

Date: _____

Permit # MP _____

Permit Fee: _____

MECHANICAL PERMIT APPLICATION

City of Newport News
Department of Codes Compliance
2400 Washington Avenue 3rd floor, Newport News, Virginia 23607
757-933-2311/757-926-8311 (fax) /codesclerical@nnva.gov
www.nnva.gov/codes-compliance

Application #: _____

Associated _____

Building Permit #: _____

Project Address: _____ Unit: _____ Parcel ID: _____

Applicant (Check One) → Owner Contractor Agent Design Professional

| | | | |
|-----------------------------------------|---------------------------------|---------------------------------------|----------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Property Owner | <input type="checkbox"/> Tenant | Applicant Name _____ | Phone # _____ |
| Name _____ | | Applicant Address _____ | |
| Address _____ | | Contractor Business Name _____ | Phone # _____ |
| City/State/Zip _____ | | Contractor Address _____ | |
| Phone # _____ | Fax # _____ | Contractor State License # _____ | Class <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C CID # _____ |
| Email Address _____ | | Email/Other Contact Information _____ | |

Work to be performed on:

Type of work:

Residential

Commercial

Multi-Family

New

Addition

Project Cost \$ _____

Repair/Alt

Other

I agree to perform the proposed work in conformance with the Virginia Uniform Statewide Building Code and the ordinances and regulations of the City of Newport News.

Print name _____ Signature _____ Date _____

Remarks _____

QUANTITY & TYPE OF DEVICES/EQUIPMENT

| | | | |
|--------------------------------|--------------------------------|--------------------------------|----------------------------------------------------|
| _____ Boiler | _____ Pre-Fab Fireplace – NG | _____ Fire/Smoke Dampers | _____ Type I Kitchen Exhaust Hood |
| _____ Furnace | _____ Pre-Fab Fireplace – LP | _____ Residential Bath Fan | _____ Type II Kitchen Exhaust Hood |
| _____ Central A/C or Heat Pump | _____ Pre-Fab Fireplace – Wood | _____ Residential Kitchen Hood | _____ Grease Duct |
| _____ Rooftop Unit | _____ Gas Log Set – NG | _____ Steam Piping | _____ Gas Piping |
| _____ Package Unit | _____ Gas Log Set – LP | _____ Hot Water Piping | |
| _____ Space Heater | _____ Exhaust System | _____ Chilled Water Piping | |
| _____ Air Handler/Fan Coil/VAV | _____ Ventilation System | _____ Geothermal Piping | _____ LP _____ Fuel Oil _____ Gasoline _____ Other |
| _____ Chiller | _____ Air Distribution System | _____ Refrigeration Piping | _____ Aboveground Tank _____ Manufacturer _____ |
| _____ Other | _____ Make-Up Air System | _____ Refrigeration Equipment | _____ Underground Tank _____ Capacity _____ |

FUEL STORAGE AND DISTRIBUTION

Office Use Only

Remarks: _____

Cash: _____ Check: _____ Escrow: _____

Customer ID #: _____

Approved By: _____ Date: _____

Cashier: _____

Contractor Licensing Exemption Worksheet

Affidavit

Prior to the issuance of a permit to construct, remove or improve any structure, Section 108.4 of the Virginia Uniform Statewide Building Code (USBC) requires the applicant to either:

1. Be duly licensed or certified under the terms of Chapter 11 of Title 54.1 of the Code of Virginia, **or**,
2. File a written statement, supported by an affidavit that he is not subject to such licensure or certification.

Exemptions from contractor licensing are listed below. Please indicate the applicable exemption by checking the corresponding box.

- The work does not involve a regulated trade AND the value of work (materials and labor combined) does not exceed \$1,000.00.
- The work consists of the repair and/or improvement to an existing dwelling which is my primary residence.
- I am the owner of the property and the structure will be used as my primary residence when completed. I have not constructed a primary residence in Virginia during the last 24 months.
- I am the owner of the property and the structure will be a gift to a member of my immediate family who will live in it upon completion.
- The work consists of the repair of and/or improvement to an existing commercial, retail, industrial or manufacturing facility owned by me and is for my own use.
- The structure consists of one or more residential dwelling units owned by me and is subject to the Virginia Residential Landlord and Tenant Act (§ 55-248.2 et seq).
- I am an owner-developer and have contracted with a properly licensed entity. The third party purchaser has been made a third party beneficiary to the contract.

Name of Contractor: _____

License Number: _____

- I am not being paid nor am I receiving anything of value in association with the work involved in this project including discounts in rent or forgiveness of any present or future debt.

If one of the listed exemptions is claimed, please complete the affidavit.

I (name) _____

(Address) _____

affirm that I am performing, managing or superintending work consisting of improvements to real property 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, that I have read the reverse side of this document and I am not subject to be licensed as a contractor.

Owner signature: _____

County/City/Town of _____
Commonwealth of Virginia

The foregoing instrument was acknowledged before me this _____ day
of _____, 20__ by

(Name of person seeking acknowledgment)

Notary Public

My commission expires: _____

Sect. 54.1.1111. Prerequisites to obtaining building, etc., permit. 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 satisfactory proof to such inspector or authority that he is duly licensed under the terms of this chapter to carry out or superintend the same, or file a written statement, supported by an affidavit, that he is not subject to be licensed as a contractor, subcontractor, or owner-developer pursuant to this chapter.

NOTE: It is a violation of Title 54.1, Chapter 11 of the Code of Virginia to act as a contractor without a license **or** to accept bids from an unlicensed contractor. If anyone, other than the individual named above, performs work which exceeds a value of \$1,000.00 (any value if work involves trades work), a license is required. If the work involves the practice of a regulated trade a license is required regardless of the value. The individual named above shall be responsible for all work performed under the permit.