

**COUNTY OF POWHATAN**

Building Inspections Department 3834  
Old Buckingham Road, Suite F  
Powhatan, VA. 23139  
(804) 598-5622-Phone (804) 598-5877-Fax  
www.powhatanva.gov

**ELEVATOR or TENT  
Permit Application**

PERMIT NUMBER: \_\_\_\_\_ DATE OF APPLICATION: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_  
Last name First name Middle initial

SITE ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

NATURE OF WORK: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ STATE LICENSE NO. \_\_\_\_\_  
Last name, First name Middle initial

TRADING AS: \_\_\_\_\_ CLASS: \_\_\_\_\_ EXPIRATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ SPECIALTY CLASSIFICATION(S): \_\_\_\_\_  
\_\_\_\_\_ PHONE: \_\_\_\_\_

BUSINESS LICENSE: \_\_\_\_\_ ISSUED BY: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

**Note: Furnish copies of State Contractor license and Local Business license** (even if licensed in another jurisdiction). County of Powhatan business license is required when the total amount of transactions in Powhatan exceed \$25,000 in a calendar year. Businesses within Powhatan are required to hold a current Powhatan business license when gross receipts are \$3,000 or more in a calendar year, regardless of where work is being conducted. Contact County of Powhatan Commissioner of the Revenue for business license information, (804) 598-5619. (Update required for changes of address or status and upon license renewal. Notify Virginia Board for Contractors within 10 days upon change of address.)

**CHECK EACH PERMIT TYPE FOR WHICH APPLICATION IS MADE AND PROVIDE REQUESTED INFORMATION**

**ELEVATOR PERMIT** Contract Value: \$ \_\_\_\_\_

Residential Y/N .....	Commercial Y/N .....	Passenger Y/N .....
Freight Y/N .....	# of Stories .....	Maximum Load .....
Max Occupancy .....	Recall Level .....	Telephone Y/N .....
Hydraulic Y/N .....	Electric Y/N .....	Hoistway Venting Y/N .....
Standby Power Manual Y/N .....	Standby Power Auto Y/N .....	

**Note: Elevator Framing and Final require third party special inspection.**

*Continued on next page*

Date and time of required inspection: \_\_\_\_\_

Size .....x _____	Open Sided Y/N .....	Occupancy Load .....
Area Sq. Ft .....	Seating Layout Y/N .....	Power Source .....
Exit Signs Y/N .....	Use Period (# of days) .....	Temporary Wiring Y/N .....
Fire Extinguisher(s) Y/N .....	Fire Rated Label Y/N .....	Generator Y/N .....

Note: All tent and membrane structure permits shall be submitted with the following: Two (2) site plans showing the distance from all lot lines and fire lanes. Two (2) sets of drawings showing anchorage and applicable items from above. Two (2) copies of fire retardant label. Two (2) copies of Insurance. ( temporary use period is a maximum of 180 days) Reference: Virginia State Fire Prevention Code (VSFPC) Chapter 31

**PERMIT FEES:**

Refer to the separate FEES SCHEDULE document for complete list of fees. All fees plus state levy are to be paid upon application for a permit.

The Commonwealth of Virginia requires every jurisdiction to collect a 2% fee levy on each permit issued. This amount is added to the permit fee collected by the county at the time of application for a permit (e.g., \$50 permit fee + \$1.00 levy = \$51.00 total).

By signing this application the applicant acknowledges responsibility for the above matters.

I certify that I am legally authorized to make this application. I also certify that all construction will be executed in accordance with the applicable provisions of the Virginia Uniform Statewide Building Code and the Ordinances of Powhatan County. No portion of the work executed under this permit will be used or occupied until a Final Inspection and/or Certificate of Occupancy is granted.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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

Applicant is [ ] Building Owner

[ ] Owner's Agent

[ ] Contractor/Contractor's Agent

**NOTE:** If the permit applicant does *not* hold a Contractor's license issued by the Virginia Department of Professional and Occupational Regulation, submit a notarized Affidavit of Exemption from Contractor Licensing.

**(THIS SECTION TO BE COMPLETED BY COUNTY STAFF)**

USBC Edition: \_\_\_\_\_

Planning & Zoning Approval \_\_\_\_\_ Building Dept. Approval \_\_\_\_\_