

Town of Farmville

Building Inspection Department

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

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

Email: inspections@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
Phone:	Cell:	Fax:	Email:

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

Explanation of minor or other work:

Type of Permit	Estimate Value	Type Permit	Estimate Value	Type Permit	Estimate Value
Building:	\$0.00	Plumbing:	\$0.00	Mobil Home:	\$0.00
Electrical:	\$0.00	Sign:	\$0.00		
Mechanical:	\$0.00	Demo:	\$0.00	Total Ext. Value:	\$0.00

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

Owner's Signature	Date	Please print or type owner's name legibly

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.

Witness Signature	Date	Please print or type witness' name legibly

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? <input type="checkbox"/> Yes <input type="checkbox"/> 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 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** _____ **Date**
 Not Approved

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

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: _____



Town of Farmville
Building Inspections Department

P.O. Drawer 368
Farmville, VA 23901
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Demolition Procedures:

1. A permit for demolition must be obtained by the owner or contractor from the Farmville Building Inspection Department prior to commencement of work.
2. All structures pending demolition **must** be inspected by the Building Official prior to demolition.
3. All utility companies must be advised of the proposed demolition and have their meters and/or other equipment removed. A signature of each utility company's representative is required on the application. This application may be obtained at our office.
4. An asbestos statement form must be completed and attached to the application.
5. The sewer line must be properly plugged or capped. This must be inspected by the building department before it is covered. If it is covered prior to an inspection, the demolition will not be approved, and the contractor will be required to uncover the sewer cap so that it may be inspected.
6. The water line must be disconnected from the meter yoke on the property owner's side prior to any demolition or grading. This must be inspected by the town.
7. All debris must be removed from the lot. Building materials that would result in the area being classified as a land field cannot be buried.
8. The site must be filled and graded, without holes, to conform to the surrounding area. Erosion control methods must be implemented. All disturbed earth must be seeded and mulched. If any portion of the lot is to be disturbed beyond the building footprint a land disturbing permit must be obtained.



BUILDING INSPECTIONS DEPARTMENT

116 N. Main Street

Farmville, VA 23901

Office: 434.392.8465

Email: inspections@farmvilleva.com Web: www.farmvilleva.com

APPLICATION FOR DEMOLITION PERMIT

This application is made to demolish a structure at _____, Farmville, Virginia 23901, in accordance with the Building Code and more particularly, section 117 and its subsections.

Date _____ (permit expires 45 days from issuance) Permit # _____

Property Owner's Name _____ Phone # _____

Address _____

Contractor's Name _____ Phone # _____

Address _____

Contractor's License # _____

**Signature of Utility Company Representative

Town of Farmville (Water & Sewer) _____

Asbestos Report (Attach) _____

Century Link (Phone) _____

Dominion Virginia Power (Electric) _____

Shentel (Cable) _____

***Utility company representatives must sign off that utilities are not present or are not conflicting with demolition**

***Structure must be inspected by Building Official prior to demolition.**

Applicant Print Name / Applicant Signature

Date

Building Official

Date Approved



ASBESTOS AND COMPLIANCE CERTIFICATION FORM

BUILDING INSPECTIONS DEPARTMENT

116 N. Main Street

Farmville, VA 23901

Office: 434.392.8465

Email: inspections@farmvilleva.com Web: www.farmvilleva.com

This form shall be completed by all applications for building permits to renovate or demolish a building or structure. The owner or an authorized agent of the owner must sign this form and **one of the applicable boxes must be checked.**

ADDRESS WHERE WORK WILL BE PERFORMED

AS OWNER OR OWNER'S AGENT OF THE ABOVE BUILDING, I CERTIFY THAT:

