



Department of Community Development

Building Inspections Division

21 South Bruffey Street

P.O. Box 869

Salem, VA 24153

Phone: **540-375-3036** Fax: **540-375-4042**

Email: engineering@salemva.gov

EXISTING RESIDENTIAL PERMIT APPLICATION PACKET

Addition/Alteration/Demolition

1. Two (2) sets of plans showing existing structure, and new addition/alteration/demolition (if needed).
 2. One digital (PDF) copy of plans e-mailed to engineering@salemva.gov or on CD.
 3. Completed application.
 4. If located in the floodplain, preconstruction Certificate of Elevation*
 5. Certified plat showing all easements, existing structures, and proposed structures.
 6. Erosion and Sediment Control Permit.
-
- **PLEASE NOTE: If a preconstruction Certificate of Elevation is required, then BEFORE a Certificate of Occupancy is issued, we must receive a post construction Certificate of Elevation.**



Department of Community Development
 21 South Bruffey Street
 P.O. Box 869
 Salem, VA 24153
 Phone: 540-375-3036 Fax: 540-375-4042

Permit Number: _____

RESIDENTIAL PERMIT APPLICATION

Date of Application _____

NEW CONSTRUCTION/ADDITIONS
Bedrooms
Full Baths
Half Baths
Stories
Fireplaces
Units

TYPE OF WORK (circle one)	
New Construction	Alteration
Addition	Demolition

If water or sewer laterals are needed, contact Utility Collections at (540) 375-3021

CATEGORY OF CONSTRUCTION (circle one)	
Single Family Dwelling	Modular Home
Multi-Family (Duplex, Townhouse)	Medcottage
Accessory Structure (describe)	
Other (describe)	

Heat Type: (circle one) Heat Pump Gas Electric
 Wood Stove Solar Oil Hot Water Other:

SCOPE OF WORK (describe briefly, but thoroughly)

FLOODZONE (circle one)	
Floodway	Zone (500 yr)
AE (100 yr)	None

ZONING	
Zoning District:	
Site Plan/Survey Compliant:	YES NO
Zoning Setbacks: Front _____	Rear _____
Right Side _____	Left Side _____ Height _____
Zoning Approval: _____	

JOB SITE INFORMATION

Job Address: _____
 City/State/Zip: _____
 Subdivision Name: _____
 Tax Map/Parcel #: _____
 Lot #: _____ Block#: _____ Section #: _____

OWNER INFORMATION

Name: _____
 Mailing Address: _____
 City/State/Zip: _____
 Phone #: () Cell: () E-mail: _____

CONTRACTOR INFORMATION

Contractor: _____ Contact Name: _____
 Address: _____
 City/State/Zip: _____
 Phone #: () Cell: ()
 State License #: _____ E-mail: _____
 Expiration Date: _____ City License # _____

APPLICANT INFORMATION (if other than the owner or contractor)

Applicant Name: _____
 Letter From Owner Giving Permission To Pull Permit: YES NO
 Address: _____
 City/State/Zip: _____
 Phone #: () Fax: ()
 Cell: () E-mail: _____

ALTERATIONS/DEMOLITIONS	FOUNDATION TYPE (circle)			
Permit fees are based on the value of work performed including equipment, labor overhead and profit.	Slab	Crawl	Basement	Other
Total Estimated Cost: \$ _____	SITE PLAN/SURVEY (circle one)			
	Yes	No		
TRADE PERMITS INVOLVED (circle)	BUILDING AREAS (Office Use Only)			
Each Trade Will Need Individual Permits	Bldg/Living Area: (finished)	Sq. feet		
Electrical Mechanical Plumbing Cross Connection (Irrigation)	Basement Area			
	Concrete Walls 8 ft:	Sq. feet		
	Concrete Block Walls 8 ft:	Sq. feet		
	Add for Fin., Minimal:	Sq. feet		
	Porch/Breezeway			
Permit fees are based on the value of work performed including equipment, labor overhead and profit.	Floor Structure: Open Slab	Sq. feet		
	Open w/Steps	Sq. feet		
Estimate Cost Breakdown	Wood Deck	Sq. feet		
	Building	\$ _____		
	Electrical	\$ _____		
	Plumbing	\$ _____		
	Mechanical	\$ _____		
	Cross Connection	\$ _____		
	TOTAL:	\$ _____		
	Remarks:	Wall Enclosure		
		Screen Only:	Sq. feet	
		3 Walls/Roof/Ceiling:	Sq. feet	
Roof Only:		Sq. feet		
Enclose Attached Deck or Patio				
	3 Walls/Roof/Ceiling	Sq. feet		
	Roof Only	Sq. feet		
	Garage			
	Detached	Sq. feet		
	Attached	Sq. feet		
	Built-In	Sq. feet		

CERTIFICATION

I understand that this permit will become 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. I understand that by obtaining this permit, it may be necessary for certain City of Salem Officials to visit my property in conjunction with required inspections, tax assessments, etc.

