

COUNTY OF PRINCE EDWARD, VIRGINIA [www.co.prince-edward.va.us](http://www.co.prince-edward.va.us)  
P.O. Box 382, Farmville, VA 23901  
Phone : 434-392-8838 Email : [building@co.prince-edward.va.us](mailto:building@co.prince-edward.va.us)  
Building Official: Phillip A. Moore

## NEW CONSTRUCTION

Zoning approval - Permit Application #: \_\_\_\_\_ (Attach copy)

Applicant / Contractors Name: \_\_\_\_\_

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Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Applicants phone# \_\_\_\_\_ Emails Address: \_\_\_\_\_

Landowner Name *(as appears on deed)*: \_\_\_\_\_

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Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Owners phone # \_\_\_\_\_ Email address: \_\_\_\_\_

| Site Address ( <i>Road Name</i> ): _____<br>(E-911/Site Address will be established through the Building Office)   |  |   |                   |   |               |                |                             |                    |                              |                              |                      |             |            |                        |                   |                |
|--|--|---|-------------------|---|---------------|----------------|-----------------------------|--------------------|------------------------------|------------------------------|----------------------|-------------|------------|------------------------|-------------------|----------------|
| TURN BY TURN DIRECTIONS TO JOB SITE FROM FARMVILLE: (nearest 911 marker)   |  |   |                   |   |               |                |                             |                    |                              |                              |                      |             |            |                        |                   |                |
|  |  |   |                   |   |               |                |                             |                    |                              |                              |                      |             |            |                        |                   |                |
|  |  |   |                   |   |               |                |                             |                    |                              |                              |                      |             |            |                        |                   |                |
|  |  |   |                   |   |               |                |                             |                    |                              |                              |                      |             |            |                        |                   |                |
| <b>Type of Improvement:</b> ( <u>Manufactured Home - year, make, model &amp; VIN #</u> )<br><b>Description:</b> Example: 48' x 28' home with 40' x 8' porch and 10' x 10' deck | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center; padding: 5px;">Construction Type</th> </tr> <tr> <td style="width: 50%; padding: 5px;">New Residence</td> <td style="width: 50%; padding: 5px;">New Commercial</td> </tr> <tr> <td style="padding: 5px;">Addition / Deck / Porch</td> <td style="padding: 5px;">Remodel Commercial</td> </tr> <tr> <td style="padding: 5px;">Remodel</td> <td style="padding: 5px;">Electrical / Plumbing / HVAC</td> </tr> <tr> <td style="padding: 5px;">Garage / Shed / Barn</td> <td style="padding: 5px;">Sign / Tent</td> </tr> <tr> <td style="padding: 5px;">Demolition</td> <td style="padding: 5px;">Tower: New / Co-locate</td> </tr> <tr> <td style="padding: 5px;">Manufactured Home</td> <td style="padding: 5px;">Pool / Hot Tub</td> </tr> </table> |   | Construction Type |   | New Residence | New Commercial | Addition / Deck / Porch     | Remodel Commercial | Remodel                      | Electrical / Plumbing / HVAC | Garage / Shed / Barn | Sign / Tent | Demolition | Tower: New / Co-locate | Manufactured Home | Pool / Hot Tub |
| Construction Type  |  |   |                   |   |               |                |                             |                    |                              |                              |                      |             |            |                        |                   |                |
| New Residence  | New Commercial   |   |                   |   |               |                |                             |                    |                              |                              |                      |             |            |                        |                   |                |
| Addition / Deck / Porch  | Remodel Commercial   |   |                   |   |               |                |                             |                    |                              |                              |                      |             |            |                        |                   |                |
| Remodel  | Electrical / Plumbing / HVAC   |   |                   |   |               |                |                             |                    |                              |                              |                      |             |            |                        |                   |                |
| Garage / Shed / Barn   | Sign / Tent  |   |                   |   |               |                |                             |                    |                              |                              |                      |             |            |                        |                   |                |
| Demolition   | Tower: New / Co-locate   |   |                   |   |               |                |                             |                    |                              |                              |                      |             |            |                        |                   |                |
| Manufactured Home  | Pool / Hot Tub   |   |                   |   |               |                |                             |                    |                              |                              |                      |             |            |                        |                   |                |
| Estimated Value of each project:<br>Main:                      Elect:                      Plumb:<br>Mech:                      Gas:                      Fireplace:           | <table style="width: 100%;"> <tr> <td style="width: 33%; text-align: center;">—</td> <td style="width: 34%; text-align: center;">—</td> <td style="width: 33%; text-align: center;">—</td> </tr> <tr> <td style="text-align: center;">—</td> <td style="text-align: center;">If not in list above please</td> <td style="text-align: center;">—</td> </tr> <tr> <td colspan="3" style="text-align: center;">Indicate job to the right -&gt;</td> </tr> </table>  |   | —                 | — | —             | —              | If not in list above please | —                  | Indicate job to the right -> |                              |                      |             |            |                        |                   |                |
| —  | —  | — |                   |   |               |                |                             |                    |                              |                              |                      |             |            |                        |                   |                |
| —  | If not in list above please  | — |                   |   |               |                |                             |                    |                              |                              |                      |             |            |                        |                   |                |
| Indicate job to the right ->   |  |   |                   |   |               |                |                             |                    |                              |                              |                      |             |            |                        |                   |                |

