



## 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](mailto:engineering@salemva.gov)

## NEW RESIDENTIAL PERMIT APPLICATION PACKET

1. Two (2) sets of plans with braced wall panels on drawings and worksheet for each panel numbered.
  2. One digital (PDF) copy of plans e-mailed to [engineering@salemva.gov](mailto:engineering@salemva.gov) or on CD.
  3. Completed application.
  4. Shrink-swell soil test results.
  5. If located in the floodplain, preconstruction Certificate of Elevation\*
  6. Certified plat showing all easements, existing structures, and proposed structures.
  7. Erosion and Sediment Control Permit.
  8. Stormwater Pollution Prevention Plan (SWPPP) if part of a common plan of development or sale.
  9. **NOTE: All utilities must be run in separate trenches with a five-foot separation between each.**
- 
- **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: \_\_\_\_\_

|  |   |                       |          |       |
|--|---|-----------------------|----------|-------|
| <b>ALTERATIONS/DEMOLITIONS</b>   | <b>FOUNDATION TYPE (circle)</b>   |                       |          |       |
| Permit fees are based on the value of work performed including equipment, labor overhead and profit.   | Slab  | Crawl                 | Basement | Other |
| Total Estimated Cost: \$ _____   | <b>SITE PLAN/SURVEY (circle one)</b>                                      |                       |          |       |
|  | Yes   | No                    |          |       |
| <b>TRADE PERMITS INVOLVED (circle)</b>   | <b>BUILDING AREAS</b> <span style="float:right;">(Office Use Only)</span> |                       |          |       |
| <b>Each Trade Will Need Individual Permits</b>   | Bldg/Living Area: (finished)  | Sq. feet              |          |       |
| Electrical<br>Mechanical<br>Plumbing<br>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              |          |       |
| <b>Estimate Cost Breakdown</b>   | Wood Deck   | Sq. feet              |          |       |
|  | Building  | \$ _____              |          |       |
|  | Electrical  | \$ _____              |          |       |
|  | Plumbing  | \$ _____              |          |       |
|  | Mechanical  | \$ _____              |          |       |
|  | Cross Connection  | \$ _____              |          |       |
|  | <b>TOTAL:</b>   | <b>\$ _____</b>       |          |       |
|  | 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              |          |       |
| <b>CERTIFICATION</b>   |   |                       |          |       |
| 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 <i>job address</i> , <i>inspection type</i> , as well as the <i>permit number</i> 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: _____   |   |                       |          |       |
| <b>OWNERS AFFIDAVIT: (Complete if Owner is Not a Licensed Contractor)</b>  |   |                       |          |       |
| 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, 2014**

**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 UP TO \$250.00**

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

| <b>BUILDING PERMITS</b>                      |          |              |           |  |           |
|--|----------|--------------|-----------|--|-----------|
| 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    | 296.50    | 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    |

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

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

**MISCELLANEOUS FEES**

|  |   |
|--|---|
| CERTIFICATE OF OCCUPANCY AND SERVICE INSPECTION PERMIT | \$ 30.00  |
| ELEVATOR PERMIT  | 30.00   |
| REINSPECTION FEE (ON THE 3RD VISIT)                    | 30.00   |
| TEMPORARY ELECTRIC INSPECTION FEE                      | 30.00   |
| ZONING PERMIT  | 20.00   |
| PLAN REVIEW ( NEW RESIDENTIAL )                        | 30.00   |
| PLAN REVIEW ( ALL COMMERCIAL )                         | 10% OF PERMIT FEE OR \$30.00 WHICHEVER IS GREATER |

**REFUNDS FOR PERMITS**

THE CITY WILL RETAIN THE HIGHER OF 25% OR \$30.00 AND REFUND THE REST



**Department of Engineering & Inspections**  
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Salem, VA 24153  
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Email: [engineering@salemva.gov](mailto:engineering@salemva.gov)

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## **MECHANICS' LEIN AGENT INFORMATION**

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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.