I understand that all work is to conform to the current edition of the Virginia Uniform Statewide Building Code.

I further understand that all permit holders shall call for all required inspections as required by code. I must provide the *job address*, *inspection type*, as well as the *permit number* or the inspection may be rejected.

I hereby certify that I am the owner of record of the herein described property, or that the proposed work has been authorized by the owner of record and that I have been authorized to make this application as a designated agent. I agree to conform to all applicable state and local regulations, rules and policies and such shall be deemed a condition entering into the exercise of the permit. In addition, if a permit is issued, I certify that the code official or his authorized representative shall have the authority to enter the area(s) described herein at any reasonable hour for the purpose of enforcing the provisions of the applicable code(s).

APPLICANT: _____ DATE: _____

OWNERS AFFIDAVIT: (Complete if Owner is Not a Licensed Contractor)

I affirm that I am the owner of the property described in this application and that I am familiar with the prerequisites of Section 54.1-111 of the Code of Virginia, as amended, and I am not subject to licensure as a contractor or subcontractor. I am also aware that it is a violation of State Law to hire or award a contract to an unlicensed contractor.

SIGNED: (Must be Notarized if Owner is Not Present in Person) _____

Subscribed and sworn before me in the _____ of _____,
this _____ day of _____, 20_____.

My commission expires _____ Notary Public _____

CITY OF SALEM PERMIT FEES EFFECTIVE JULY 1, 2009

FEES LISTED BELOW ARE FOR PERMITS OBTAINED PRIOR TO THE START OF WORK. IF A PERMIT IS OBTAINED AFTER WORK HAS STARTED, FEES WILL BE TWICE THE AMOUNT SHOWN.

A 2% STATE LEVY TAX MUST BE ADDED TO ALL PERMIT FEES

BUILDING PERMITS

VALUATION	FEE	VALUATION	FEE	VALUATION	FEE
MINIMUM FEE	\$ 35.00	\$ 38,000.00	\$ 211.00	\$ 78,000.00	\$ 391.00
\$ 1,000.00	35.00	39,000.00	215.50	79,000.00	395.50
2,000.00	35.00	40,000.00	220.00	80,000.00	400.00
3,000.00	35.00	41,000.00	224.50	81,000.00	404.50
4,000.00	35.00	42,000.00	229.00	82,000.00	409.00
5,000.00	40.00	43,000.00	233.50	83,000.00	413.50
6,000.00	46.00	44,000.00	238.00	84,000.00	418.00
7,000.00	52.00	45,000.00	242.50	85,000.00	422.50
8,000.00	58.00	46,000.00	247.00	86,000.00	427.00
9,000.00	64.00	47,000.00	251.50	87,000.00	431.50
10,000.00	70.00	48,000.00	256.00	88,000.00	436.00
11,000.00	76.00	49,000.00	260.50	89,000.00	440.50
12,000.00	82.00	50,000.00	265.00	90,000.00	445.00
13,000.00	88.00	51,000.00	269.50	91,000.00	449.50
14,000.00	94.00	52,000.00	274.00	92,000.00	454.00
15,000.00	100.00	53,000.00	278.50	93,000.00	458.50
16,000.00	106.00	54,000.00	283.00	94,000.00	463.00
17,000.00	112.00	55,000.00	287.50	95,000.00	467.50
18,000.00	118.00	56,000.00	292.00	96,000.00	472.00
19,000.00	124.00	57,000.00	298.50	97,000.00	476.50
20,000.00	130.00	58,000.00	301.00	98,000.00	481.00
Over \$20,000.00 Equals \$130.00 plus \$4.50		59,000.00	305.50	99,000.00	485.50
per Thousand Dollars or fraction thereof		60,000.00	310.00	100,000.00	490.00
21,000.00	134.50	61,000.00	314.50	Over \$100,000.00 Equals \$490.00 plus \$3.50	
22,000.00	139.00	62,000.00	319.00	per Thousand or Fraction	
23,000.00	143.50	63,000.00	323.50	Thereof	
24,000.00	148.00	64,000.00	328.00	200,000.00	840.00
25,000.00	152.50	65,000.00	332.50	300,000.00	1,190.00
26,000.00	157.00	66,000.00	337.00	400,000.00	1,540.00
27,000.00	161.50	67,000.00	341.50	500,000.00	1,890.00
28,000.00	166.00	68,000.00	346.00	Over \$500,000.00 Equals \$1890.00 plus \$2.50	
29,000.00	170.50	69,000.00	350.50	per Thousand or Fraction	
30,000.00	175.00	70,000.00	355.00	Thereof	
31,000.00	179.50	71,000.00	359.50	600,000.00	2,140.00
32,000.00	184.00	72,000.00	364.00	700,000.00	2,390.00
33,000.00	188.50	73,000.00	368.50	800,000.00	2,640.00
34,000.00	193.00	74,000.00	373.00	900,000.00	2,890.00
35,000.00	197.50	75,000.00	377.50	1,000,000.00	3,140.00
36,000.00	202.00	76,000.00	382.00	Over \$1,000,000.00 Equals \$3140.00 plus \$1.75	
37,000.00	206.50	77,000.00	386.50	per Thousand or Fraction thereof	

