



**CITY OF POQUOSON**  
COMMUNITY DEVELOPMENT DEPARTMENT  
(757) 868-3035 TELEPHONE

500 CITY HALL AVENUE, POQUOSON, VA 23662-1996  
(757) 868-3105 FAX

## BUILDING/ZONING PERMIT APPLICATION

**PLEASE PRINT:**

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: Home: \_\_\_\_\_ Business/Cell: \_\_\_\_\_

Name of Property Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: Home: \_\_\_\_\_ Business/Cell: \_\_\_\_\_

Street Address – Location of Property: \_\_\_\_\_

Type of Project Applied For (**circle one**): Residential / Commercial

Please describe project in detail, to include **height of the structure**, as well as **setbacks** from property lines and existing structures: \_\_\_\_\_

Estimated Cost Upon Completion: \$ \_\_\_\_\_ Total Square Footage: \_\_\_\_\_

On the portal, please attach plans drawn to scale showing the following:

- The dimensions and shape of the parcel(s) to be developed.
- Proposed structures, accessory buildings or alterations thereto showing the front, rear and side yard setback lines.
- Any existing primary and accessory buildings and their distances from proposed structures.

Contractor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: Home: \_\_\_\_\_ Business/Cell: \_\_\_\_\_

State License # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Poquoson City License # \_\_\_\_\_

Mechanic's Lien Agent Designated (**circle one**): Yes / No

If yes, Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Note: The contractor/owner is responsible for calling Ms. Utility 48 hours before any digging: 811 or 1-800-552-7001**

I hereby certify the foregoing information and attachments are true and accurate to the best of my knowledge.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

# BUILDING/ZONING PERMIT APPLICATION

## Property Owners' Affidavit

I, \_\_\_\_\_, of (address) \_\_\_\_\_, Affirm that I am the owner of a certain tract or parcel of land located at \_\_\_\_\_ and that I have applied for a building permit. I affirm that I am familiar with the prerequisites of Section 54.1-1111 of the Code of Virginia, and I am not subject to licensure as a contractor or subcontractor.

\_\_\_\_\_  
Affiant's Signature

Signed and acknowledged in the City of Poquoson, Virginia on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, in the presence of the undersigned witness.

\_\_\_\_\_  
Witness

§ 54.1-1111. Prerequisites to obtaining business license; building, etc., permit.

A. Any person applying to the building inspector or any other authority of a county, city, or town in this Commonwealth, charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, or structure, or any removal, grading or improvement shall furnish prior to the issuance of the permit, either (i) satisfactory proof to such inspector or authority that he is duly licensed or certified under the terms of this chapter to carry out or superintend the same, or (ii) file a written statement, supported by an affidavit, that he is not subject to licensure or certification as a contractor or subcontractor pursuant to this chapter. The applicant shall also furnish satisfactory proof that the taxes or license fees required by any county, city, or town have been paid so as to be qualified to bid upon or contract for the work for which the permit has been applied.

It shall be unlawful for the building inspector or other authority to issue or allow the issuance of such permits unless the applicant has furnished his license or certificate number issued pursuant to this chapter or evidence of being exempt from the provisions of this chapter.

The building inspector, or other such authority, violating the terms of this section shall be guilty of a Class 3 misdemeanor.

B. Any contractor applying for or renewing a business license in any locality in accordance with Chapter 37 (§ [58.1-3700](#) et seq.) of Title 58.1 shall furnish prior to the issuance or renewal of such license either (i) satisfactory proof that he is duly licensed or certified under the terms of this chapter or (ii) a written statement, supported by an affidavit, that he is not subject to licensure or certification as a contractor or subcontractor pursuant to this chapter.

No locality shall issue or renew or allow the issuance or renewal of such license unless the contractor has furnished his license or certificate number issued pursuant to this chapter or evidence of being exempt from the provisions of this chapter.

(Code 1950, § 54-138; 1970, c. 319; 1980, c. 634; 1988, c. 765; 1990, c. 911; 1991, c. 151; 1992, c. 713; 1995, c. [771](#); 1998, c. [754](#); 2010, cc. [82](#), [755](#).)