



DEPARTMENT OF PLANNING AND DEVELOPMENT REVIEW
 BUREAU OF PERMITS AND INSPECTION
 ROOM 110 CITY HALL
 900 E. BROAD STREET
 RICHMOND, VIRGINIA 23219
 PHONE (804) 646-4169

DEMOLITION PERMIT APPLICATION

PERMIT NO. _____

BUILDING PERMIT NO. _____

TRACK 1

THIS IS AN APPLICATION ONLY. IT IS NOT AUTHORIZATION TO START ANY WORK. NO WORK SHALL START UNTIL A PERMIT IS POSTED ON THE JOB SITE.

CONTRACTOR/OWNER INFORMATION	1 JOB/PROPERTY ADDRESS (STREET & NUMBER)					2 FLOOR/ROOM NO.	
	3 CONTRACTOR NAME			4 LICENSE TYPE		5 CLASS <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	6 STATE LICENSE NO.
	7 CONTRACTOR STREET ADDRESS				8 CONTRACTOR TELEPHONE NO. / EMAIL ADDRESS		
	9 CITY		STATE		ZIP CODE	10 CONTRACTOR FAX NO.	
11 PROPERTY OWNER NAME			12 PROPERTY OWNER ADDRESS/ZIP			13 OWNER DAYTIME TELEPHONE NO.	

BLDG. INFO	14 DESCRIBE CURRENT STRUCTURE USE		15 DESCRIBE PROPOSED STRUCTURE USE	
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COST INFO	16 TOTAL VALUE OF CONTRACT INCLUDING MATERIAL, LABOR, SUBCONTRACTS OVERHEAD AND PROFIT → \$	
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WORK DESCRIPTION	17 DESCRIBE SCOPE OF WORK	
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CONTACT INFORMATION	18 CONTACT PERSON		19 CONTACT PHONE NO.		20 CONTACT FAX NO.	
	21 CONTACT ADDRESS			ZIP CODE	22 EMAIL	
	23 DO YOU WANT TO BE CALLED TO PICK UP PERMIT WHEN ISSUED? <input type="checkbox"/> YES <input type="checkbox"/> NO		NAME		PHONE NO.	
	24 ENGINEER/ARCHITECT NAME		25 ENGINEER/ARCHITECT PHONE NO.	26 ENGINEER/ARCHITECT FAX NO.	27 EMAIL	

STRUCTURE	28 IS THE STRUCTURE ATTACHED OR DETACHED? <input type="checkbox"/> ATTACHED <input type="checkbox"/> DETACHED		29 BASEMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		30 ACCESSORY BUILDING? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	31 WELLS? <input type="checkbox"/> YES <input type="checkbox"/> NO		32 UNDERGROUND TANKS? <input type="checkbox"/> YES <input type="checkbox"/> NO		33 SEPTIC SYSTEM? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	34 NO. OF STORIES			35 AREA PER FLOOR (SQ. FT.)		

OWNERS STATEMENT

FOR OWNER'S WHO ARE APPLYING FOR WORK IN THE CITY OF RICHMOND, IT WILL BE YOUR RESPONSIBILITY TO FILL OUT THE "BUILDING PERMIT - OWNER STATEMENT" FORM IN THE LINK BELOW AND SUBMIT THIS WITH THE PERMIT APPLICATION EITHER THROUGH THE CITY'S ONEDRIVE OR SUBMITTED BY MAIL:

<https://www.rva.gov/sites/default/files/2022-06/BuildingPermitOwnerStatement.pdf>

ASBESTOS CERTIFICATION	A _____ (NAME OF APPLICANT)		B CERTIFY THAT THE BUILDING AT _____ (ADDRESSES, FLOOR OR SUITE)	
	HAS BEEN INSPECTED OR MEETS THE EXCEPTIONS OF SECTION 110.3, THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE. THE ASBESTOS ABATEMENT WILL BE DONE AS PER REQUIREMENT OF THE "CLEAN AIR ACT" NATIONAL EMISSION STANDARD FOR THE HAZARDOUS AIR POLLUTANT (NESHAPS) AND OSHA "STANDARDS FOR CONSTRUCTION WORKERS".			
	C SIGNATURE _____			