PERMIT FEES: ELECTRICAL, PLUMBING, MECHANICAL, SIGN, L. P. GAS, & CROSS CONNECTION

AMOUNT OF CONTRACT OR ESTIMATED COST	FEE
\$ 0.00 to 500.00	\$ 35.00
500.01 to 1,000.00	40.00
1000.01 to 2,000.00	50.00
2,000.01 to 3,000.00	60.00
3,000.01 to 4,000.00	70.00
4,000.01 to 5,000.00	85.00

IN EXCESS OF \$5,000.00 THE FEE SHALL BE \$85.00 PLUS \$4.50 FOR EACH ADDITIONAL \$1,000.00 OR FRACTION THEREOF.

*****NOTE*****
**A 2% STATE TAX LEVY
 MUST BE ADDED TO ALL
 PERMIT FEES
 effective July 1, 2009**

MISCELLANEOUS FEES

TEMPORARY ELECTRIC INSPECTION FEE	\$ 25.00
*REINSPECTION FEE	25.00
CERTIFICATE OF OCCUPANCY AND SERVICE INSPECTION PERMIT	25.00
ZONING LETTERS (REQUIRING EXTENSIVE RESEARCH)	50.00
MOVING, RAZING (DEMOLITION)	35.00
PLAN REVIEW (NEW COMMERCIAL)	10%
ELEVATOR PERMIT	25.00

*REINSPECTION FEE INCLUDES REINSPECTION FOR ALL BUILDING TRADES



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21 South Bruffey Street
P.O. Box 869
Salem, VA 24153
Phone: **540-375-3036** Fax: **540-375-4042**
Email: engineering@salemva.gov

MECHANICS' LEIN AGENT INFORMATION

THE TERM "MECHANICS" LEIN AGENT" MEANS A PERSON DESIGNATED IN WRITING BY THE OWNER OF REAL ESTATE OR A PERSON AUTHORIZED TO ACT ON BEHALF OF THE OWNER OF SUCH REAL ESTATE AND WHO CONSENTS IN WRITING TO ACT, AS THE OWNER'S DESIGNEE FOR PURPOSES OF RECEIVING NOTICE PURSUANT TO 43-4.01.

SUCH PERSON SHALL BE AN ATTORNEY AT LAW LICENSED TO PRACTICE IN THE COMMONWEALTH, A TITLE INSURANCE COMPANY AUTHORIZED TO WRITE TITLE INSURANCE IN THE COMMONWEALTH OR ONE OF ITS SUBSIDIARIES OR LICENSED TITLE INSURANCE AGENTS, OR A FINANCIAL INSTITUTION AUTHORIZED TO ACCEPT DEPOSITS AND TO HOLD ITSELF OUT TO THE PUBLIC AS ENGAGED IN THE BANKING OR SAVINGS INSTITUTION BUSINESS IN THE COMMONWEALTH OR A SERVICE CORPORATION, SUBSIDIARY OR AFFILIATE OF SUCH FINANCIAL INSTITUTION.

ANY SUCH PERSON MAY PERFORM MECHANICS' LEIN AGENT SERVICES AS ANY LEGAL ENTITY. PROVIDED THAT NOTHING HEREIN SHALL BE CONSTRUED TO AFFECT PENDING LITIGATION.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provision of any other state or local law regulating construction or the performance of construction.

