

City of Galax  
**BUILDING PERMIT APPLICATION**

Building Official, City of Galax, 111 E. Grayson Street, Galax, VA 24333 --- Telephone 276-236-7297

**Property Owner Information**

Property Owner: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

**Contractor or Owner's Agent Information**

Contractor or Owners Agent: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Galax Business License – YES [ ] NO [ ]

Contractor License Number: \_\_\_\_\_ Class A, B, or C: \_\_\_\_\_ Designations: \_\_\_\_\_

Master Tradesman Name: \_\_\_\_\_ License Number: \_\_\_\_\_

*For one or two family dwelling projects, applicant may provide the Mechanic's Lien Agent as defined in the Code of Virginia, Title 43 Chapter 1 – Mechanics' and Materialmen's Liens § 43-1. If applicant chooses to not provide Mechanic's Lien Agent mark as "**None Designated**".*

Mechanic's Lien Agent Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

**Construction Building Permit Information**

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

Please provide a brief description of the construction work to be performed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Total Labor, Material and Equipment Project Cost: \$ \_\_\_\_\_

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### Building Permit Type

- Residential construction or remodeling using the 2012 International Residential Code.
- Commercial or Multi-Family construction using the 2012 International Building Code.
- Electrical       Plumbing       HVAC       Sprinkler
- Fuel Gas       Demolition       Tank Installation or Removal

**NOTE: IF REQUIRED, THE FOLLOWING PERMITS MUST BE ISSUED PRIOR TO THE OBTAINING BUILDING PERMITS**

- Erosion and Sediment Control Permit (refer to E&S Program requirements & exemptions)
- General Stormwater Discharge Permit (refer to SWM Program requirements & exemptions)
- Sign Permit (required for new signs, re-facing of existing signs and temporary signs)
- Zoning Permit Application – A zoning review is required for all projects. Re-zoning, conditional use permits, subdivisions, etc... require an additional application and approval process.

### REQUIRED BUILDING PERMIT APPLICATION ATTACHMENTS

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Attachment A – PROPERTY SITE PLAN DRAWING SUBMITTAL           | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Attachment B – PROPERTY OWNER AFFIDAVIT                       | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Attachment C – ASBESTOS CERTIFICATION FORM                    | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Attachment D – CONSTRUCTION PLAN SUBMITTAL AND REVIEW         | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Attachment E – CONSTRUCTION SUBCONTRACTOR INFORMATION         | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Attachment F – GALAX CITY STAFF REVIEW AND APPROVAL CHECKLIST | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

### REQUIRED ADDITIONAL PERMIT APPROVALS

- |                                   |                              |                             |                             |
|-----------------------------------|------------------------------|-----------------------------|-----------------------------|
| ZONING PERMIT APPLICATION         | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Review Approval Date: _____ |
| EROSION AND SEDIMENT CONTROL PLAN | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Approval Date: _____        |
| STORMWATER DISCHARGE PERMIT       | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Approval Date: _____        |
| SIGN PERMIT APPLICATION           | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Approval Date: _____        |

*I hereby certify that I have the authority to make the foregoing application per the Virginia Uniform Statewide Building Code Section 108.4 and the Code of Virginia Section 54.1-1000 et seq.; I also certify that the information above is true and correct and that all construction shall comply with the Virginia USBC and Galax City Code.*

Printed Name	Signature	Date
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# City of Galax

