRESS ARE THE SAME AS ON THE BUILDING/ELECTRICAL PERMIT**
 - ❖ Phone number (pager, cell phone if applicable) for home and work.
 - ❖ Location of service site (landmarks, streets, roads, etc.) for AEP personnel to find site.
 - ❖ Do you want this service **overhead** or **underground**? In most cases there is no charge for an overhead service to a residence with an occupancy permit from the county building inspector. There is almost always a charge for underground service. An underground agreement would have to be signed and payment received before a work order is issued.
 - ❖ Is this a **temporary** service? Temporary service is not always readily available. **If this is a temporary service, you will need to make another application for permanent service.** This can be done at the same time as the temporary application.
 - ❖ What has to be done to serve you? Do you know how close you are to an existing power line? Will AEP need to cross other properties to get to yours? When extending power line, AEP is required to secure a right-of-way easement from every property owner involved.
 - ❖ When will you need service? Sufficient advance notice needs to be given to meet a realistic service date. Design on your service will begin shortly after your application is received, **however, Virginia state law requires that prior to electrical service being installed, we must receive an approved electrical inspection from the town/county inspector before final connections can be made.**
 - ❖ **Write down the AEP order number(s)** from the call center for future reference.

*****AEP does not need a 911 address to set your application up for new service.** If they say that you have to have an address he/she is not correct. Any problems at all when you call please get their full name and their extension number, (yes they do have a extension number) and call our office at 540-745-9359 or have them to call and we will be glad to get things straight with them.