APPLICANT (Please Print)

Date

MECHANICS' LIEN AGENT (Please Print)

APPLICANT (Signature)

Date

STREET ADDRESS OF LIEN AGENT

NAME OF CONSTRUCTION COMPANY
(If Contractor)

CITY, STATE AND ZIP

PROJECT ADDRESS

PHONE NUMBER OF LIEN AGENT



CITY OF SALEM, VIRGINIA

CHARLES E. VAN ALLMAN, JR., PE
CITY ENGINEER

DEPARTMENT OF ENGINEERING
AND INSPECTIONS

TODD W. SUTPHIN
BUILDING OFFICIAL

SEQUENCE OF INSPECTIONS

All inspection requests received prior to 8:30 a.m. will be done that day. This includes inspection requests left on our voice mail. All Inspections received after 8:30 will be that afternoon or the following business day.

Building Inspections:

- | | |
|--|---|
| 1. Footings | When ready for inspection - slab |
| 2. Foundation & Drain Tile | When ready for inspection |
| 3. House Wrap Inspection (Air Barrier) | Before the brick or vinyl veneer |
| 4. Framing | After Rough-In electrical, plumbing, mechanical, and house wrap inspections have been approved |
| 5. Insulation | After house wrap and framing inspections have been approved |
| 6. Final | After Final electrical, plumbing, and mechanical inspections have been approved |

Electrical Inspections:

- | | |
|---------------------------|--|
| 1. Temporary Electric | When ready for inspection |
| 2. Rough-In | Before framing and insulation inspection |
| 3. Power Subject to Final | When ready for permanent power |
| 4. Final | Before final building inspection |

Plumbing Inspections:

- | | |
|------------------------|--|
| 1. Ground Work | Before concealment |
| 2. Sewer & Water Lines | When ready for inspection |
| 3. Rough-In | Before framing and insulation inspection |
| 4. Final | Before final building inspection |

Mechanical Inspections:

- | | |
|-------------|--|
| 1. Rough-In | Before framing and insulation inspection |
| 2. Final | Before final building inspection |

Office Phone: (540) 375-3036

**Office Hours For Inspectors: Monday through Friday
8:00 a.m. – 8:30 a.m. and 4:00 p.m. – 4:45 p.m.**

Troy Loving
Chris Williams
Todd Sutphin

Combination Inspector
Combination Inspector
Building Official



Department of Engineering & Inspections
21 South Bruffey Street
P.O. Box 869
Salem, VA 24153
Phone: 540-375-3036 Fax: 540-375-4042
Email: engineering@salemva.gov

ELECTRICAL PERMIT APPLICATION

Job Address: _____ Job Cost: _____

Your Name: _____

Are you the Property Owner or the Contractor: _____

If the Property Owner: Do you reside at the job address? _____

If the Contractor: Company Name: _____

Company Address: _____

Company's State Contractor's License Number: _____

Class: _____ Expires: _____ License Classification: _____

Master Electrician's Name: _____

Tradesman's Lic #: _____ License Classification: _____ Expires: _____

Phone #: _____ Cell #: _____ Fax #: _____ Email: _____

General description of intended work: _____

Is there a building permit related to this job? If yes, building permit # _____

Please classify job: (Please circle one)

NEW SERVICE
CHANGE OF SERV WITH NEW WIRING
NEW WIRING ONLY
FIRE ALARM SYSTEM

TEMPORARY
CHANGE OF SERVICE ONLY
CHANGE OF SERV WITH REWIRING
REWIRING ONLY

Is the new or sub fed service overhead or underground? _____

Existing service size _____ amps

New service size _____ amps

What type of heat? _____

Type of hot H₂O? _____

ELECTRICIAN OR OTHERS PERFORMING ELECTRICAL WORK MUST OBTAIN METER LOCATION AND METER BASE FROM THE CITY OF SALEM ELECTRIC DEPARTMENT

APPLICANT SIGNATURE

PHONE

DATE



Department of Engineering & Inspections
21 South Bruffey Street
P.O. Box 869
Salem, VA 24153
Phone: 540-375-3036 Fax: 540-375-4042
Email: engineering@salemva.gov

TRADES PERMIT APPLICATION

PLUMBING MECHANICAL CROSS CONNECTION

(please circle one)

Job Address: _____

Owner: _____ Phone: _____

Contractor: _____

Contractor Name: _____

Phone #: _____ Cell #: _____ Fax #: _____ Email: _____

VA License #: _____ Class: _____ Expiration Date: _____

License Classification: _____

Tradesman Card Holder: _____

VA License #: _____ Expiration Date: _____

License Classification: _____

Description of Work: _____

Job Cost: _____ Related Building Permit #: _____

Applicant Signature

Date

Applicant (Print Name)

Company/Contractor Name

CITY OF SALEM BUILDING CODE INSPECTIONS CHECKLIST

Based on 2009 Virginia Residential Code & 2009 Virginia Construction Code

FOOTING INSPECTION: Call inspector and request inspection when job is ready for concrete but **before** pouring any concrete.

