DEPARTMENT OF PLANNING AND DEVELOPMENT REVIEW
BUREAU OF PERMITS AND INSPECTION
ROOM 110 CITY HALL
900 E. BROAD STREET
RICHMOND, VIRGINIA 23219
PHONE (804) 646-4169

https://www.rva.gov/planning-development-review/permits-and-inspections

DEMOLITION PERMIT APPLICATION

PERMIT NO. D

BUILDING PERMIT NO. B

TRACK 1

THIS IS AN APPLICATION ONLY. IT IS NOT AUTHORIZATION TO START ANY WORK. NO WORK SHALL START UNTIL A PERMIT IS POSTED ON THE JOB SITE.

CONTRACTOR/OWNER INFORMATION

1 JOB/PROPERY ADDRESS *(STREET & NUMBER)* | 2 FLOOR/ROOM NO.

3 CONTRACTOR NAME | 4 LICENSE TYPE | 5 CLASS ☐ A ☐ B ☐ C | 6 STATE LICENSE NO.

7 CONTRACTOR STREET ADDRESS | 8 CONTRACTOR TELEPHONE NO./EMAIL ADDRESS

9 CITY | STATE | ZIP CODE | 10 OWNER EMAIL ADDRESS

11 PROPERTY OWNER NAME | 12 PROPERTY OWNER ADDRESS/ZIP | 13 OWNER DAYTIME TELEPHONE NO.

BLDG. INFO

14 DESCRIBE CURRENT STRUCTURE USE | 15 DESCRIBE PROPOSED STRUCTURE USE

COST INFO

16 TOTAL VALUE OF CONTRACT INCLUDING MATERIAL, LABOR, SUBCONTRACTS OVERHEAD AND PROFIT → $

WORK DESCRIPTION

17 DESCRIBE SCOPE OF WORK

CONTACT INFORMATION

18 CONTACT PERSON | 19 CONTACT PHONE NO. | 20 CONTACT FAX NO.

21 CONTACT ADDRESS | ZIP CODE | 22 EMAIL

23 DO YOU WANT TO BE CALLED TO PICK UP PERMIT WHEN ISSUED? ☐ YES ☐ NO | NAME | PHONE NO.

24 ENGINEER NAME | 25 ENGINEER PHONE NO. | 26 ENGINEER FAX NO. | 27 EMAIL

STRUCTURE

28 IS THE STRUCTURE ATTACHED OR DETACHED? ☐ ATTACHED ☐ DETACHED

29 BASEMENT? ☐ YES ☐ NO

30 ACCESSORY BUILDING? ☐ YES ☐ NO

31 WELLS? ☐ YES ☐ NO

32 UNDERGROUND TANKS? ☐ YES ☐ NO

33 SEPTIC SYSTEM? ☐ YES ☐ NO

34 NUMBER OF STORIES | 35 AREA PER FLOOR (SQUARE FEET)

OWNERS STATEMENT

FOR OWNERS WHO ARE APPLYING FOR WORK IN THE CITY OF RICHMOND, IT WILL BE YOUR RESPONSIBILITY TO FILL OUT THE "BUILDING PERMIT – OWNER STATEMENT" FORM IN THE LINK BELOW AND SUBMIT THIS WITH THE PERMIT APPLICATION EITHER THROUGH THE CITY'S ONEDRIVE OR SUBMITTED BY MAIL:

https://www.rva.gov/sites/default/files/2022-06/BuildingPermitOwnerStatement.pdf

ASBESTOS CERTIFICATION

FOR OWNERS WHO ARE APPLYING FOR WORK IN THE CITY OF RICHMOND, IT WILL BE YOUR RESPONSIBILITY TO FILL OUT THE "ASBESTOS CERTIFICATION" FORM IN THE LINK BELOW AND SUBMIT THIS WITH THE PERMIT APPLICATION EITHER THROUGH THE CITY'S ONEDRIVE OR SUBMITTED BY MAIL:

https://www.rva.gov/sites/default/files/2022-08/Asbestos-Certification.pdf

OFFICE USE ONLY

ARTS DISTRICT ☐ YES ☐ NO | HISTORICAL DISTRICT ☐ YES ☐ NO | VIOLATION ON PROPERTY ☐ YES ☐ NO | DELINQUENT TAXES DUE? ☐ YES ☐ NO | ICC TYPE OF CONSTRUCTION