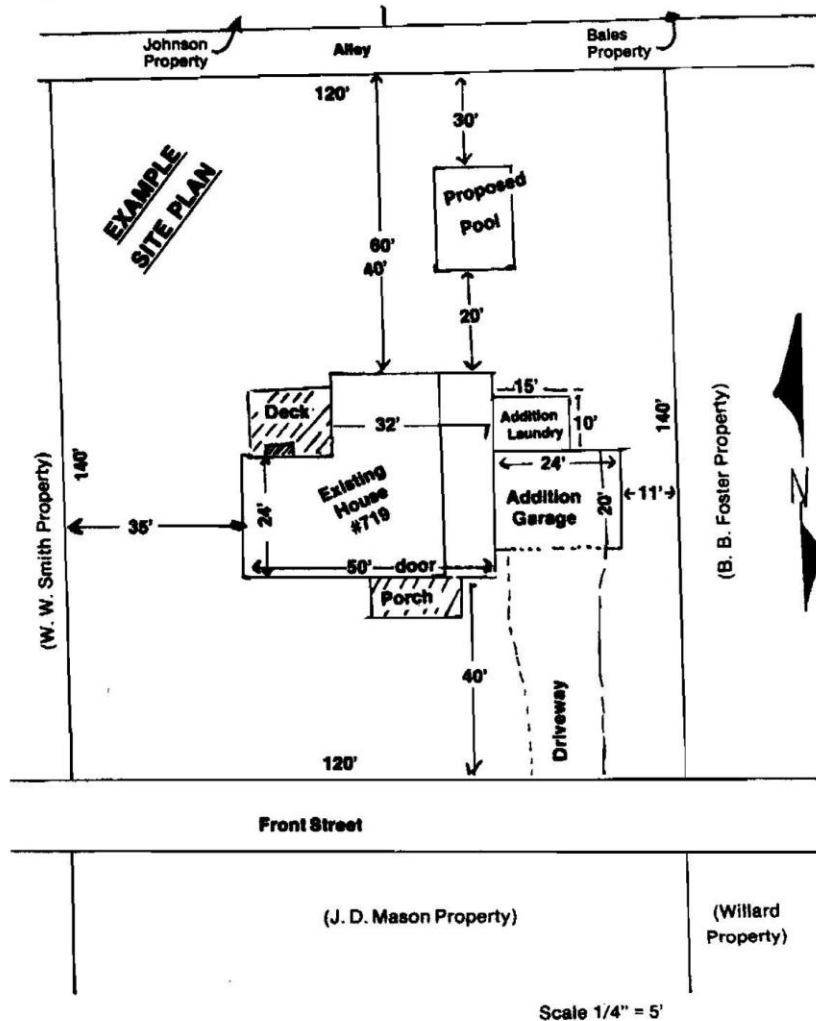
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### Attachment A – PROPERTY SITE PLAN DRAWING

In accordance with the Virginia Uniform Statewide Building Code - Section 109.2, the Building Official may require submittal of a Site Plan with the Building Permit Application. Site Plans are generally not required for alterations and renovations that do not change the building foot print; Or for repairs or the installation of equipment within a structure. If required, the Building Permit Application must include a site plan similar to the example drawing below and with no less than the following information.

1. Location of building on property
2. Building setback dimension from property lines
3. Driveway connection



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**Provide a sketch(s) or drawing(s) of the project site plan in the space below or on other documents as necessary and directed by the Building Official.**

*I certify that the Attachment A – Property Site Plan Drawing information is correct and that all construction shall comply with the Virginia USBC.*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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**Attachment C – ASBESTOS CERTIFICATION FORM**

**Project Address:** \_\_\_\_\_

**Owner or Agent:** \_\_\_\_\_

The Virginia Uniform Statewide Building Code - Section 110.3 requires that an executed Asbestos Certification Form be provided by the property owner or his agent prior to a Building Permit being issued and construction work being performed on any building constructed prior to January 1, 1985. The property owner or agent must certify that one of the following statements truthfully describes the situation regarding asbestos in the affected portions of the existing building. Please review and check the appropriate asbestos certification statement below.

- The building or affected portions of the building have been checked for the presence of asbestos by an individual licensed to perform such inspections pursuant to Sec. 54-1-503 of the Code of Virginia and that no asbestos containing materials were found.
- The building or affected portions of the building have been checked for the presence of asbestos by an individual licensed to perform such inspections pursuant to Sec. 54-1-503 of the Code of Virginia and that appropriate response actions will be undertaken with the requirements of the Clean Air Act National Emission Standard for Hazardous Air Pollutant (NESHAPS: 40 CFR Part 61, Subpart M), and the asbestos worker protection requirements established by the U.S. Occupational and Safety and Health Administration for construction workers (29 CFR 1926.1101). Local educational agencies that are subject the requirements established by the Environmental Protection Agency under the Asbestos Hazard Emergency Response Act (AHERA) shall also certify compliance with 40 CFR Part 763 and subsequent amendments thereto.
- The renovation project consists only of repair or replacement of roofing, floorcovering, or siding materials and 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.

**This project is exempt from the requirements of this USBC Section 110.3 for the following reason:**

- The project is a single family dwelling or residential housing with 4 or fewer units. (**Note:** This exemption does **NOT** apply if the project is renovation or demolition of a building for commercial or public development purposes.)
- The combined amount of asbestos regulated materials 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 of facility components where the length or area could not be measured previously.

**NOTE:** An asbestos abatement area shall **NOT** be re-occupied until the Building Official receives certification from the owner that the response actions have been completed and final clearances have been measured.

\_\_\_\_\_  
Signature of Property Owner or Agent

\_\_\_\_\_  
Date

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### Attachment D – CONSTRUCTION PLAN SUBMITTAL and REVIEW

1. New structures, building additions and other projects require submittal of construction drawings, except when the Building Official determines the proposed work is of a minor nature.
2. Building Permits are not issued until construction plan reviews are completed.
3. Construction plan reviews involve coordination with various City Departments to allow for City Code compliance review and approval.
4. Building Permits will be issued as soon as practical after application filing. Applicant should allow a reasonable time for examination and plan review by Galax City Staff to verify compliance with the Virginia Construction Code and Galax City Code.
5. The Code of Virginia requires the professional seal of a Virginia licensed architect or engineer for structures that meet a description of the categories marked “Yes” in the following Table. The Virginia Construction Code does not restrict the authority of the Building Official to require that any drawings be certified by an architect or engineer.