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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



### Statement of Energy Code Compliance

|                       |                      |              |                      |
|-----------------------|----------------------|--------------|----------------------|
| Address               | <input type="text"/> | Phone Number | <input type="text"/> |
| Contractor/Owner Name | <input type="text"/> | Permit #     | <input type="text"/> |

I hereby attest that I will be using the following method of compliance for my HVAC duct sealing inspection as required by Section 403.2.2 of the 2009 Virginia Energy Conservation Code (VECC):

I will perform a Post Construction or Rough-in duct tightness test (duct blaster) and supply the prescribed test results for verification with section 403.2.2.1 of the 2009 VECC prior to my final Mechanical inspection.

I will call for a Mechanical rough-in inspection on my ductwork at which time a visual inspection will be done for the sealing method on the ductwork prior to wrapping with insulation.

- Duct insulation will be inspected at the time of building insulation inspection or as otherwise arranged with the inspector.

I hereby attest that I will be using the following method of compliance for my Building Envelope air tightness inspection as required by Section 402.4.2 of the 2009 Virginia Energy Conservation Code (VECC):

I will perform a Blower Door Test per section 402.4.2.1

- To comply with this section, blower door test results must be submitted on a testing company supplied form with evidence provided that the company is using raters certified by an approved agency. Compliance with this section of the VECC shall be certified.

I will schedule a visual inspection of the air barrier and penetrations per section 402.4.2.2 of the 2009 VECC .

402.4.2.2 of the 2009 VECC.

Using one of the following methods: : House Wrap      : Caulk & Seal      : Drywall

- An insulation inspection must also be scheduled either at the same time or at a later date. All trade rough-in inspections must be completed prior to scheduling the insulation inspection.

I will utilize a nationally recognized energy efficiency program and submit appropriate documentation upon completion in accordance with N1101.8

|           |                      |      |                      |
|-----------|----------------------|------|----------------------|
| Signature | <input type="text"/> | Date | <input type="text"/> |
|-----------|----------------------|------|----------------------|

# **NOTICE**

All inspections are to be scheduled ONLY by the person or contractor company who pulled the permit with the proper information.

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The following information is required in order to schedule an inspection over the phone:

1. The proper permit number
2. The address where the work is being performed
3. The type of inspection needed

**\*\*IMPORTANT\*\***

If any one of these three (3) pieces of information is not given at the time the inspection is requested, the inspection will NOT be scheduled.

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All inspections called in by 8:30 a.m. will be done the same day.

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If you have any questions, you may contact this office at (540) 375-3036.

Thank you.

Laura M. Tucker

Permit Technician / Executive Secretary, CPS  
City of Salem, Department of Engineering & Inspections



## 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) | <b>Before</b> the brick or vinyl veneer   |
| 4. Framing                             | <b>After Rough-In</b> electrical, plumbing, mechanical, and house wrap inspections have been approved |
| 5. Insulation                          | <b>After</b> house wrap and framing inspections have been approved                                    |
| 6. Final                               | <b>After Final</b> 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



**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

**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: \_\_\_\_\_



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BUILDING OFFICIAL

**PROPERTY OWNER AS PERMIT HOLDER**

I \_\_\_\_\_ UNDERSTAND THAT IF ISSUED A  
name

BUILDING/PLUMBING/ELECTRIC/HVAC PERMIT AS PROPERTY OWNER, THAT I WILL RESIDE  
AT THE ADDRESS OF CONSTRUCTION AND ALL UTILITIES WILL BE PLACED IN MY NAME  
FOR AT LEAST TWENTY-FOUR (24) MONTHS AFTER ISSUANCE OF THE CERTIFICATE OF  
OCCUPANCY.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Address of Property

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Official / Representative



**CITY OF SALEM, VIRGINIA**

DEPARTMENT OF ENGINEERING  
AND INSPECTIONS

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

**TODD W. SUTPHIN**  
BUILDING OFFICIAL

**REQUEST FOR UTILITIES**

**PRIOR TO OCCUPANCY**

In signing this application, I am fully aware that the electrical and water services are installed for test purposes only. I am fully aware that the occupancy of this structure without all final inspections being made is a violation of the Statewide Building Code and will result in the services being discontinued immediately.

