

BASEMENT PERMIT APPLICATION



Residential Building Permit must be issued before construction begins. Application for this permit may be made to the Building Official or designate.

Application is hereby made for a Residential Building Permit in accordance with the description and for the purpose hereinafter set forth. This application is made subject to all local and state laws and ordinances and the undersigned hereby agrees to said laws and ordinances which shall be deemed a condition of applying for this permit.

APPLICATION MUST BE ACCOMPANIED BY A BASEMENT WAIVER OR ONE SET OF CONSTRUCTION PLANS.

ALL BUILDING WORK MUST COMPLY WITH THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE.

Application Date _____ Applicant Name _____

Applicant is (*check one*): ☐ Property Owner ☐ Lessee ☐ Agent ☐ Contractor

PROJECT SITE ADDRESS:

_____ City _____ State _____ Zip _____

PROPERTY OWNER INFORMATION

Name _____

Mailing Address _____

Home Phone _____ Work Phone _____ Email _____

CONTRACTOR INFORMATION

Name _____ DBA Name _____ License# _____

Address _____

Home Phone _____ Work Phone _____ Email _____

MECHANIC'S LIEN AGENT INFORMATION

Name _____ Phone _____

Address _____

Project Site Address _____

RESIDENTIAL BUILDING INFORMATION

Type of Activity: RESIDENTIAL

Use Group: R-5

Construction Type: V-B

of Additional Bedrooms _____

of Additional Bathrooms _____

Total Area to be Finished (sq. ft.) _____

Estimated Labor and Materials Cost: _____

USBC Code Year 2021

SCOPE OF WORK

ADDITIONAL COMMENTS

I hereby certify that I have the authority to make the foregoing application, that the information given is correct and that the construction will conform to the regulations of the Virginia Uniform Statewide Building Code, Zoning Ordinance, and any private building restrictions that may be imposed upon the above property by the deed. Also, I hereby agree to restore all damages to sidewalks, streets, alleys, sewers, gas mains, and electrical installation that may result.

I further certify that I have or will contact Montgomery Co. Planning and GIS Services to discuss the proposed project to ensure that it will comply with all applicable development and zoning codes.

Printed Name of Permit Applicant

Signature of Permit Applicant

MUST SATISFY ALL FIELD INSPECTIONS

Updated 4/2025