- Footing 8" deep by 16" wide (minimum)
- Concrete minimum 8" thick
- 24" minimum from finish grade to bottom of footer
- Minimum 12" clearance behind bulkheads to dirt step
- All step-downs require rebar reinforcement
- Bottom of footer flat and level to maximum 1' in 10' slope
- Two continuous #4 reinforcing bars shall be provided throughout all footings. All reinforcing steel shall be secured in place and lapped a minimum of 12 inches where spliced, and shall be supported and anchored with metal stakes and/or chairs which provide a minimum of 3 inches clearance from the sides and bottom of the excavation. Clay brick or CMU block shall not be used for support and/or anchors.
- The minimum overlap at all footing steps shall be a minimum of 2 times the footing thickness.
- All rock to be padded with 2" minimum sand or gravel
- All grade level stakes installed @ time of inspection
- All footers on solid earth – NO FILL DIRT - NO TOP SOIL
- No roots or vegetation in footing, slab, or crawlspace
- Footing inspection required on retaining walls
- All water and mud removed from footer (**If there is water/mud in footer, call and cancel inspection immediately**)
- All retaining walls over 4 Ft. high require footer
- Retaining walls 6 Ft. to 10 Ft. require Virginia Registered Design Professional design, stamp and signature. (Spec. sheet available @ office)
- If you have specs from a Certified Engineer due to fill dirt or other soil conditions, or for design purposes, have those specs available to the inspector @ time of inspection or prior to inspection.
- Pier footers for interior columns must be minimum 2' x 2' by 24" deep with minimum 12" for concrete under post or column, deck post 8" concrete



**COMMUNITY DEVELOPMENT DEPARTMENT
OFFICE OF BUILDING INSPECTIONS
P O BOX 869
SALEM VA 24153
(540) 375-3032**

INFORMATION ON FOOTERS FROM THE 2012 VIRGINIA RESIDENTIAL CODE

SECTION R403 FOOTINGS

R403.1 General.

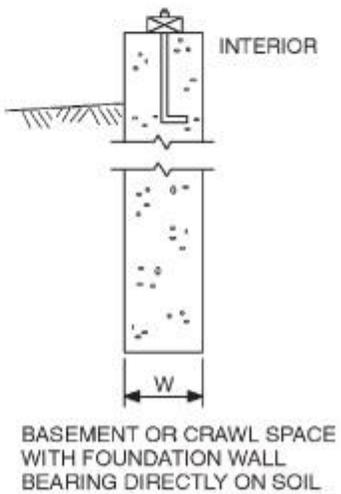
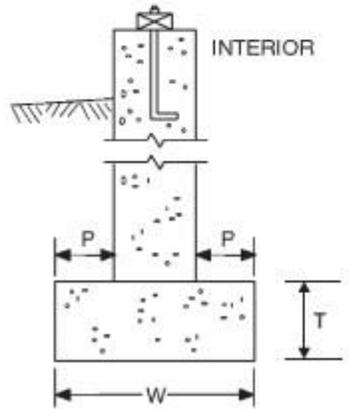
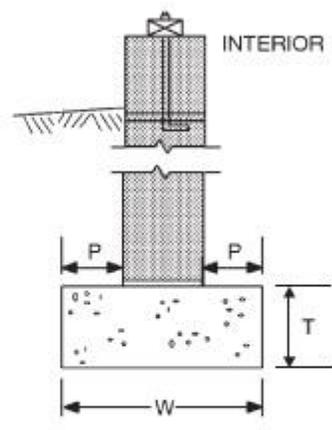
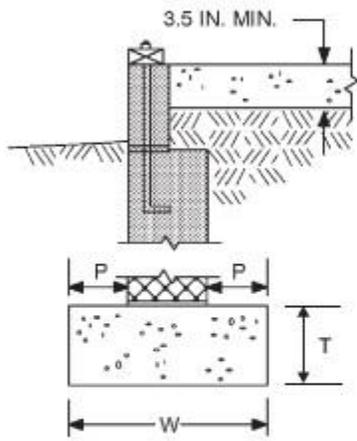
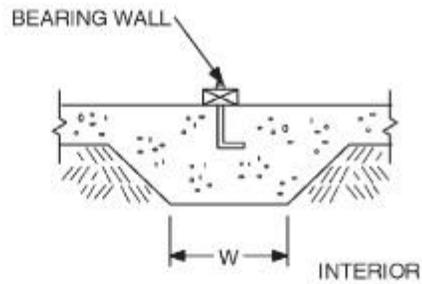
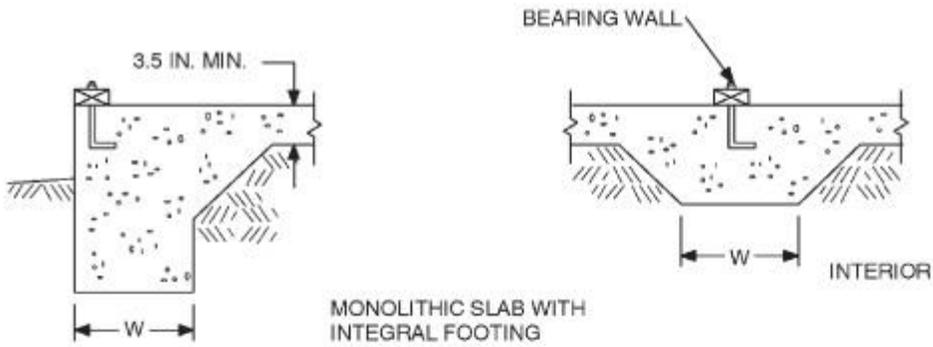
All exterior walls shall be supported on continuous solid or fully grouted masonry or concrete footings, wood foundations, or other approved structural systems that shall be of sufficient design to accommodate all loads according to Section R301 and to transmit the resulting loads to the soil within the limitations as determined from the character of the soil. Footings shall be supported on undisturbed natural soils or engineered fill.