---

APPLICANT

---

BUILDING OFFICIAL / REP

---

DATE

---

LOCATION OF STRUCTURE



**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: \_\_\_\_\_



**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

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**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: \_\_\_\_\_



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](mailto: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 H<sub>2</sub>O? \_\_\_\_\_

***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](mailto: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



**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

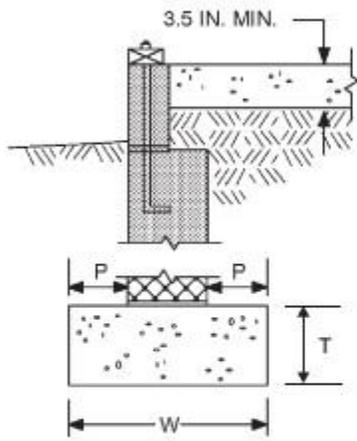
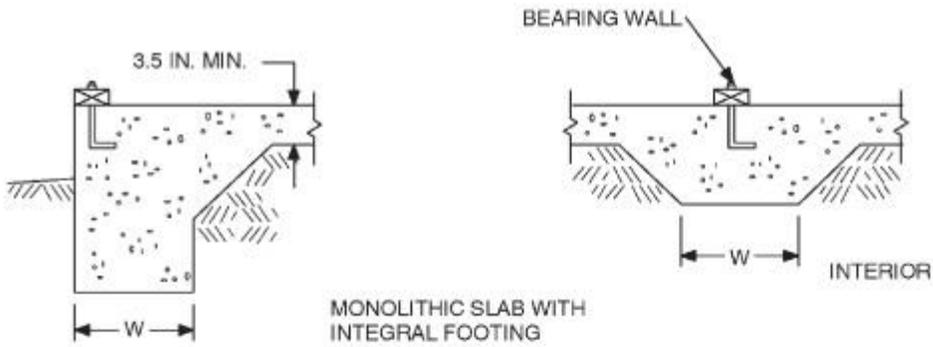
#### R403.1 General.

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.

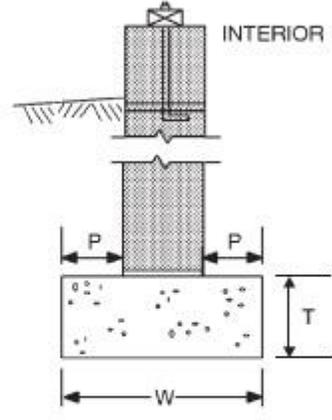
#### Exceptions:

1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, not exceeding 256 square feet (23.7824 m<sup>2</sup>) 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.

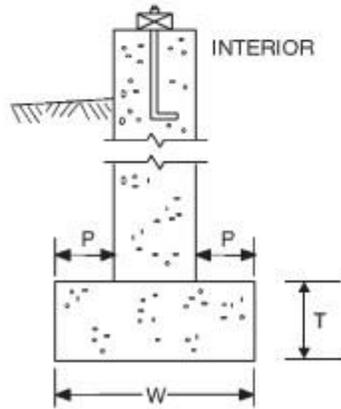
[http://codes.iccsafe.org/app/book/content/VA/2012\\_VA\\_Residential\\_HTML/Chapter%204.html](http://codes.iccsafe.org/app/book/content/VA/2012_VA_Residential_HTML/Chapter%204.html)



