

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 2015 International Residential Code.
- Commercial or Multi-Family construction using the 2015 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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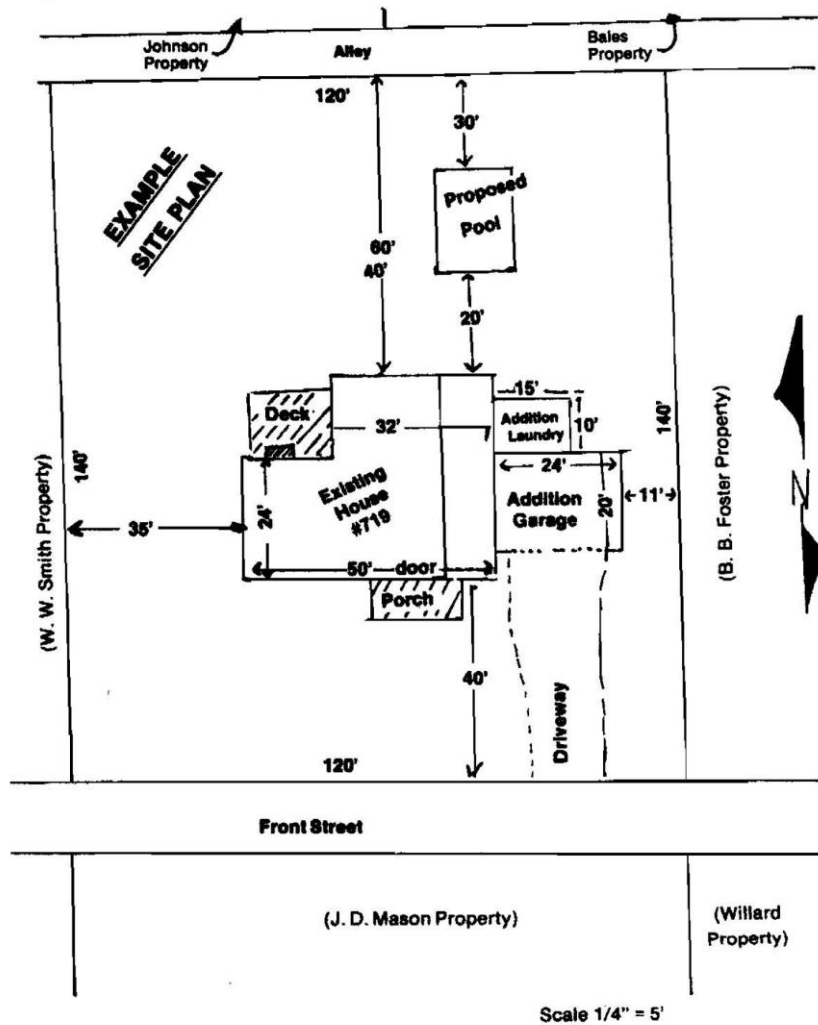
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Attachment A – PROPERTY SITE PLAN DRAWING

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 B – Property Owner Evidence of Exemption

Owner's Name: _____

Owner's Address: _____

Telephone Number: _____ Email Address: _____

Business Name: (if applicable) _____

Business Address: _____

Telephone Number: _____ Email Address: _____

THIS PROPERTY OWNER EVIDENCE OF EXEMPTION IS A WRITTEN STATEMENT OF TRUTH BY THE OWNER REGARDING CONTRACTOR LICENSURE LAW AS DEFINED IN THE CODE OF VIRGINIA TITLE 54.1 CHAPTER 11. INDIVIDUALS MAKING A FALSE STATEMENT OR VIOLATIONS OF VIRGINIA LAWS CAN BE PROSECUTED IN A COURT OF LAW ON MISDEMEANOR OR FELONY CHARGES. PRIOR TO SIGNING, PLEASE READ THIS AFFIDAVIT AND EXHIBIT 1 CAREFULLY TO UNDERSTAND REQUIREMENTS OF THE CODE OF VIRGINIA LAW.

