



Westmoreland County
LAND USE ADMINISTRATION

PO Box 1000, Montross, VA 22520
 Phone: 804-493-0120 Fax: 804-493-0604



PERMIT APPLICATION
 FOR
BUILDING - ELECTRICAL - PLUMBING - HEATING
DEMOLITION - LAND DISTURBANCE - ZONING

Submit three (3) copies of a plot plan, drawn to scale, showing the actual size, dimensions, and shape of the property, all existing and proposed buildings or structures on the property, their distance to lot lines and other information that is essential to the permit and property. Lack of information or details on the plan will result in the application being returned. A boundary survey is required for lots within a subdivision. Existing and proposed grades are required for projects 500 square feet and larger.

Legible Printing Please

Date: _____ Tax Map ID# _____

Project Address: _____

Magisterial District: _____

Zoning: _____

Owner or Applicant:

Mailing Address: _____
 City, State, Zip: _____

Phone: _____

Cell Phone: _____

FAX: _____

General Contractor:

Mailing Address: _____
 City, State, Zip: _____
 License #: _____

Phone: _____

Cell Phone: _____

FAX: _____

Class: _____

Exp. Date: _____

Responsible Land Disturber:

Mailing Address: _____
 City, State, Zip: _____
 License #: _____

Phone: _____

Cell Phone: _____

FAX: _____

Exp. Date: _____

General Contractors' Mechanic's Lien Agent:

Mailing Address: _____
 City, State, Zip: _____
 Contact Person: _____

Phone: _____

Cell Phone: _____

FAX: _____

Description of Project:
 (Proposed Use of Bldg or Site)

Project Cost: _____

(OVER)

IDENTIFY CONTRACTORS TO BE ON SITE

Building Contractor:		Phone:
Mailing Address:		
Electrical Contractor:		Phone:
Mailing Address:		
Plumbing Contractor:		Phone:
Mailing Address:		
Mechanical Contractor:		Phone:
Mailing Address:		

CIRCLE AND COMPLETE THE AREAS THAT APPLY TO THE PROJECT

Use	Construction	Exterior	Interior	Roofing	Plumbing/Heating
Dwelling Yes No	Modular	Wood	Plaster	Shingles	# Bathrooms
Addition Yes No	Wood Frame	Brick	Wall Board	Slate	# Fireplace
Garage Yes No	Brick	Vinyl	Panel	Metal	# A/C units
Commercial Yes No	Tile-C Block	Aluminum	Tile		# Heat Units
Other	Other	Other	Other	Other	Other

Features		Health Department Permit #:
Year of Mobile Home	(If Applicable)	Sewage Disposal: ___ Private ___ Public
# Porch(s)		Health Department Permit #:
# Bedrooms		Water Supply: ___ Private ___ Public
# Stories & Height		Electric Company:
# Deck(s)		___ Northern Neck Electric ___ VA Power

Notes:	Fees:
	Building (\$50, \$175, \$500 base fee)
	Building (+ 5¢ per SF)
	Building (trailer, pool, sign, etc.)
	Electric (\$50 base fee)
	Electric (+ 5¢ per SF)
	Plumbing (\$50 base fee)
	Plumbing (+ 5¢ per SF)
	Heating & AC (\$50 base fee)
	Heating & AC (+ 5¢ per SF)
	Demolition (\$50 base fee only)
	Sub Total:
	Virginia Surcharge (2%)
	Land Disturbing (per SF)
	Zoning (per SF)
	Zoning in RPA (+ \$500)
E-911 (\$50 base fee only)	
Total Non-refundable Fee:	
Make Checks Payable to:	
"Treasurer of Westmoreland County"	

CONTRACTOR, OWNER OR AGENT AS APPLICANT: (circle applicant type) _____ **Date:** _____

I hereby grant permission for staff, Commission and Board members to go upon the property. I certify that the above statements are true to the best of my knowledge and understand that any deviations, change or construction not shown on these plans will null and void the approval so granted. I further understand that this permit is valid for one year from the date of issue. Should the project not be completed within a year, I will re-apply for all related permits. I also acknowledge that incomplete application and/or plans shall be returned and delay the approval.

Email Address: _____

Print Name: _____

Signature: _____