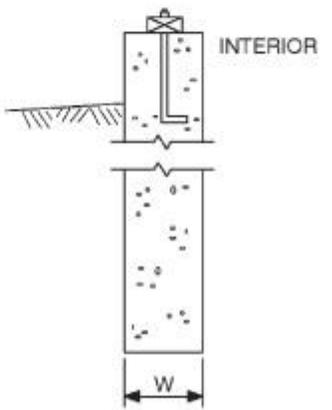
GROUND SUPPORT SLAB WITH MASONRY WALL AND SPREAD FOOTING



BASEMENT OR CRAWL SPACE WITH MASONRY WALL AND SPREAD FOOTING



BASEMENT OR CRAWL SPACE WITH CONCRETE WALL AND SPREAD FOOTING



BASEMENT OR CRAWL SPACE WITH FOUNDATION WALL BEARING DIRECTLY ON SOIL

For SI: 1 inch = 25.4 mm.

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

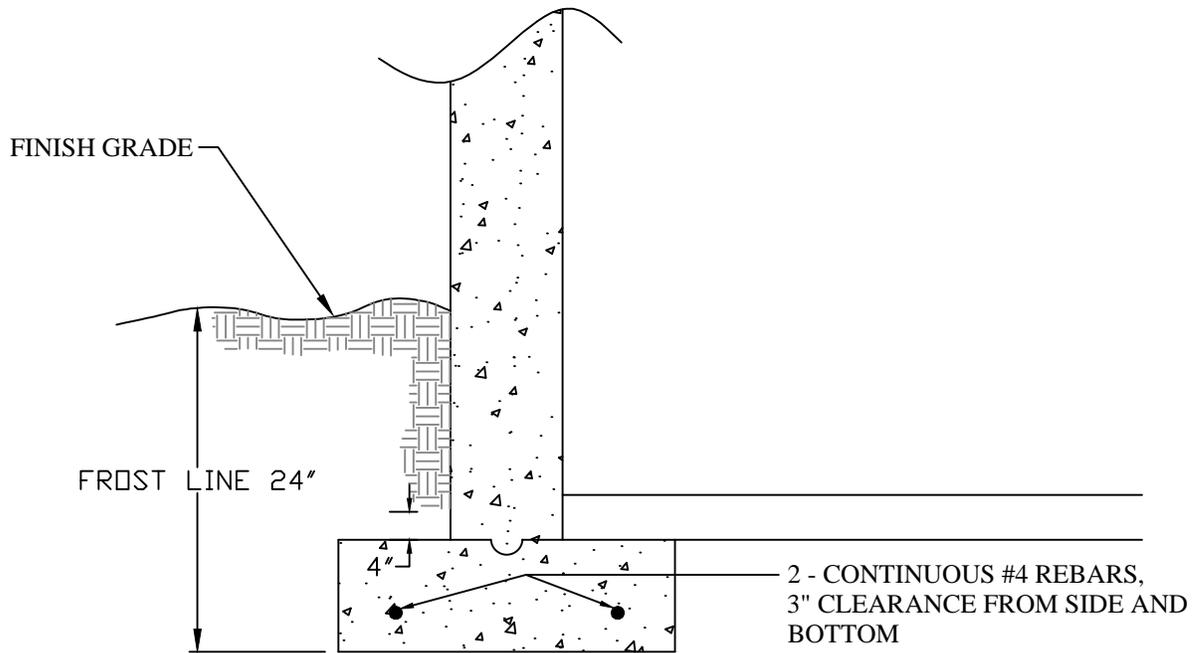
[http://codes.iccsafe.org/app/book/content/VA/2012\\_VA\\_Residential\\_HTML/Chapter%204.html](http://codes.iccsafe.org/app/book/content/VA/2012_VA_Residential_HTML/Chapter%204.html)