The owner must meet at least one of the criteria listed below to qualify for an exemption in accordance with the **Code of Virginia Title § 54.1-1101 Exemptions; failure to obtain certificate of occupancy; penalties** and **Title § 54.1-1111 Prerequisites to obtaining business license; building, etc., permit** as shown on the attached Exhibit 1.

Owner must read and fully understand Exhibit 1, then mark the appropriate box below in front of a Notary Public.

- Any person who performs or supervises the construction, removal, repair or improvement of **no more than one primary residence owned by him and for his own use during any 24-month period;***

- Any person who performs or supervises the construction, removal, repair or improvement of **a house upon his own real property as a bona fide gift to a member of his immediate family provided such member lives in the house.** For purposes of this section, "immediate family" includes one's mother, father, son, daughter, brother, sister, grandchild, grandparent, mother-in-law and father-in-law;*

- Any person who performs or supervises the repair or improvement of **industrial or manufacturing facilities, or a commercial or retail building, for his own use;***

- Any person who performs or supervises the repair or improvement of **residential dwelling units owned by him that are subject to the Virginia Residential Landlord and Tenant Act (§ 55.1- 1200 et seq.);***

- Other specified exemption listed under **§ 54.1-1101.A.1 to A.6** and **§ 54.1-1101.A.11 to A.15** as shown on Attachment B, EXHIBIT 1. Please specify the claimed exemption: _____

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Attachment B – Property Owner Evidence of Exemption

WARNING

I hereby affirm that I have read Exhibit 1, *Code of Virginia Title § 54.1-1101* and *§ 54.1-1111* and fully understand the contents thereof; and state that I am not subject to licensure as a contractor or subcontractor. I further affirm that I will be solely responsible for all construction on the described property allowed by permit(s) hereby issued. If I choose to supervise or hire the work out to be performed by any other person or business employed by me, that person or business shall comply with contractor licensing laws and regulations.

I affirm that I fully understand the following *Code of Virginia Title § 54.1-1101* and *§ 54.1-1111* provisions:

- All taxes and business licenses shall be paid in full.
- I shall obtain a Certificate Of Occupancy prior to conveying property to a third party.
- I shall comply with the Virginia Uniform Statewide Building Code (VUSBC).
- A violation of the provisions in *54.1-1100.B & C* shall be guilty of a Class 1 misdemeanor. A third or subsequent conviction of a violation during a 36-month period shall constitute a Class 6 felony.

IN WITNESS WHEREOF, the OWNER has executed this Property Owner Evidence of Exemption on this _____ day of _____, 20__.

By: _____

COMMONWEALTH OF VIRGINIA CITY/COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____, 20__, by _____, herein.

Given under my hand this _____ day of _____ - _____, 20__.

My commission expires: _____ Registration number: _____

Notary Public

(SEAL)

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ATTACHMENT B, EXHIBIT 1 – Property Owner Evidence of Exemption

The City of Galax provides the following State Law for property and business owners regarding building permit issuance to persons other than Virginia licensed contractors.

The applicable law on this matter is the *Code of Virginia Title § 54.1-1101 Exemptions; failure to obtain certificate of occupancy; penalties* and *Title § 54.1-1111 Prerequisites to obtaining business license; building, etc., permit* and they are shown as follows:

§ 54.1-1101. Exemptions; failure to obtain certificate of occupancy; penalties.

