**ELEVATOR PERMIT APPLICATION**

**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.**

<table>
<thead>
<tr>
<th>Job Property Address (Street &amp; Number)</th>
<th>Contact Person</th>
<th>Contact Address</th>
<th>Contact Phone No.</th>
<th>Contact Fax No.</th>
<th>Zip Code</th>
<th>Email</th>
</tr>
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<table>
<thead>
<tr>
<th>Engineer Name</th>
<th>Engineer Phone No.</th>
<th>Engineer Fax No.</th>
<th>Email</th>
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<table>
<thead>
<tr>
<th>Description of Proposed Structure Use</th>
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<table>
<thead>
<tr>
<th>Total Value of Contract Including Material, Labor, Subcontracts Overhead and Profit</th>
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<tbody>
<tr>
<td>$</td>
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<table>
<thead>
<tr>
<th>Description of Scope of Work</th>
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<tr>
<th>Affidavit Information</th>
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<tbody>
<tr>
<td>I hereby affirm that under the provisions of Title 54.1-1101 of the Code of Virginia, I am not subject to licensure as a contractor or subcontractor, by this affidavit I assume full responsibility for completion of the proposed work in accordance with all applicable building codes and law. I also understand it is a violation of state law to knowingly hire an unlicensed contractor.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Signature</th>
<th>Date</th>
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**BUREAU OF PERMITS AND INSPECTION**

**DEPARTMENT OF PLANNING AND DEVELOPMENT REVIEW**

**RICHMOND, VIRGINIA 23219**

**PHONE (804) 646-4169**

**FAX (804) 646-1569**

**ROOM 110 CITY HALL**

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INSTRUCTIONS ON FILLING OUT AN ELEVATOR PERMIT APPLICATION

At the top right hand corner of the application is a capital L. This is the space where your permit number will be written after you have paid for the permit. If submitting drawings done by an engineer please fill in their name here.

Box #1 - Fill in the number & street address where the work is being done.
Box #2 - This is to be used on multi-story commercial or multi-family residential projects. It can be left blank on single family and duplex permit applications.
Box #3 - Fill in the name of the contractor doing the work or your name if you are the owner/tenant and are applying for the permit. If you check “yes”, fill in your contact person’s name and phone number. Box #4 - Fill in the contact person’s e-mail, if available.
Box #7 - Fill in the contractor’s street address.
Box #8 - Fill in the contractor’s telephone number.
Box #9 - Fill in the contractor's city, state and zip code.
Box #10 - Fill in the contractor’s fax number.
Box #11 - Fill in the name of the property owner.
Box #12 - Fill in the property owner’s address.
Box #13 - Fill in 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.
Boxes #16 through #29 - Office use only.
Box #30 - Fill in when dealing with single family houses and duplexes. Note the detached and attached designation. If the house stands alone and does not touch the house on either side, it is detached.
Box #31 - Fill in the number of apartment units in the building.
Box #32 - Check the appropriate box, if applicable.
Box #33 - COST INFORMATION - Fill in the cost of all labor, materials, overhead, subcontractors and profit. This may be used to determine how much you pay in permit fees.
Box #34 - Give a brief description of the work to be done.
Box #35 - The name of the person to contact if there are questions about the application or drawings.
Box #36 - Fill in the contact person’s phone number.
Box #37 - Fill in the contact person’s fax number.
Box #38 - Fill in the contact person’s complete address.
Box #39 - Fill in the contact person’s e-mail, if available.
Box #40 - 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 #41 - If submitting drawings done by an engineer please fill in their name here.

OFFICE USE ONLY – DO NOT WRITE IN THIS AREA