



**CITY OF POQUOSON**

COMMUNITY DEVELOPMENT DEPARTMENT  
(757) 868-3035 TELEPHONE

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

**MECHANICAL PERMIT APPLICATION**

PLEASE PRINT:

DATE: \_\_\_\_\_ BLDG. PERMIT #: \_\_\_\_\_ MECH. PERMIT # \_\_\_\_\_

LOCATION: \_\_\_\_\_

OWNER: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ CONTRACTORS LICENSE #: \_\_\_\_\_

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

APPLICANT'S NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

PERMIT FOR: (CIRCLE ALL THAT APPLY) ESTIMATED COST: \$ \_\_\_\_\_

NEW	ALTERATION	REPAIR	ADDITION	<b>GAS FIREPLACE</b> (PLEASE CIRCLE ONE BELOW) <small>NOTE: CUTOFF MUST BE LOCATED IN SAME ROOM,  <u>OUTSIDE FIREBOX</u>, WITHIN 5 FEET OF FIREPLACE</small>
OIL	GAS	LGP	ELECTRIC	
EQUIPMENT			FEE	<b>TREASURER'S VALIDATION OF FEE PAID</b>
<b>TAX (2%)</b>				
<b>2.5% C.C.</b>				
<b>TOTAL FEE</b>				

APPLICANT CERTIFIES THAT ALL INFORMATION GIVEN IS CORRECT AND THAT ALL PERTINENT MECHANICAL CODES AND ORDINANCES WILL BE COMPLIED WITH IN PERFORMING THE WORK FOR WHICH THIS PERMIT IS ISSUED

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR OR AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
SIGNATURE OF PERMIT CLERK

CREDIT CARD PAYMENT VIA EMAIL/FAX

EMAIL/FAX RECEIPT TO: \_\_\_\_\_

CHARGE TO (Name on Account): \_\_\_\_\_

MAILING ADDRESS FOR CREDIT CARD IF DIFFERENT FROM ABOVE \_\_\_\_\_

ACCOUNT #: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_ CVN #: \_\_\_\_\_

FOR INSPECTIONS CALL 868-3035 – **PLEASE PROVIDE PERMIT NUMBER FOR INSPECTION**



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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 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](#).)