



County of Pulaski, VA  
 County Administration Building  
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VERSION 6-2019 OFFICE USE ONLY
Permit #: _____
VDH Permit #: _____
Permit Fee: \$ _____

## Commercial Building Permit Application

Date: \_\_\_\_\_

Project Address / Tax Map #: \_\_\_\_\_

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

Owner's Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email (required): \_\_\_\_\_

Directions: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Value of Construction (Materials and Labor): \$ \_\_\_\_\_

Please answer all of the following questions:

Is this property located in the 100 year Floodplain? Yes / NO

Category of Construction: Building Use Group: \_\_\_\_\_ Type of Construction: \_\_\_\_\_

Currently Sprinkled? Yes / NO

Will you need a Temporary Power Pole? Yes / NO AEP Work Order #: \_\_\_\_\_

Please circle all that apply:

Public Water Public Sewer Well Septic (MUST PROVIDE VDH PERMIT)

Electrical Plumbing HVAC Gas

Have you set up your PSA Account? Yes / NO PSA Account #: \_\_\_\_\_

Zoning Site Plan: Yes / NO Zoning Site Plan Petition #: \_\_\_\_\_

2 Sets of Building Plans Submitted: Yes / NO Manual S/J: Yes / NO

Describe Entrance: \_\_\_\_\_

**Please complete all that apply:**

New Building Dimensions: \_\_\_\_\_ Building Height of Principle Structure: \_\_\_\_\_

Number of Stories: \_\_\_\_\_ Number of Units: \_\_\_\_\_

Total Square Footage (this includes unfinished areas): \_\_\_\_\_

**Will you need a Third Party Inspector? Yes / NO**

**\* IF YES, CONTACT INFORMATION MUST BE SUBMITTED AT THE TIME OF REVIEW \***

**Third Party Inspector:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Main Contact Person: \_\_\_\_\_ Cell: \_\_\_\_\_

Alt Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**General Contractor:** \_\_\_\_\_

Contractor Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

VA State License #: \_\_\_\_\_ Pulaski County License #: \_\_\_\_\_

Main Contact Person: \_\_\_\_\_ Cell: \_\_\_\_\_

Alt Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**\* Please have each of your tradesmen or subcontractors complete the Trade Permit Application that designates with their trade. \***

Please read the following carefully before signing:

I hereby certify that I have authority to make this application and to the truthfulness in the application and that if any of the information provided is incorrect, the Building/Zoning Permit may be REVOKED. If the permit is issued wrongfully, whether based on misinformation or an improper application of the code the permit may be REVOKED. By signing this application I am certifying that I am responsible for conveying all information relevant to this application including Building/Zoning/Engineering and Erosion Sediment Control Codes and all other applicable codes to the property owner and/or contractor. Applications are processed in the order they are received and, if approved, you will be notified via phone or email. **Inspections require a 24 to 48 hour notice.**

Contractor Signature: \_\_\_\_\_

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



## Pulaski County Inspections and Requirements

- ❖ Soils report
- ❖ VDH permit approval for permit and on site approval before C/O issued
- ❖ Sprinkler/Fire alarm approval w/ Third party plan review and inspection requirements w/ on site approval before Final
- ❖ Flood plain Engineering submittal
- ❖ 2 sets of drawings with submittal (**no exceptions**) - 1 set to be sent w/ permit for on-site inspections
- ❖ Post address visible on site and from roadway
- ❖ Footings prior to placement of stone or concrete
- ❖ Foundation before placement of concrete
- ❖ Drain tile and waterproofing before backfill
- ❖ Sill plate installation
- ❖ Plumbing (DWV) under slab and or before backfill on exterior water/sewer lines
- ❖ Underground electrical/plumbing/gas before backfill
- ❖ Rough-Ins including: Framing, Mechanical, Electrical, Plumbing, Gas; before concealment
- ❖ HVAC duct seal before insulating
- ❖ Electrical service before concealment w/ grounding connected to footing steel
- ❖ (Commercial) Hoods/grease ducts w/ light test & Ansel System operational test, Fire walls (each layer w/ fastener pattern before concealment)
- ❖ Final
- ❖ \$50 Re-inspect fees apply to inspections that are not ready or do not have approved drawings/specs on site at time of inspection

