



**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

## BUILDING PERMIT INFORMATION

### Building 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** \_\_\_\_\_

If this permit is for a **manufactured home** only fill out sections 4, 16, 17, & 18

<p style="text-align: center;"><b><u>1. Footings</u></b></p> <input type="checkbox"/> Concrete <input type="checkbox"/> Block <input type="checkbox"/> Other _____	<p style="text-align: center;"><b><u>2. Foundation Wall</u></b></p> <input type="checkbox"/> Concrete <input type="checkbox"/> Block <input type="checkbox"/> Other _____	<p style="text-align: center;"><b><u>3. Wall Size</u></b></p> <input type="checkbox"/> 8 inch <input type="checkbox"/> 10 inch <input type="checkbox"/> 12 inch
<p style="text-align: center;"><b><u>4. Dimensions</u></b>  <small>(Use Outside Dimensions of structure)</small></p> 1 <sup>st</sup> floor: _____ 2 <sup>nd</sup> floor: _____ Porches/Decks: _____ Basement: _____ Carport: _____ Garage: _____ <input type="checkbox"/> Attached <input type="checkbox"/> Detached 2 <sup>nd</sup> floor of Garage: _____	<p style="text-align: center;"><b><u>5. # of Floors Above Grade</u></b></p> <input type="checkbox"/> 1 floor <input type="checkbox"/> 1 ½ floors <input type="checkbox"/> 2 floors	<p style="text-align: center;"><b><u>6. Wall Construction</u></b></p> <input type="checkbox"/> 2x4 <input type="checkbox"/> 2x6 <input type="checkbox"/> Log <input type="checkbox"/> Other _____
<p style="text-align: center;"><b><u>7. Floor Construction</u></b></p> <input type="checkbox"/> Joist <input type="checkbox"/> Trusses	<p style="text-align: center;"><b><u>8. Floor Finish</u></b></p> <input type="checkbox"/> Carpet <input type="checkbox"/> Tile <input type="checkbox"/> Wood <input type="checkbox"/> Other _____	<p style="text-align: center;"><b><u>9. Roof Construction</u></b></p> <input type="checkbox"/> Rafters <input type="checkbox"/> Trusses
<p style="text-align: center;"><b><u>10. Roof Covering</u></b></p> <input type="checkbox"/> Metal <input type="checkbox"/> Shingles <input type="checkbox"/> Other _____	<p style="text-align: center;"><b><u>11. # of Rooms</u></b>  <small>(Include unfinished and basement)</small></p> Total # of Rooms _____ <small>(Do not include Bathrooms)</small> Total # of Bathrooms _____ Total # of Bedrooms _____	<p style="text-align: center;"><b><u>10. Inside Finish</u></b></p> <input type="checkbox"/> Log <input type="checkbox"/> Sheet Rock <input type="checkbox"/> Other _____
<p style="text-align: center;"><b><u>13. Type of Heat</u></b></p> <input type="checkbox"/> Heat Pump <input type="checkbox"/> Gas <input type="checkbox"/> Wood <input type="checkbox"/> Other _____	<p style="text-align: center;"><b><u>14. Fireplaces/Chimneys</u></b>  <small>(# of each)</small></p> Fireplaces: _____ Chimneys: _____	<p style="text-align: center;"><b><u>15. Outside Finish</u></b></p> <input type="checkbox"/> Log <input type="checkbox"/> Brick <input type="checkbox"/> Cedar <input type="checkbox"/> Vinyl <input type="checkbox"/> Other _____
<p style="text-align: center;"><b><u>16. Estimated Cost of Work</u></b></p> \$ _____	<p style="text-align: center;"><b><u>17. Land Disturbed</u></b>  <small>(Count septic/well area, driveway, House site, etc.)</small></p> _____ Square feet	<p style="text-align: center;"><b><u>Mechanics' Lien Agent</u></b></p> _____ Address: _____
<p style="text-align: center;"><b>18. Manufactured Home Info. (Fill out this section or provide a copy of the title)</b></p> Owner name on title: _____ Previous Owner(s) name on title _____ Name of Manufacture Unit: _____ Date of Manufacture Month/Date/Year: _____ VIN # _____		



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

**Application for Parcel Approval prior to Issuance of Building Permit**

**Part 1**

To confirm that the subject parcel conforms to the Floyd County Subdivision Ordinance (Section 3-1-1g and h), anyone seeking a Building Permit must show one of the following (please place a check in the appropriate circle):

An approved Plat of Survey (NOT A LOTLINE REVISION) or Subdivision Plat (copies of those recorded may be obtained at the Courthouse);

**--OR--**

That the parcel was created legally prior to October 22, 2002 (show copy of recorded deed).

Please attach the appropriate document and complete Part 2 below.

**Part 2**

**Owner's Statement**

As owner or authorized agent of the owner, I certify that the information reported above is true and accurate. By my signature I accept legal responsibility for this affirmation and understand that penalties may be imposed if the statement is incorrect.

\_\_\_\_\_  
 Owner or Authorized Agent

\_\_\_\_\_  
 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: \_\_\_\_\_.



*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](http://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.)