Exceptions:

1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, not exceeding 256 square feet (23.7824 m²) of building area, provided all of the following conditions are met:
 - 1.1. The building eave height is 10 feet or less.
 - 1.2. The maximum height from the finished floor level to grade does not exceed 18 inches.
 - 1.3. The supporting structural elements in direct contact with the ground shall be placed level on firm soil and when such elements are wood they shall be approved pressure preservative treated suitable for ground contact use.
 - 1.4. The structure is anchored to withstand wind loads as required by this code.
 - 1.5. The structure shall be of light-frame construction whose vertical and horizontal structural elements are primarily formed by a system of repetitive wood or light gauge steel framing members, with walls and roof of light weight material, not slate, tile, brick or masonry.

2. Footings are not required for ramps serving dwelling units in Group R-3 and R-5 occupancies where the height of the entrance is no more than 30 inches (762 mm) above grade.

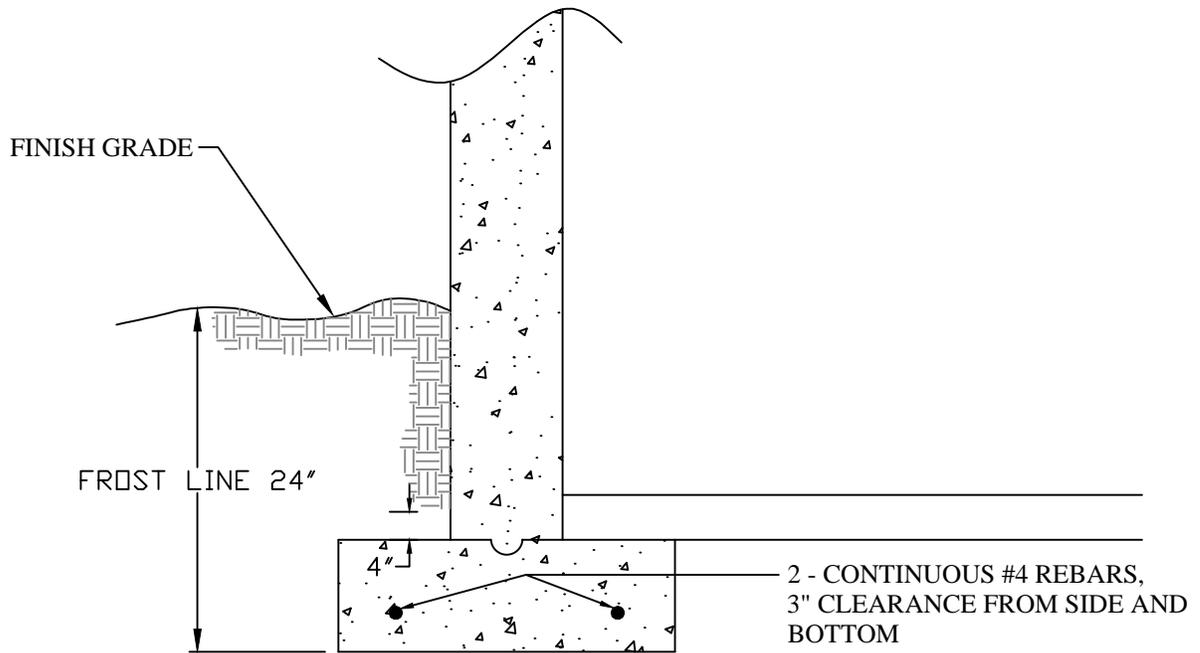
http://codes.iccsafe.org/app/book/content/VA/2012_VA_Residential_HTML/Chapter%204.html



For SI: 1 inch = 25.4 mm.