## 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



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

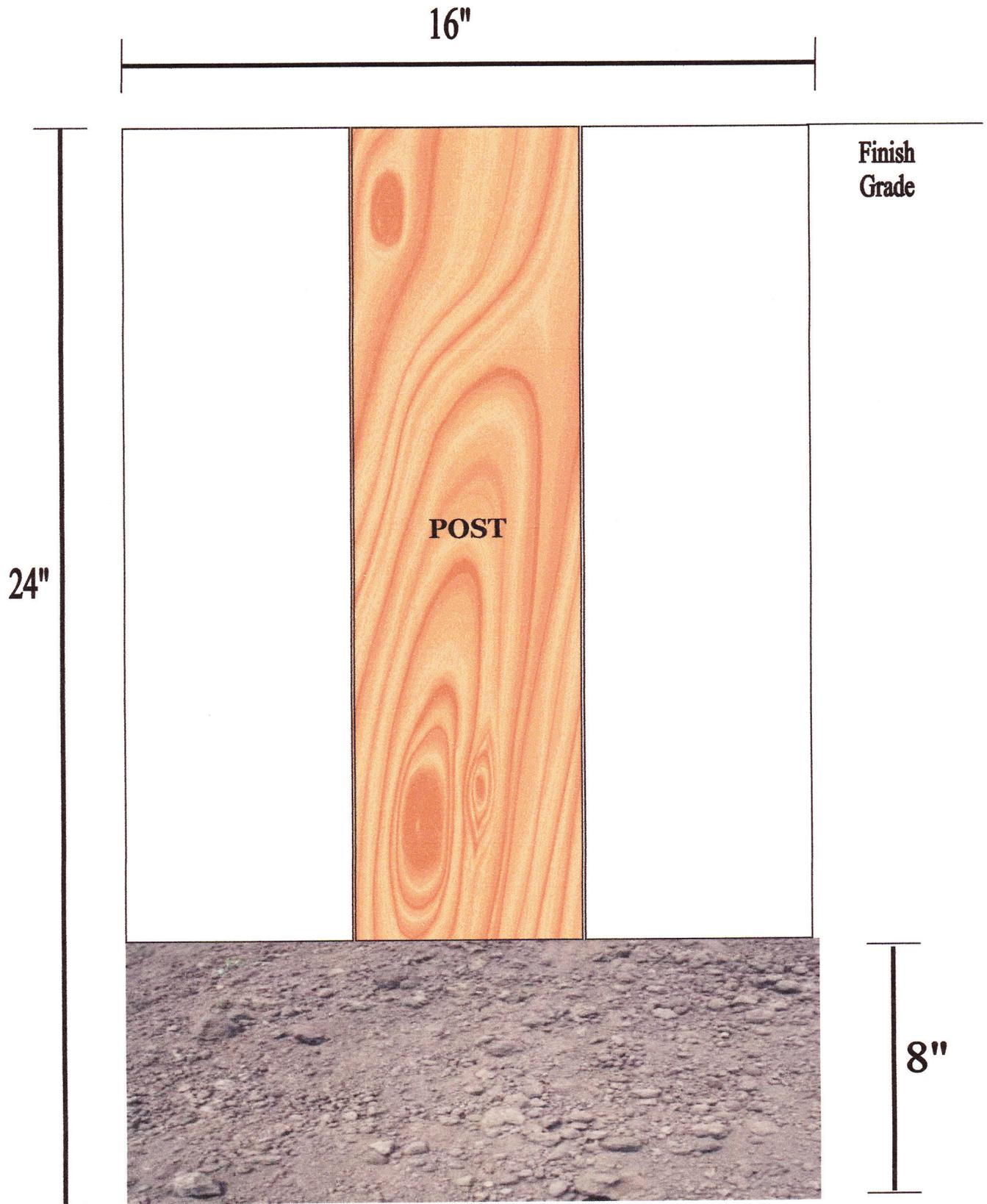
**STRUCTURAL FOOTING**  
**DETAIL**

NOT TO  
SCALE

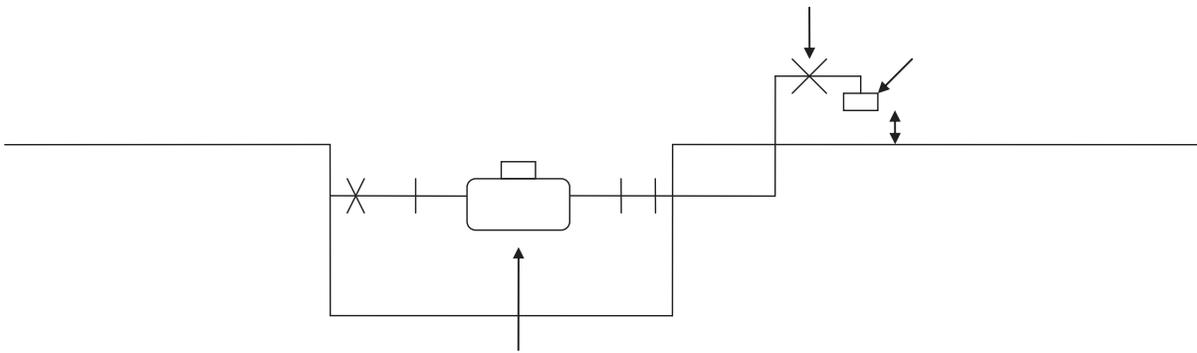


CITY OF SALEM  
COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING INSPECTIONS DIVISION

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



**PIER FOOTER FOR DECK POST ONLY**



**TEMPORARY WATER HOOK-UP FOR  
ALL NEW CONSTRUCTION**

# Memo

Engineering Department

**TO :** Chuck Aldridge, Building Official/Zoning Administrator  
**FROM:** Chuck Van Allman, Jr., City Engineer  
**DATE :** March 26, 2008  
**SUBJECT:** Single Family Residences – Driveway Entrance Pipes

---

We have had some issues with contractors installing corrugated metal pipes for driveway entrance pipes which cause maintenance issues for City crews.

To eliminate these maintenance issues, all new single family residences that require a driveway entrance pipe shall be Class III concrete pipe and a minimum of 15" diameter in size.

All contractors must contact the Engineering Department before installing driveway entrance pipes.

Please add this memo to the building package that contractors receive when a building permit is issued.

Should you have any questions or concerns, please let me know.

CEVjr/lip

C: Mr. Kevin Boggess, City Manager  
Mr. Jay Taliaferro, Assistant City Manager  
Mr. Mike Tyler, Director of Streets and General Maintenance



## CITY OF SALEM, VIRGINIA

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

DEPARTMENT OF ENGINEERING

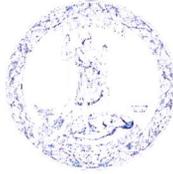
WILLIAM L. SIMPSON, JR, PE  
ASSISTANT CITY ENGINEER

# From the Virginia Department of Environmental Quality (VADEQ)

## Who Must Apply for Construction General Permit Coverage

- Operators of construction activities resulting in land disturbance equal to or greater than one acre.
- Operators of construction activities resulting in land disturbance less than one acre that are part of a larger common plan of development or sale that ultimately disturbs one or more acres. A larger common plan of development or sale is a contiguous area where separate and distinct construction activities may be taking place at different times on different schedules. General permit coverage is required if one or more acres of land will be disturbed, regardless of the size of the individually owned or developed sites. For example, if a developer buys a 20-acre lot and builds roads with the intention of building homes or other structures in the future, or if the land is parceled off or sold, and construction occurs on plots that are less than an acre by separate, independent builders, these activities would still be subject to stormwater permitting requirements. A larger common plan of development or sale applies to various types of land development including but not limited to residential, commercial or industrial use.