A. The provisions of this chapter shall not apply to:

1. Any governmental agency performing work with its own forces;
2. Work bid upon or undertaken for the armed services of the United States under the Armed Services Procurement Act;
3. Work bid upon or undertaken for the United States government on land under the exclusive jurisdiction of the federal government either by statute or deed of cession;
4. Work bid upon or undertaken for the Department of Transportation on the construction, reconstruction, repair or improvement of any highway or bridge;
5. Any other persons who may be specifically excluded by other laws but only to such an extent as such laws provide;
6. Any material supplier who renders advice concerning use of products sold and who does not provide construction or installation services;
7. Any person who performs or supervises the construction, removal, repair or improvement of no more than one primary residence owned by him and for his own use during any 24-month period;
8. Any person who performs or supervises the construction, removal, repair or improvement of a house upon his own real property as a bona fide gift to a member of his immediate family provided such member lives in the house. For purposes of this section, "immediate family" includes one's mother, father, son, daughter, brother, sister, grandchild, grandparent, mother-in-law and father-in-law;
9. Any person who performs or supervises the repair or improvement of industrial or manufacturing facilities, or a commercial or retail building, for his own use;
10. Any person who performs or supervises the repair or improvement of residential dwelling units owned by him that are subject to the Virginia Residential Landlord and Tenant Act (§ [55.1-1200](#) et seq.);
11. Any owner-developer, provided that any third-party purchaser is made a third-party beneficiary to the contract between the owner-developer and a licensed contractor whereby the contractor's obligation to perform the contract extends to both the owner-developer and the third party;
12. Work undertaken by students as part of a career and technical education project as defined in § [22.1-228](#) established by any school board in accordance with Article 5 (§ [22.1-228](#) et seq.) of Chapter 13 of Title 22.1 for the construction of portable classrooms or single family homes;
13. Any person who performs the removal of building detritus or provides janitorial, cleaning, or sanitizing services incidental to the construction, removal, repair, or improvement of real property;
14. Any person who is performing work directly under the supervision of a licensed contractor and is (i) a student in good standing and enrolled in a public or private institution of higher education, (ii) a student enrolled in a career training or technical education program, or (iii) an apprentice as defined in § [40.1-120](#); and
15. Work undertaken by a person providing construction, remodeling, repair, improvement, removal, or demolition valued at \$5,000 or less per project on behalf of a properly licensed contractor, provided that such contractor holds a valid license in the (i) residential building, (ii) commercial building, or (iii) home improvement building contractor classification.

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However, any construction services that require an individual license or certification shall be rendered only by an individual licensed or certified in accordance with this chapter.

All other contractors performing work for any government or for any governmental agency are subject to the provisions of this chapter and are required to be licensed as provided herein.

- B. Any person who is exempt from the provisions of this chapter as a result of subdivision A 7, 10, 11, or 12 shall obtain a certificate of occupancy for any building constructed, repaired or improved by him prior to conveying such property to a third-party purchaser, unless such purchaser has acknowledged in writing that no certificate of occupancy has been issued and that such purchaser consents to acquire the property without a certificate of occupancy.
- C. Any person who is exempt from the provisions of this chapter as a result of subdivision 7, 8, 9, 10, 11, 12, or 14 of subsection A shall comply with the provisions of the Uniform Statewide Building Code (§ [36-97](#) et seq.).
- D. Any person who violates the provisions of subsection B or C shall be guilty of a Class 1 misdemeanor. The third or any subsequent conviction of violating subsection B or C during a 36-month period shall constitute a Class 6 felony.

Code 1950, § 54-141; 1970, c. 319; 1980, c. 634; 1988, c. 765; 1990, c. 911; 1998, c. [754](#); 2003, c. [1025](#); 2004, c. [189](#); 2005, c. [348](#); 2007, c. [332](#); 2016, c. [527](#); 2017, cc. [132](#), [135](#); 2018, c. [767](#).

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

§ 54.1-1111. Prerequisites to obtaining business license; building, etc., permit.

- A. Any person applying to the building official 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 official 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 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 official 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 official, or other such authority, violating the terms of this section shall be guilty of a Class 3 misdemeanor.

- B. Any contractor applying for or renewing a business license in any locality in accordance with Chapter 37 (§ [58.1-3700](#) et seq.) of Title 58.1 shall furnish prior to the issuance or renewal of such license either (i) satisfactory proof that he is duly licensed or certified under the terms of this chapter or (ii) 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. No locality shall issue or renew or allow the issuance or renewal of such license unless the contractor has furnished his license or certificate number issued pursuant to this chapter or evidence of being exempt from the provisions of this chapter.

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](#); 2010, cc. [82](#), [755](#); 2018, cc. [37](#), [88](#).

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

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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, Stephanie M. Dalton 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, Stephanie M. Dalton 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, Adrienne Sikes 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