

# Town of Farmville

## Building Inspection Department

P. O. Drawer 368, Farmville, Va. 23901

Phone: 434-392-8465 Fax: 434-392-6135

Email: [jdrinkwater@farmvilleva.com](mailto:jdrinkwater@farmvilleva.com)

### Application for Plan Examination, Building Permit, and Zoning Permit

Property Information					
Street Address			Apt.	Parcel Number	Zoning
Subdivision	Lot Number	Parcel Type			
		Residential <input type="checkbox"/>	Commercial <input type="checkbox"/>	Industrial <input type="checkbox"/>	Other <input type="checkbox"/>

Owner Information			
First Name		Last Name or Business Name	
Street Address		City/Town	State    Zip
Phone:	Cell:	Fax:	Email:

Improvement Information (Please mark all that apply)			
Type of Improvement(s)	<input type="checkbox"/>	Utility building/shed, etc.	<input type="checkbox"/>
<input type="checkbox"/> New Residence	<input type="checkbox"/>	Deck	<input type="checkbox"/> Change of Use
<input type="checkbox"/> Addition	<input type="checkbox"/>	Porch	<input type="checkbox"/> Electrical Only
<input type="checkbox"/> Remodel	<input type="checkbox"/>	New Commercial	<input type="checkbox"/> Mechanical Only
<input type="checkbox"/> Garage	<input type="checkbox"/>	Alter Commercial	<input type="checkbox"/> Plumbing Only
<input type="checkbox"/> Carport	<input type="checkbox"/>	Sign Installation	<input type="checkbox"/> Sprinkler System
<input type="checkbox"/> Manufacture Home (Serial #)			<input type="checkbox"/> Demolition

<p><b>Explanation of minor or other work:</b></p>
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Type of Permit	Estimate Value	Type Permit	Estimate Value	Type Permit	Estimate Value
Building:		Plumbing:		Mobil Home:	
Electrical:		Sign:			
Mechanical:		Demo:		Total Ext. Value:	

Please enter the square footage for each new item below or N/A if not applicable.					
Basement-Finished:		3 <sup>rd</sup> Floor:		Garage/Carport:	
Basement – Unfinished:		4 <sup>th</sup> Floor:		Decks/Porches:	
1 <sup>st</sup> Floor:		Total Square Feet:		Utility Building:	
2 <sup>nd</sup> Floor:		Maximum Height of Structure:			

Is the site in the flood plain? Yes:  No:  If yes, provide a flood elevation certificate.

**Contractor Information** All contractors regardless of type and amount of work being done will require a Business License or proof of a Business License. For more information call 434-392-3333.

Applicant (if not owner) Name			State Contractor's License Number	
Street Address			City/Town	State
				Zip
Phone	Fax	Cell	Email	
General Contractor Name			State Contractor's License Number	
Street Address			City/Town	State
				Zip
Phone	Fax	Cell	Email	
Electrical Contractor Name			State Contractor's License Number	
Street Address			City/Town	State
				Zip
Phone	Fax	Cell	Email	
Mechanical Contractor Name			State Contractor's License Number	
Street Address			City/Town	State
				Zip
Phone	Fax	Cell	Email	
Plumbing Contractor Name			State Contractor's License Number	
Street Address			City/Town	State
				Zip
Phone	Fax	Cell	Email	
Other Name			State Contractor's License Number	
Street Address			City/Town	State
				Zip
Phone	Fax	Cell	Email	

**MECHANICS LIEN AGENT:** (One and Two Family dwellings only.) Either complete the mechanics lien information or sign that none is designated.

I request the following mechanic's lien agent be listed on my permit.

Name:	
Address:	
City, State, Zip:	
Phone:	
None Designated:	

**Complete this section only if you are an OWNER doing your own work, and are not subject to licensure as a contractor or subcontractor.**

If you are an owner and intend to do the work or subcontract the work out, an Owner Affidavit is required certifying that you are the owner of this tract or parcel of land, that you have applied for this permit, and are not subject to licensing as a contractor or subcontractor. (The Town must be given the names of all subcontractors that will be working on the project. Proof of proper State licenses and/or business licenses may be needed before the commencement of any work.) Signing the Owner Affidavit, and in turn obtaining the permit in your name, names you, as the owner, responsible for the quality of the work and compliance with applicable state and local codes. This Owner Affidavit must be completed, with the signature of a person who witnesses your signature to this document, acknowledging your compliance with the Section 54.1-1111 of the Code of Virginia. (Note: Lessees are owners per state law.)

I, as the OWNER, will be responsible for the work performed on my property, and shall be responsible for compliance with all State laws regulating building construction and use, and compliance with all Town ordinances.