Construction Plan Drawing Matrix Virginia Architect and/or Engineer Professional Seal Requirements for Building Occupancy Use Group and Structure Size Categories						
USE GROUP	OCCUPANCY DESCRIPTION	BUILDING AREA - SQUARE FOOTAGE			BUILDING STORIES	
		<5000	5001 – 15,000	>15,000	3 or less	4 or more
A	Assembly	Yes	Yes	Yes	Yes	Yes
B	Business	-	Yes	Yes	-	Yes
E	Education	Yes	Yes	Yes	Yes	Yes
F	Factory	-	-	Yes	-	Yes
H	Hazard	Yes	Yes	Yes	Yes	Yes
I	Institutional	Yes	Yes	Yes	Yes	Yes
M	Mercantile	-	Yes	Yes	-	Yes
R-1	Hotels	Yes	Yes	Yes	Yes	Yes
R-2	Multi-family	-	-	-	-	Yes
R-3	1&2 Family	-	-	-	-	Yes
R-4	1&2 Family	-	-	-	-	Yes
S	Storage	-	-	Yes	-	Yes

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**Attachment E – CONSTRUCTION SUBCONTRACTOR INFORMATION**

List all sub-contractors that will be performing work on the project. These may include but are not limited to grading contractors, concrete finishers, masons, framing contractors, drywall workers, painters, roofers and others not listed below. Please note the following contractor and subcontractor requirements.

1. All sub-contractors must have a City Business License issued by the Commissioner of Revenue’s Office.
2. All sub-contractors must be licensed or certified as required by the State of Virginia Contractor Board; if the work they perform exceeds \$1000 in labor, materials and equipment cost.
3. It is a violation of Contractor Board Regulations for a licensed contractor to hire unlicensed sub-contractors. The failure of a sub-contractor to have a City Business License or Virginia Contractor’s License may result in a project being delayed until all licensing requirements are met.

Construction Trade	Business Name	Contractor License or Cert. Number	Galax Business License YES or NO
Excavation			
Concrete			
Masonry			
Framing			
Drywall			
Insulation			
Painting			
Roofing			
Siding			
Electrical			
Plumbing			
HVAC			
Fuel Gas			
Sprinkler			



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**Attachment F – GALAX CITY STAFF REVIEW and APPROVAL CHECKLIST**

Prior to a building or other permit being issued, the following City Departments must review and approve the proposed work for compliance with Galax City Code including but not limited to zoning regulations, demolition regulations, landscaping and other State Code compliance issues. Plans, drawings and/or specifications may be required prior to approval from City Departments.

[ ] **Zoning:** Compliance with zoning regulations, setbacks, intended use and other Code issues.  
Zoning Administrator, Daniel C. Riegel Approved [ ]  
276-601-3600 \_\_\_\_\_ Not Approved [ ]  
Signature of Zoning Administrator Date

[ ] **Landscape Ordinance Compliance:** Required landscaping for commercial, industrial and multi-family sites.  
Zoning Administrator, Daniel C. Riegel Approved [ ]  
276-601-3600 \_\_\_\_\_ Not Approved [ ]  
Signature of Zoning Administrator Date

[ ] **Grease Trap/ Oil Separators Approval:** Grease traps and oil separators and their maintenance are required for certain wastewater discharges including but not limited to restaurants, food preparation, garages, etc...  
City Engineer, Edwin Ward, P.E. Approved [ ]  
276-236-2422 \_\_\_\_\_ Not Approved [ ]  
Signature of City Engineer Date

[ ] **Street Access, Curbs, Sidewalks, Etc.:** Work involving public property, such as, curbs, sidewalks, driveway entrance, etc... must be performed per VDOT Regulations and City Code.  
Director of Public Works, Charles Joyce Approved [ ]  
276-236-3691 \_\_\_\_\_ Not Approved [ ]  
Signature of Public Works Director Date

[ ] **Sanitary Sewer, Stormwater and/or Water Service:** Sanitary sewer, stormwater and/or water system connection reviews are required to verify tap location and service capacity. Reviews must be conducted by both Engineering and Public Works Departments.

Environmental Program Manager, Philip Hash Approved [ ]  
276-236-7380 \_\_\_\_\_ Not Approved [ ]  
Signature of Environmental Program Manager Date

Public Works Department, Mike Woodel Approved [ ]  
276-236-3691 \_\_\_\_\_ Not Approved [ ]  
Signature of Assistant Public Works Director Date