



DEVELOPMENT SERVICES

22 Lincoln St. 3rd Fl
Hampton, VA 23669
(757)728-2444 | dscpermits@hampton.gov

City of Hampton Building Permit Application

Permit #: _____

Site Plan #: _____

Project Type

☐ Residential ☐ Commercial

Property Address

Applicant Information

Applicant is the: ☐ Owner ☐ Contractor ☐ Authorized Agent ☐ Tenant

(Additional documents required for Owner, Authorized Agent, or Tenant)

Name: _____ Address: _____

Phone: _____ Email: _____

Licensed Contractor Information

Contractor Business Name: _____ Address: _____

Contractor State License Number: _____

Contractor Phone: _____ Contractor Email: _____

Description of Work

Value of Building Construction

(Excludes plumbing, mechanical, and electrical work)

Estimated Construction Value: \$ _____

Signature

I hereby certify that the information provided is accurate and complete.

Print Name: _____

Signature: _____

Date: _____

Owner / Agent Exemption Worksheet*

*Only applies to an applicant who is **NOT** a Virginia State Licensed Contractor

OWNER / AGENT _____

PHONE NUMBER _____

PROPERTY ADDRESS _____

THIS DOCUMENT CONTAINS IMPORTANT INFORMATION REGARDING CONTRACTORS LICENSURE LAW AS DEFINED IN TITLE 54.1 CHAPTER 11 CODE OF VIRGINIA. PLEASE READ CAREFULLY BEFORE SIGNING.

Prior to the issuance of a permit to construct, remove or improve any structure, Section 108.4 of the Virginia Uniform Statewide Building Code (USBC) requires the applicant to either:

1. Be duly licensed or certified under the terms of Chapter 11 of Title 54.1 of the Code of Virginia, **or**,
2. File a written statement, supported by an affidavit that he is not subject to such licensure or certification.

Exemptions from contractor licensing are listed below. Please indicate the applicable exemption by checking the corresponding box.

- ☐ The work consists of the construction, removal, repair or improvement of my primary residence and I have not owned more than one primary residence in Virginia during the past 24 months.
- ☐ I am the owner of the property and the structure will be a gift to a member of my immediate family who will live in it upon completion.
- ☐ The work consists of the repair of and/or improvement to an existing commercial, retail, industrial or manufacturing facility and is for my own use.
- ☐ The structure consists of one or more residential dwelling units owned by me and is subject to the Virginia Residential Landlord Tenant Act (§ 55.1-1200 et seq.). A valid lease agreement to prove tenancy must be provided.
- ☐ Any other specified exemption listed in § 54.1-1101, Code of Virginia. Please specify exemption:

Affidavit

I (print name) _____ affirm that I am performing, managing or superintending work consisting of improvements to real property located at _____ and that I have applied for a permit. I also affirm that I am familiar with the prerequisites of Section 54.1-1101 of the Code of Virginia and that I have read the exemptions above and I am not subject to state licensure.

State of _____
City/County of _____ to wit:

I the undersigned Notary Public for the aforesaid jurisdiction, do hereby certify that _____, owner of the property described in this Affidavit and whose name is signed to the foregoing Affidavit, has appeared before me on this ____ day of _____, 20____ and acknowledge the same as true and correct.

Notary Public

My Commission expires: _____

Notary Seal

HAMPTON VA

AGENT AUTHORIZATION FORM

If the permit/application is to be signed by anyone other than the property owner(s), this letter must be signed by **all** property owners (attach additional pages if needed).

The undersigned, owner(s) of certain property located in the City of Hampton, briefly described as (address) _____ (the "Property") has (have) authorized _____ to act as agent on my/our behalf to acquire a permit and to execute all related documents and agreements, including but not limited to agreements permitting entry upon the Property by agents of the City. The property owner(s) retain responsibility to ensure compliance with the Code of the City of Hampton relative to the issued permit.

(Signature of Property Owner)

(Printed Name of Property Owner)

(Date)

STATE OF _____:
CITY OF _____, to wit:

I hereby certify on this _____ day of _____, 20____, that _____ (name), _____ (title) of _____ (property address) executed the foregoing Authorization Form before me. He/She is known to me personally or provided _____ as identification.

Notary Public

Registration No.: _____
My Commission Expires: _____

* * * * *

(Signature of Property Owner)

(Printed Name of Property Owner)

(Date)

STATE OF _____:
CITY OF _____, to wit:

I hereby certify on this _____ day of _____, 20____, that _____ (name), _____ (title) of _____ (property address) executed the foregoing Authorization Form before me. He/She is known to me personally or provided _____ as identification.

Notary Public

Registration No.: _____
My Commission Expires: _____

Community Development Department, Development Services Center

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www.hampton.gov | P.757.728.2444