<b>Owner's Signature</b>	<b>Date</b>	<b>Please print or type owner's name legibly</b>

I, as a WITNESS, saw the owner of this property affix his signature to this affidavit, certifying that he is not subject to licensure as a contractor or subcontractor in the state of Virginia.

<b>Witness Signature</b>	<b>Date</b>	<b>Please print or type witness' name legibly</b>

Approval of this building permit application and issuance of a permit does not give authority to any person to violate any state laws or any Town Zoning Ordinances or any other Policy, Regulation, or Ordinance. While the Town of Farmville tries to assure that zoning requirements are met; the permit holder is legally and financially responsible to meet these conditions.

I hereby certify that I am the owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I here by acknowledge that I have read this application and know the same to be true and agree to comply with all state laws and town ordinances regulating building construction and use. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Commercial Only**

Mark or circle Construction Type:	I-A	I-B	II-A	II-B	III-A	III-B	IV	V-A	V-B
Use Group					Occupancy Load:				

## Zoning Permit Application

As per the Town's Zoning Ordinance Chapter 29 Section 29-26, no building or structure shall be started, reconstructed, enlarged or altered until a zoning permit has been obtained from the administrator. The administrator may refer any request for a zoning permit to the planning commission and town council. The commission may request a review of the zoning permit approved by the administrator in order to determine if the contemplated use is in accordance with the district in which the construction lies. Zoning approval is required for any change of use, new construction, room addition, garage, shed, new or replacement sign and moving a lot line. The proposed use of the land, buildings and other structures made the subject of this application shall not start until approval has been issued by the zoning administrator.

Applicant Name/Address/Phone#

Owner Name/Address/Phone#


Is there an existing structure on this lot?  Yes  No

This application is for:

<input type="checkbox"/>	Change of use	Physical Address of Lot:	
<input type="checkbox"/>	New construction	Street:	
<input type="checkbox"/>	Room addition	Parcel Number:	
<input type="checkbox"/>	Garage	Deed Book and Page:	
<input type="checkbox"/>	Shed	Zoning District:	
<input type="checkbox"/>	New sign	Acreage:	
<input type="checkbox"/>	Replacement sign	Current Use:	
<input type="checkbox"/>	Moving a lot line	Proposed Use:	
<input type="checkbox"/>	Other:		

As per the Town's Zoning Ordinance Chapter 29 Section 29-27 each application for a zoning permit shall be accompanied by two (2) copies of a drawing showing dimensions of the structure and lot. The drawing shall show the size and shape of the parcel of land on which the proposed building is to be constructed, the nature of the proposed use of the building or land, and the location of such building or use with respect to the property lines of the parcel of land and to the right-of-way of any street or highway adjoining the parcel of land. Any other information which the administrator may deem necessary for consideration of the application may be required. If the proposed building or use is in conformity with the provisions of this chapter, a permit shall be issued to the applicant by the administrator. One (1) copy of the drawing shall be returned to the applicant with the permit. The drawing shall also identify the structure's front, height, distances to property lines, including distances from town street right-of-way or center of street right-of-way (whichever is applicable). Zoning approval is based on the site plan documentation provided by the zoning permit owner/applicant. The proper placement of a structure shall be in accordance with the Town zoning ordinance. It is the responsibility of the applicant to ensure that the zoning regulations are met. It is strongly encouraged that the owner/applicant retains a licensed professional to locate the proposed structure on the lot, within the Town's setbacks, and verify by signature that the structure was built accordingly. If the owner/applicant chooses not to retain a licensed professional, he or she accepts full responsibility for the location of the structure.

The drawing can be the same drawing that is submitted with the Building Permit portion of this application as long as the required zoning information is included.

To assist in meeting the Town's zoning requirements, the Town of Farmville's Zoning Ordinance can be found at [www.farmvilleva.com](http://www.farmvilleva.com) under Town Government/Farmville Town Code/Chapter 29 or can be obtained at the Town of Farmville Administrative Offices, located at 116 North Main Street, P.O. Drawer 368, Farmville, Virginia 23901 or call (434)392-8465.

I hereby certify that I have the authority to make the foregoing application, that the statements made and information given is correct and the construction of any structure on the lot which is the subject of this application will conform to the regulations in the Town's Zoning Ordinance.