<http://www.deq.virginia.gov/Programs/Water/StormwaterManagement/VSMPPermits/ConstructionGeneralPermit.aspx>



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY  
Street address: 629 East Main Street, Richmond, Virginia 23219  
Mailing address: P.O. Box 1105, Richmond, Virginia 23218  
www.deq.virginia.gov

Molly Joseph Ward  
Secretary of Natural Resources

David K. Paylor  
Director

(804) 698-4020  
1-800-592-5482

July 1, 2014

To: Any Operator constructing a Single-Family Detached Residential Structure

Re: Coverage under the VPDES Construction General Permit (VAR10)  
Construction of a Single-Family Detached Residential Structure  
Various locations throughout the Commonwealth of Virginia

Dear Permittee:

Any operator with a stormwater discharge associated with the construction of a single-family detached residential structure, within or outside a common plan of development or sale, is authorized to discharge under the General VPDES Permit for Discharges of Stormwater from Construction Activities (VAR10) and is not required to submit a registration statement or the Department of Environmental Quality portion of the permit fee. The effective date of your coverage under this general permit is July 1, 2014 or the date of locality authorization to commence land disturbance, whichever is later. **The general permit will expire on June 30, 2019.**

A copy of the general permit can be obtained from DEQ's webpage at the following location:  
<http://www.deq.virginia.gov/Portals/0/DEQ/Water/Publications/CGP2014.pdf>.

The general permit contains the applicable Stormwater Pollution Prevention Plan (SWPPP) requirements and other conditions of coverage. Please print the general permit and read it carefully as you will be responsible for compliance with all permit conditions.

If your land-disturbing activity will discharge to a surface water identified as impaired or for which a TMDL wasteload allocation has been established and approved prior to the term of the general permit for (i) sediment or a sediment-related parameter or (ii) nutrients the following general permit (Part I.B.4) and SWPPP requirements (Part II.A.5) must be implemented:

- Permanent or temporary soil stabilization shall be applied to denuded areas within seven (7) days after final grade is reached on any portion of the site;
- Nutrients (e.g., fertilizers) shall be applied in accordance with manufacturer's recommendations or an approved nutrient management plan and shall not be applied during rainfall events;
- Inspections shall be conducted at a frequency of (i) at least once every four (4) business days or (ii) at least once every (5) business days and no later than 48 hours following a measurable storm event. In the event that a measurable storm event occurs when there are more than 48 hours between business days, the inspection shall be conducted on the next business day; and
- Representative inspections used by utility line installation, pipeline construction, or other similar linear construction activities shall inspect all outfalls.

If a new land-disturbing activity will discharge to an exceptional water identified in Section 30 of the Water Quality Standards, 9VAC25-260, the following general permit (Part I.B.5) and SWPPP requirements (Part II.A.5) must be implemented:

- Permanent or temporary soil stabilization shall be applied to denuded areas within seven (7) days after final grade is reached on any portion of the site;
- Nutrients (e.g., fertilizers) shall be applied in accordance with manufacturer's recommendations or an approved nutrient management plan and shall not be applied during rainfall events;
- Inspections shall be conducted at a frequency of (i) at least once every four (4) business days or (ii) at least once every (5) business days and no later than 48 hours following a measurable storm event. In the event that a measurable storm event occurs when there are more than 48 hours between business days, the inspection shall be conducted on the next business day; and
- Representative inspections used by utility line installation, pipeline construction, or other similar linear construction activities shall inspect all outfalls.

Any operator with an existing (i.e., previously permitted) stormwater discharge associated with the construction of a single-family detached residential structure, within or outside a common plan of development or sale, must update their SWPPP to incorporate the changes that the Department made for this permit reissuance. Please update your SWPPP as soon as possible but no later than sixty (60) days from the date of this letter.

If you have any questions about this permit, please contact the DEQ Office of Stormwater Management at [ConstructionGP@deq.virginia.gov](mailto:ConstructionGP@deq.virginia.gov).

Sincerely,



Frederick K. Cunningham, Director  
Office of Water Permits