New Structure/Remodel Information:

|                            |                      |                    |                             |
|----------------------------|----------------------|--------------------|-----------------------------|
| Finished Square Feet:      | Unfinished Sq. Ft.:  | Foundation type:   | Conditioned Crawl:Yes or No |
| Number of Stories:         | Type of Siding:      | Type of Heat:      | Number of Bedrooms:         |
| Number of Bathrooms:       | Basement: Yes or No  | Garage: Yes or No  | Garage sq. ft.              |
| Garage Attached: Yes or No | Porches sq ft.       | Porches Sq. Ft.    | Decks Sq. Ft.               |
| Decks Sq. Ft.              | Fireplace: Yes or No | Type of Fireplace: | Carport: Yes or No          |

Tax Map #: \_\_\_\_\_ District: \_\_\_\_\_ Acres: \_\_\_\_\_

Utility Company: \_\_\_\_\_ Existing Structures to be removed: \_\_\_\_\_

**Is the owner acting as their own contractor: Yes or No.**

**Contractor Name:** \_\_\_\_\_ **Address** \_\_\_\_\_ **Phone #** \_\_\_\_\_ **State License Number/Expiration Date** \_\_\_\_\_

|                 |  |  |  |
|-----------------|--|--|--|
| Building:       |  |  |  |
| Electrical:     |  |  |  |
| Plumbing:       |  |  |  |
| Mechanical:     |  |  |  |
| Mechanical Gas: |  |  |  |
| Fireplace:      |  |  |  |

**Mechanics Lien Information: Is there a Mechanics Lien Agent? Yes, or None designated** ☐

|                   |          |
|-------------------|----------|
| MLA Company Name: | Address: |
| Phone:            | Email:   |

**Affidavit for Virginia Contractor's Licensing Law – Please Read**

I affirm that I am the owner/agent of a certain tract above located in Prince Edward County and that I have applied for a permit to erect a structure on said land and/or repair/improve structure on said land. I certify that I have the consensus/approval of all property owners to apply for this permit.

I affirm that I am aware of provisions of Title 54.1 Chapter 11, Code of Virginia that requires a contractor to be properly licensed before he may bid or undertake contracting work of \$1,000 or more. I further certify that I am familiar with the responsibilities of an awarding authority specified in Section 54.1111 of the Code which prohibits any awarding authority from issuing permits or allowing the issuance of such permits to any contractor not properly licensed under the provisions of the Code, and that to do so would constitute the commission of a misdemeanor.

This permit becomes null and void if work or construction authorized is not commenced within 6 months, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced.

It is my responsibility to ensure adherence to all zoning, building and erosion/sediment control regulations applicable in this jurisdiction. I understand that state law prohibits illegal contracting. All contractors need a state and county license.

Signature of Owner/Authorized Agent \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



## RESIDENTIAL HVAC CERTIFICATION FORM

This form is required to be onsite for all mechanical inspections. Separate forms needed for each system.

Property address: \_\_\_\_\_

Job Site: \_\_\_\_\_

System # \_\_\_\_\_ Area Square foot: \_\_\_\_\_

### HEATING EQUIPMENT DATA

Equipment type: \_\_\_\_\_

Furnace, heat pump, boiler, etc.

Manufacturer: \_\_\_\_\_

Model: \_\_\_\_\_

Input Btu/h: \_\_\_\_\_

Output Btu/h: \_\_\_\_\_

### COOLING EQUIPMENT DATA

Equipment type: \_\_\_\_\_

air conditioner, heat pump, etc.

Manufacturer: \_\_\_\_\_

Model: \_\_\_\_\_

Total Capacity @ evaporator Btu/h: \_\_\_\_\_

Sensible Capacity (equipment) Btu/h: \_\_\_\_\_

Tonnage: \_\_\_\_\_

### Fresh Air/Make-Up Air

Indicate what type of fresh air or make-up air is proposed: \_\_\_\_\_

### HVAC DUCT LAYOUT DIAGRAM

(In the space below, provide a floor plan diagram of the duct system including trunk, branch, and outlet sizes)

I hereby certify as the system designer that the above information is accurate and in conformance with ACCA's Manual J, Manual S, Manual D, the ASHRAE Handbook of Fundamentals or other approved methods. I understand that additional information may be requested by the county to determine code compliance.