OFFICE USE ONLY	ARTS DISTRICT <input type="checkbox"/> YES <input type="checkbox"/> NO		HISTORICAL DISTRICT <input type="checkbox"/> YES <input type="checkbox"/> NO		VIOLATION ON PROPERTY <input type="checkbox"/> YES <input type="checkbox"/> NO		DELINQUENT TAXES DUE? <input type="checkbox"/> YES <input type="checkbox"/> NO		ICC TYPE OF CONSTRUCTION		
	EXISTING USE GROUP		PROPOSED USE GROUP		FEE CALC. TYPE <input type="checkbox"/> S <input type="checkbox"/> U <input type="checkbox"/> B <input type="checkbox"/> C		PERMIT FEE		FEE RECEIVED	RECEIPT NO. <input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> CREDIT CARD	
	IS PROPERTY IN 100 YR FLOOD PLAIN? <input type="checkbox"/> YES <input type="checkbox"/> NO		FLOOD ELEV.		SITE ELEV.		CHESAPEAKE BAY PROTECTION AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO		CHESAPEAKE BAY MANAGEMENT AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO		
	APPLICATION APPROVED BY _____ DATE _____					APPLICATION DISAPPROVED BY _____ DATE _____					

A COPY OF YOUR STATE CONTRACTOR'S LICENSE AND BUSINESS LICENSE MUST BE ON FILE BEFORE A PERMIT WILL BE ISSUED.

1 & 2 Family Residential = \$184.00

Commercial = \$368.00*

* For Commercial structures up to 10,000 square feet of floor area and an additional \$0.01 per square foot floor area above 10,000 square feet, not to exceed a maximum fee for \$1,000.00.

* Add a 2% state surcharge to the final calculated fee.

INSTRUCTIONS ON FILLING OUT A DEMOLITION PERMIT APPLICATION

At the top right hand corner of the application is a capital D. This is the space where your permit number will be written after you have paid for the permit. There is also a capital B, this is where you will write any building permit number that is associated with the demolition permit application.

Box #1 - This is where you put the number & street address where the work is being done.

Box #2 - This is to be used on multi-story commercial and multi-family residential projects. It can be left blank on single family and duplex permit applications.

Box #3 - This is where you put the name of the contractor doing the work or your name if you are the owner/tenant and are applying for the permit as the owner/tenant.

Box #4 - This is where you put the classification that is your contractor's license such as BLD, H/H.

Box #5 - This is where you put the class of license located on your contractor's license such as A, B, C.

Box #6 - This is your state board of contractor's license number. It will always begin with 2701 or 2705 and be followed by six digits. Do NOT use a license number that begins with 2710 as this is a tradesman card number and does not allow you to apply for a permit.

Box #7 - Contractor's street address.

Box #8 - Contractor's telephone number.

Box #9 - Contractor's city, state and zip code.

Box #10 - Contractor's fax number.

Box #11 - This is where you put the name of the property owner.

Box #12 - This is where you put the property owner's address.

Box #13 - This is where you put the property owner's daytime phone number.

Box #14 - Fill in the current use of the property such as restaurant, single family dwelling, duplex, etc.

Box #15 - Fill in the proposed use of the property such as restaurant, office, duplex, etc.

Box #16 - COST INFORMATION - This is the cost of all labor, materials, overhead, subcontractors and profit. This may be used to determine how much you pay in permit fees.

Box #17 - Give a brief description of the work to be done.

Box #18 - The name of the person to contact if they are questions about the application or drawings.

Box #19 - Fill in the contact person's phone number.

Box #20 - Fill in the contact person's fax number.

Box #21 - Fill in the contact person's complete address.

Box #22 - Fill in the contact person's e-mail, if available.

Box #23 - Check whether or not you would like to be called to pick up the permit. If you check "yes", fill in your name and phone number.

Box #24 - Fill in if submitting drawings done by an engineer or architect.

Box #25 - Fill in the Architect/Engineer's phone number.

Box #26 - Fill in the Architect/ Engineer's fax number.

Box #27 - Fill in the Architect/Engineer's email address.

Box #28 - Is the structure attached to the building on either side of it? If it is mark Attached, if it is not attached then mark detached.

Box #29 - Is there a basement in the building mark Yes or No.

Box #30 - Check Yes or No if this application is for demolishing an Accessory Building.

Box #31 - Is there a well on the property mark Yes or No.

Box #32 - Are there underground tanks on the property mark Yes or No.

Box #33 - Is there a septic system on the property mark Yes or No.

Box #34 - Write the number of stories above ground.

Box #35 - Write the number of square feet per floor.

Box #A, B & C - Fill out the asbestos certification with the Applicant's name, property address and signature if demolishing an existing commercial structure. (This section is not applicable to residential structures of 4 units or less.)