FIGURE R403.1(1) CONCRETE AND MASONRY FOUNDATION DETAILS

http://codes.iccsafe.org/app/book/content/VA/2012_VA_Residential_HTML/Chapter%204.html



FOOTING WIDTHS SHALL BE BASED ON THE
LOAD BEARING CAPACITY OF THE SOIL

STRUCTURAL FOOTING
DETAIL

NOT TO
SCALE



CITY OF SALEM
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING INSPECTIONS DIVISION

21 South Bruffey Street
Salem, Virginia 24153
(540)-375-3036

16"

24"

Finish
Grade

POST

8"

PIER FOOTER FOR DECK POST ONLY



CITY OF SALEM, VIRGINIA

CHARLES E. VAN ALLMAN, JR., PE
CITY ENGINEER

DEPARTMENT OF ENGINEERING
AND INSPECTIONS

TODD W. SUTPHIN
BUILDING OFFICIAL

October 1, 2010

To Whom It May Concern:

All Building Permits must be posted at least five (5) feet from the finished grade on construction sites and must be maintained until all final inspections are made.

If, at the time of inspection, Building Permits are not properly posted as described above, the inspection will not be performed. If it is necessary for the inspector to make another trip to the site as a result of the permit not being properly posted, a \$30.00 re-inspection fee will be required prior to subsequent inspections being performed.

Your Building Permit must be posted in a location where the inspectors are able to access it and post inspections without walking through mud. This will help us help you keep the interior of your structure free of mud from our shoes. If the permit is posted in an area, which is prone to becoming muddy during periods of rain or snow, gravel or other suitable materials must be used.

If you have any questions regarding these requirements, please contact our office at (540) 375-3036.

Sincerely,

Todd W. Sutphin
Building Official



CITY OF SALEM, VIRGINIA

CHARLES E. VAN ALLMAN, JR., PE
CITY ENGINEER

DEPARTMENT OF ENGINEERING
AND INSPECTIONS

TODD W. SUTPHIN
BUILDING OFFICIAL

October 1, 2010

To Whom It May Concern:

Re: Certified Plat Requirements

When building permits are issued, certified plats are required showing the location of buildings as they relate to the City's setback requirements. During the building phase, the builder often shifts the corners or adds overhangs, cantilevers, decks, etc., that change the footprints of the structure on the lot. The problem then arises when a lender does an "as built" survey and discovers the structure to be in conflict with the setback requirements.

To focus on this potential problem, an occupancy permit will be issued only after the land surveyor certifies that all setback requirements have been met in the finished product. Copies of the setback requirements for the various zonings are available in the Engineering and Inspections Office located at 25 E. Main Street, Salem, Virginia.

If you have any questions regarding this matter, please feel free to contact our office at (540) 375-3036.

Sincerely,

Todd W. Sutphin
Building Official

TWS:mcl



CITY OF SALEM, VIRGINIA

CHARLES E. VAN ALLMAN, JR., PE
CITY ENGINEER

DEPARTMENT OF ENGINEERING
AND INSPECTIONS

TODD W. SUTPHIN
BUILDING OFFICIAL

Must have property line removed before Final Inspection

I, _____ (owner/developer/builder), of a lot known as _____ (address/tax map number) **DO HEREBY CERTIFY** that I am responsible for providing a certified plat to the Building Inspections office showing that my lot line has been vacated. Before I can get a final inspection for this permit this information must be shown on the plat.

I acknowledge that such a violation could result in my having to take down anything new that is crossing a lot line.

SIGNED: _____ DATE _____



CITY OF SALEM, VIRGINIA

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CITY ENGINEER

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AND INSPECTIONS

TODD W. SUTPHIN
BUILDING OFFICIAL

CERTIFICATION OF SETBACK COMPLIANCE

I, _____ (owner/developer/builder), of a lot known as _____
_____ (address / tax map number) **DO HEREBY**
CERTIFY that the setbacks of this project conform to all applicable standards contained within
the City of Salem Zoning Ordinance.

I understand that the City of Salem suggests all applicants for building permits to secure a
survey as soon as possible to verify that the location of all structures complies with all setback
and yard requirements of the zoning ordinance.

If subsequent to my completing this form, the structure is found to be not in compliance
with the City of Salem setback and/or yard requirements, I understand that it shall be the property
owners' responsibility to make any such structural or legal subdivision modification requirements
to bring the structure into compliance.