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ License number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Signature: \_\_\_\_\_ Job Site: \_\_\_\_\_

**INSTRUCTIONS FOR THE HVAC CERTIFICATION FORM**

Follow the instructions below to complete the certification form. Per the Virginia Residential Code, equipment sizing shall be in accordance with ACCA Manual S based on building loads calculated in accordance with ACCA Manual J or other approved methodologies. It is the applicant’s responsibility to conduct a load calculation in accordance with ACCA Manual J for all HVAC installations.

**Heating Equipment Data**

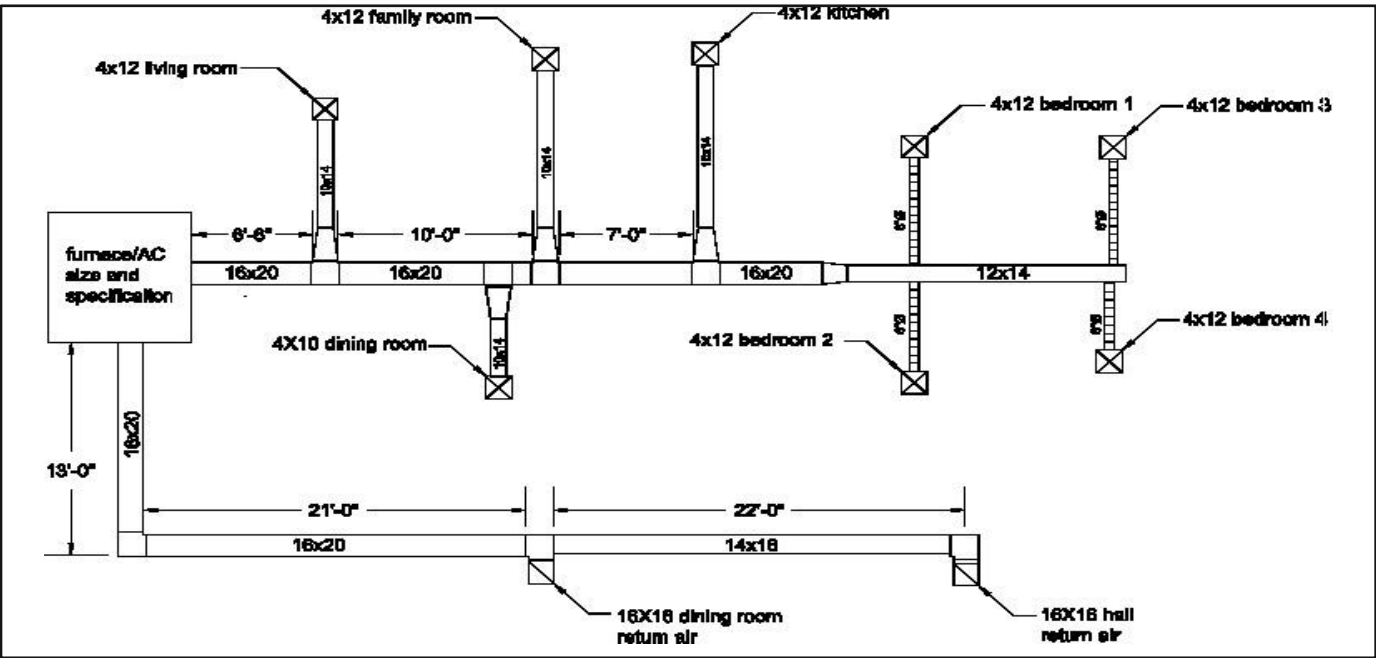
- *Equipment type: the type of the heat source; furnace, heat pump, boiler, etc.*
- *Manufacturer/Model No: the specific equipment manufacturer and model number being proposed.*
- *Input: the input capacity of a furnace or boiler in Btu/h.*
- *Output: the output capacity of a furnace or boiler in Btu/h.*

**Cooling Equipment Data**

- *Equipment type: the type of the cooling source; air conditioner, heat pump, etc.*
- *Manufacturer/Model No: the specific equipment manufacturer and model number being proposed.*
- *Input: the input capacity of a furnace or boiler in Btu/h.*
- *Total capacity @ evaporator: the sum of the sensible and latent capacities of the equipment at the design temperature in Btu/h.*
- *Sensible capacity (equipment): the maximum sensible capacity of the equipment at the design temperature in Btu/h.*

**HVAC Duct Layout Diagram**

- Provide a plan view and diagram of the supply and return air duct systems. Plan should include all sizes of trunk lines, branch lines, supply outlets and return outlets.



Sample HVAC Duct Layout