- Buildings built after January 1, 1985:** The building permit for the original construction of the building listed above was issued after January 1, 1985; therefore, the building is not subject to asbestos certification requirements.
- The above building is a single-family dwelling, or is a residential building containing four or fewer dwelling units, which will not be used either as a commercial building or as a public development project, and is, therefore, exempt from asbestos inspection requirements.
- The combined amount of regulates asbestos-containing material involved in the renovation or demolition is less than 260 linear feet on pipes, or less than 160 square feet on the other facility components, or less than 35 cubic feet off facility components where length or area could not be measured previously, and is, therefore, exempt from asbestos inspection requirements.
- The affected portions of the above building have been inspected for the presence of asbestos by an individual licensed to perform such inspections pursuant to Virginia Uniform Statewide Building Code (VUSBC) and that no asbestos-containing materials were found. **Provide Report**
- The affected portions of the above building have been inspected for the presence of asbestos by an individual licensed to perform such inspections pursuant to VUSBC and that appropriate response actions will be taken with the requirements of NESHAPS and the asbestos worker requirements established by OSHA. **Provide report and obtain asbestos permit.**
- The building permit application is only for repair or replacement of roofing, floor covering, or siding materials. The materials to be repaired or replaced are assumed to contain friable asbestos and the appropriate response actions will be accomplished by a licensed asbestos contractor or a licensed asbestos roofing, flooring, siding contractor **(THIS OPTION IS NOT PERMITTED FOR SCHOOLS PER THE VUSBC).** **Provide Report and obtain asbestos permit.**

This form shall be completed by all applications for building permits to renovate or demolish a building or structure. The owner or an authorized agent of the owner must sign this form and **one of the applicable boxes must be checked.**

ADDRESS WHERE WORK WILL BE PERFORMED

AS OWNER OR OWNER'S AGENT OF THE ABOVE BUILDING, I CERTIFY THAT:

- Buildings built after January 1, 1985:** The building permit for the original construction of the building listed above was issued after January 1, 1985; therefore, the building is not subject to asbestos certification requirements.
- The above building is a single-family dwelling, or is a residential building containing four or fewer dwelling units, which will not be used either as a commercial building or as a public development project, and is, therefore, exempt from asbestos inspection requirements.
- The combined amount of regulates asbestos-containing material involved in the renovation or demolition is less than 260 linear feet on pipes, or less than 160 square feet on the other facility components, or less than 35 cubic feet off facility components where length or area could not be measured previously, and is, therefore, exempt from asbestos inspection requirements.

- The affected portions of the above building have been inspected for the presence of asbestos by an individual licensed to perform such inspections pursuant to Virginia Uniform Statewide Building Code (VUSBC) and that no asbestos-containing materials were found. **Provide Report**
- The affected portions of the above building have been inspected for the presence of asbestos by an individual licensed to perform such inspections pursuant to VUSBC and that appropriate response actions will be taken with the requirements of NESHAPS and the asbestos worker requirements established by OSHA. **Provide report and obtain asbestos permit.**
- The building permit application is only for repair or replacement of roofing, floor covering, or siding materials. The materials to be repaired or replaced are assumed to contain friable asbestos and the appropriate response actions will be accomplished by a licensed asbestos contractor or a licensed asbestos roofing, flooring, siding contractor (**THIS OPTION IS NOT PERMITTED FOR SCHOOLS PER THE VUSBC**). **Provide Report and obtain asbestos permit.**

CAUTION: While proper completion of this form satisfies VUSBC for permit issuance, notification of applicable state agencies may be required. Asbestos inspections and abatement at licensed daycare centers is further regulated by the Virginia Department of Social Services Division of Licensing. For more information, contact them at (804) 662.9743. For additional information OSHA/NESHAP regulations, contact the Virginia Department of Labor and Industry, (804) 786.0574. OSHA may require additional permits or inspections.

In addition to the above, I also certify that:

- Any asbestos abatement area will not be occupied until all response actions have been completed and final levels for re-occupancy of the abatement area shall be 0.01 or fewer asbestos fibers per cubic centimeter if determined by Phase Contrast Microscopy analysis (PCM) or 70 or fewer per square millimeter if determined by Transmission Electron Microscopy analysis (TEM).
- If the structure is to be demolished, the owner or owner's agent has obtained a release from all utilities having service connections to the building stating that all service connections and appurtenant equipment have been removed or sealed or plugged in a safe manner. The owner or owner's agent has given written notice to the owners of adjoining lots and to the owner of other lots affected by the temporary removal of utility wires or other facilities caused by the demolition as applicable.