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

\_\_\_\_\_  
Date

.....  
**Town Use Only**

\_\_\_\_\_  
Zoning Administrator Signature

Approved  
 Not Approved

\_\_\_\_\_  
Date

Notes:

**Town of Farmville**  
**Geographic Information Systems Department**  
 Address Verification and New Address Application  
 P. O. Drawer 368, Farmville, VA 23901  
 Phone: 434-392-8465 Fax: 434-392-6135  
 Email: [gis@farmvilleva.com](mailto:gis@farmvilleva.com)

APPLICANT – PLEASE PRINT CLEARLY AND COMPLETE ALL SECTIONS BELOW

Building Permit Number:
Type of Request:
<input type="checkbox"/> New Address <input type="checkbox"/> Address Verification
Project Name or Subdivision:
Development Type (check all that apply)
Non Residential: <input type="checkbox"/> New Construction or Addition <input type="checkbox"/> Tenant Improvement <input type="checkbox"/> Other
Residential: <input type="checkbox"/> Single Family <input type="checkbox"/> Townhouse/Condo <input type="checkbox"/> Apartment <input type="checkbox"/> Secondary Dwelling Unit
Other: <input type="checkbox"/> Mixed Use <input type="checkbox"/> Other
Current Address:
County and Town of Address:
When was the structure built:
Name the road that the driveway connects or will connect with:
Tax Parcel Number:
Applicant: <i>Name and mailing address of person requesting the filing of this application</i>
Name:
Company:
Address:
Phone and Fax numbers:
Email address:
Signature:
Property Owner information, if different from above
Name:
Company:
Address:
Phone and Fax numbers:
Email address:

**TOWN USE ONLY**

Date Received:	Your new address is:	Date Addressed:
		By:



## Agreement in Lieu of an Erosion and Sediment Control Plan for a Single Family Residence

Building Permit No. : \_\_\_\_\_

Address: \_\_\_\_\_

In lieu of submission of an erosion and sediment control plan for the construction of this single-family dwelling, I agree to comply with the limitations and conditions of this agreement to prevent off-site sedimentation. In addition, I agree to comply with any requirements determined necessary by employees of Town of Farmville if upon field inspections the measures employed on-site are found to not be effective in controlling off-site sedimentation. Such requirements shall be based on the conservation standards contained in the Virginia Erosion and Sediment Control Handbook and shall represent the minimum practices necessary to provide adequate control of erosion and sedimentation resulting from this project.

### REQUIREMENTS:

1. The site and building plans shall be available at all times for inspections by duly authorized officials of the Town of Farmville.
2. Areas not to be disturbed shall be protected by fencing methods approved by the Erosion and Sediment Control Administrator and shall be maintained throughout construction. Acceptable fencing methods are presented in the Virginia Erosion and Sediment Control Handbook (VESCH), Specification 3.38, and include snow fence, board fence, cord fence, plastic fence, earth berms and silt fence.
3. The owner/developer shall in all cases install a sediment control structure at the time of initial land disturbance to prevent off-site sedimentation. Such sediment control structures shall be silt fences, gravel filter berms, sediment traps, perimeter berms or other structures which trap sediment on the property.
4. A construction entrance made of VDOT No. 1 or No. 3 size stone placed on a filter fabric under liner shall be installed as a first step, prior to lot clearing. All vehicle ingress and egress shall be directed over the installed construction entrance to prevent the tracking of mud onto public roads.
5. All sediment control structures shall be maintained in an effective operating condition.
6. All soil stockpiles shall be protected by a sediment control measure or be seeded and covered with mulch material as presented in VESCH Specification 3.35.
7. All cut and/or fill slopes greater than three (3) feet in vertical height shall require soil stabilization blanket as presented in VESCH, Specification 3.36.
8. This agreement does not authorize the use of any decomposable material as fill.
9. Development shall not impair existing surface drainage or constitute a potential sediment hazard. Storm water runoff shall not be conveyed or discharged onto adjacent properties in a manner which may cause damage.
10. All disturbed areas on the lot shall be stabilized within seven days of final grading with permanent vegetation or protective ground cover suitable for the time of year.
- 11. There shall be no fill material transported onto or borrow material transported away from the property without prior approval from the ESC Administrator.**

I further understand that failure to comply with the above requirements within three working days following notice by the representatives of the Erosion and Sediment Control Administrator could result in citation for violation of the Town of Farmville Erosion and Sedimentation Control Ordinance. I also understand that noncompliance could result in revocation of this land disturbance permit agreement and the building permit for which it was issued.

Signature of Landowner: \_\_\_\_\_

Responsible Land Disturber: \_\_\_\_\_ Certificate No. \_\_\_\_\_

Contact Information RLD: Address: \_\_\_\_\_ Phone: \_\_\_\_\_

(Certified by Dept. of Conservation and Recreation)

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_