I acknowledge that such a violation is a self-imposed condition rather than an unnecessary
hardship, since a survey or other actions within my control could have been avoided or alleviated
this condition.

SIGNED: _____ DATE: _____



CITY OF SALEM, VIRGINIA

CHARLES E. VAN ALLMAN, JR., PE
CITY ENGINEER

DEPARTMENT OF ENGINEERING
AND INSPECTIONS

TODD W. SUTPHIN
BUILDING OFFICIAL

October 1, 2010

To All Contractors:

This letter is to reiterate that as of January 1, 2003 single family dwellings constructed within the limits of the City of Salem will **NO LONGER BE EXEMPT FROM THE LAWS AND REGULATIONS OF EROSION AND SEDIMENT CONTROL.**

Please note, disturbed areas of 5,000 square feet or more must submit a professional engineer certified plan. For those under 5,000 square feet, an Agreement in Lieu of Plan may be substituted.

An Agreement in Lieu of plan will consist of a site inspection performed by the Department of Engineering & Inspections, erosion and sediment control requirements, and a contract agreement signed by the property owner or the party responsible for the land disturbing, agreeing to take any measures to meet the requirements.

Periodic site inspections will be performed by the Department of Engineering & Inspections and amendments may be made to the plan or agreement in order to procure erosion and sediment control.

Sincerely,

Todd W. Sutphin
Building Official

CC: Charles Van Allman, City Engineer

Memo

Engineering Department

TO : Applicants Who Want to Build Single Family Dwellings
FROM: Charles E. Van Allman, Jr., P.E., City Engineer
DATE : July 20, 2010
SUBJECT: Agreement in Lieu of Erosion & Sediment Control Plan

Before obtaining a building permit for a single family dwelling, you must meet with the Engineering Department and have an Agreement in Lieu of Erosion & Sediment Control Plan completed. This form will establish erosion and sediment control measures that must be met during construction.

The cost for an Agreement in Lieu of Erosion & Sediment Control Plan is \$50.00.

If you should have any questions or need additional information, please contact our office at (540) 375-3032.

Thank you.

CEVjr/llp



**COMMUNITY DEVELOPMENT DEPARTMENT
OFFICE OF CITY ENGINEER
P O BOX 869
SALEM VA 24153
(540) 375-3032**

**LAND DISTURBING ACTIVITIES
AGREEMENT IN LIEU OF EROSION &
SEDIMENT CONTROL PLAN**

NAME: _____
SITE ADDRESS: _____
CELL PHONE: _____
EMAIL ADDRESS: _____

LAND DISTURBING PERMIT NO.: _____
BUILDING PERMIT NO.: _____
SUBDIVISION: _____
TAX MAP NO.: _____

In lieu of submission of an erosion and sediment control plan for the construction of this expansion project, I agree to comply with any reasonable requirements determined necessary by the City of Salem, Virginia, representing either the Building Inspector or the City Engineer. Such requirements shall be based on the conservation standards contained in the City of Salem Erosion and Sediment Control Ordinance, and shall represent the minimum practices necessary to provide adequate control of erosion and sedimentation on or resulting from this project.

As a minimum, all denuded areas on the lot shall be stabilized within seven (7) days of final grading with permanent vegetation or a protective ground cover suitable for the time of year. Temporary soil stabilization shall be applied within seven (7) days to denuded areas that may not be at final grade but will remain dormant (undisturbed) for longer than 30 days. I further understand that failure to comply with such requirements within three working days following notice by the representatives of the City of Salem could result in citation for violation of the City of Salem Erosion and Sediment Control Ordinance.

Measures specified by Plan Approving Authority: _____

Signature of Landowner: _____

Party Responsible for Erosion Control: _____
(If different from Landowner)

Approved by: _____ Date: _____



CITY OF SALEM, VIRGINIA

CHARLES E. VAN ALLMAN, JR., PE
CITY ENGINEER

DEPARTMENT OF ENGINEERING
AND INSPECTIONS

TODD W. SUTPHIN
BUILDING OFFICIAL

Date: _____

N O T I C E O F W A I V E R

I _____, owner/tenant/contractor of
_____, Salem, Virginia, hereby affirm that the
structure constructed according to Building Permit _____ is
located on a public easement. In the event that any need arises that the
City of Salem must access said easement, I/we will not hold the City
responsible for any damages. I/We fully understand that if the structure
has to be moved that it is my responsibility to reset the structure.
Furthermore, the City is not responsible for any monetary costs in
conjunction with accessing the easement.

Owner/Tenant/Contractor: _____