Signature of Owner or Agent

Date

In addition to the above, I also certify that:

- Any asbestos abatement area will not be occupied until all response actions have been completed and final levels for re-occupancy of the abatement area shall be 0.01 or fewer asbestos fibers per cubic centimeter if determined by Phase Contrast Microscopy analysis (PCM) or 70 or fewer per square millimeter if determined by Transmission Electron Microscopy analysis (TEM).
- If the structure is to be demolished, the owner or owner's agent has obtained a release from all utilities having service connections to the building stating that all service connections and appurtenant equipment have been removed or sealed or plugged in a safe manner. The owner or owner's agent has given written notice to the owners of adjoining lots and to the owner of other lots affected by the temporary removal of utility wires or other facilities caused by the demolition as applicable.

Signature of Owner or Agent

Date

CAUTION: While proper completion of this form satisfies VUSBC for permit issuance, notification of applicable state agencies may be required. Asbestos inspections and abatement at licensed daycare centers is further regulated by the Virginia Department of Social Services Division of Licensing. For more information, contact them at (804) 662.9743. For additional information OSHA/NESHAP regulations, contact the Virginia Department of Labor and Industry, (804) 786.0574. OSHA may require additional permits or inspections.

Excerpts from the Code of Virginia Pertaining to Asbestos Disturbance and Removal

§ 36-99.7. Asbestos inspection in buildings to be renovated or demolished; exceptions:

A. A local building department shall not issue a building permit allowing a building, for which an initial building permit was issued before January 1, 1985, to be renovated or demolished until the local building department receives certification from the owner or his agent that the affected portions of the building have been inspected for the presence of asbestos by an individual licensed to perform such inspections pursuant to § 54.1-503 and that no asbestos-containing materials were found or that appropriate response actions will be undertaken in accordance with the requirements of the Clean Air Act National Emission Standard for the Hazardous Air Pollutant (NESHAPS) (40 CFR 61, Subpart M), and the asbestos worker protection requirements established by the U.S. Occupational Safety and Health Administration for construction workers (29 CFR 1926.1101). Local educational agencies that are subject to the requirements established by the Environmental Protection Agency under the Asbestos Hazard Emergency Response Act (AHERA) shall also certify compliance with 40 CFR 763 and subsequent amendments thereto.

B. To meet the inspection requirements of subsection A, except with respect to schools, asbestos inspection of renovation projects consisting only of repair or replacement of roofing, floor covering, or siding materials may be satisfied by a statement that the materials to be repaired or replaced are assumed to contain friable asbestos and that asbestos installation, removal, or encapsulation will be accomplished by a licensed asbestos contractor.

C. The provisions of this section shall not apply to single-family dwellings or residential housing with four or fewer units, unless the renovation or demolition of such buildings is for commercial or public development purposes. The provisions of this section shall not apply if the combined amount of regulated asbestos-containing material involved in the renovation or demolition is less than 260 linear feet on pipes or less than 160 square feet on other facility components or less than 35 cubic feet off facility components where the length or area could not be measured previously.

D. An abatement area shall not be reoccupied until the building official receives certification from the owner that the response actions have been completed and final clearances have been measured. The final clearance levels for reoccupancy of the abatement area shall be 0.01 or fewer asbestos fibers per cubic centimeter if determined by Phase Contrast Microscopy analysis (PCM) or 70 or fewer structures per square millimeter if determined by Transmission Electron Microscopy analysis (TEM).

NOTICE TO ALL CONTRACTORS

Virginia Department of Labor and Industry

DOLI

**Regulations for Demolition, Renovation and Removal of
Asbestos**

NOTIFICATION of DEMOLITION, RENOVATION and REMOVAL of ASBESTOS

PLEASE NOTE:

In addition to permits required by the Local Authority Having Jurisdiction for the Demolition, Renovation of a structure and the Removal of Asbestos, the VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY has additional requirements for compliance with the DOLI ASBESTOS REGULATIONS.

You may view these regulations at:

www.doli.virginia.govwww.doli.virginia.gov

or

Contact: Richard Wiggins @ (540) 562-3580 ext. 131

ADDITIONAL ASBESTOS INFORMATION TELEPHONE NUMBERS

Department of Environmental Quality Waste Enforcement Division - (804) 698-4000

Department of Housing and Community Development Building & Fire Regulation - (804) 371-7170

VOSH & NESHAP Enforcement (Asbestos Removal) Richmond Office - (804) 367-8506

**Department of Professional and Occupational Regulations Licensing (Individuals & Contractors)
Licensing, application and information - (804) 367-8506 Or visit <http://www.dpor.virginia.gov/dpor>**