EXISTING USE GROUP | PROPOSED USE GROUP | FEE CALCULATION TYPE ☐ S ☐ U ☐ B ☐ C | PERMIT FEE | FEE RECEIVED | RECEIPT NO. ☐ CASH ☐ CHECK ☐ CREDIT CARD

IS PROPERTY IN 100 YEAR FLOOD PLAIN? ☐ YES ☐ NO | FLOOD ELEVATION | SITE ELEVATION | CHESAPEAKE BAY PROTECTION AREA? ☐ YES ☐ NO | CHESAPEAKE BAY MANAGEMENT AREA? ☐ YES ☐ NO

APPLICATION APPROVED BY | DATE | APPLICATION DISAPPROVED BY | DATE

A COPY OF YOUR STATE CONTRACTOR'S LICENSE AND BUSINESS LICENSE SHALL BE ON FILE BEFORE A PERMIT WILL BE ISSUED.

BY SUBMITTING THIS APPLICATION, I CERTIFY I AM IN COMPLIANCE WITH THE CODE OF VIRGINIA, SECTION 54.1-1100 ET SEQ; RULES AND REGULATIONS OF THE VIRGINIA BOARD OF CONTRACTORS AND CHAPTER 14, CODE OF THE CITY OF RICHMOND.

FEE SCHEDULE

1 & 2 Family Residential = $184.00

Commercial = $368.00*

*For Commercial structures up to 10,000 square feet of floor area add an additional $0.01 per square foot floor area above 10,000 square feet, not to exceed a maximum fee for $1,000.00.

*Add a 2% state surcharge to the final calculated fee.

INSTRUCTIONS ON FILLING OUT A DEMOLTION PERMIT APPLICATION

At the top right hand corner of the application is a capital D, This is the space where your permit number will be written after you have paid for the permit. There is also a capital B, this is where you will write any building permit number that is associated with the security permit application.

Box #1 - This is where you put the number & street address where the work is being done.

Box #2 - This is to be used on multi-story commercial and multi-family residential projects. It can be left blank on single family and duplex permit applications.

Box #3 - This is where you put the name of the contractor doing the work or your name if you are the owner/tenant and are applying for the permit as the owner/ tenant.

Box #4 - This is where you put the classification that is your contractor's license such as BLD, H/H.

Box #5 - This is where you put the class of license located on your contractor's license such as A, B, C.

Box #6 - This is your state board of contractor's license number. It will always begin with 2701 or 2705 and be followed by six digits. Do NOT use a license number that begins with 2710 as this is a tradesman card number and does not allow you to apply for a permit.

Box #7 - Contractor' s street address.

Box #8 - Contractor's telephone number.

Box #9 - Contractor's city, state and zip code.

Box #10 - Owner's email address.

Box #11 - This is where you put the name of the property owner.

Box #12 - This is where you put the property owner's address.

Box #13 - This is where you put the property owner's daytime phone number.

Box #14 - Fill in the current use of the property such as restaurant, single family dwelling, duplex, etc.

Box #15 - Fill in the proposed use of the property such as restaurant, office, duplex, etc.

Box #16 - COST INFORMATION - This is the cost of all labor, materials, overhead, subcontractors and profit. This may be used to determine how much you pay in permit fees.

Box #17 - Give a brief description of the work to be done.

Box #18 - The name of the person tocontact if they are questions about the application or drawings.

Box #19 - Fill in the contact person's phone number.

Box #20 - Fill in the contact person's fax number.

Box #21 - Fill in the contact person's complete address.

Box #22 - Fill in the contact person's e-mail, if available.

Box #23 - Check whether or not you would like to be called to pick up the permit. If you check "yes", fill in your name and phone number.

Box #24 - Fill in if submitting drawings done by an engineer or architect.

Box #25 - Fill in the Architect/Engineer's phone number.

Box #26 - Fill in the Architect/ Engineer's fax number.

Box #27 - Fill in the Architect/Engineer's email address.

Box #28 - Is the structure attached to the building on either side of it? If it is mark Attached, if it is not attached then mark detached.

Box #29 - Is there a basement in the building mark Yes or No.

Box #30 - Check Yes or No if this application is for demolishing an Accessory Building.

Box #31 - Is there a well on the property mark Yes or No.

Box #32 - Are there underground tanks on the property mark Yes or No.

Box #33 - Is there a septic system on the property mark Yes or No.

Box #34 - Write the number of stories above ground.

Box #35 - Write the number of square feet per floor.

Box #A, B & C - Fill out the asbestos certification with the Applicant's name, property address and signature if demolishing an existing commercial structure. (This section is not applicable to residential structures of 4 units or less.)