



**Town of Onancock
Building and Zoning Permit
for Residential Dwelling**

This permit is required in all the following circumstances: New Construction, Additions or Expansions, Renovations or Remodeling, Structural Changes, Exterior Projects, Demolition, Change of Use, Signage.

There may be additional permits required depending on factors such as proximity to Resource Protection Areas, Impact on Water or Sewer Systems, or Zoning.

Project Location

Street address: _____

Tax Map, Parcel ID, or GPIN: _____

Zoning Classification: _____

Current Square Feet, # of Bedrooms, # of Bathrooms _____

Note: Please provide a separate site plan to show the current property dimension, current building location and measurements, auxiliary building location and measurements, and setback measurements for all structures and any changes requested in this project.

Project Description

Property Owner Information

Owner Name: _____

Mailing Address: _____

Phone No: _____

E-mail: _____

Contractor Information

Firm Name: _____

Main Office No: _____

Address: _____

On-Site Supervisor: _____

Cell: _____

Business License
#:

E-mail: _____

Est. Start Date: _____

Est.
Finish
Date: _____

Residency Details

Please check all the following that apply:

☐	1	Single Family Residence
☐	2	Multi-Unit Residence
☐	3	Town Water
☐	4	Town Sewer
☐	5	At its closest point, the property line is within 100 feet of the Creek (additional permit required)
☐	6	Will temporarily affect traffic
☐	7	Will call for Dig Safe

Applicant Signature

Applicant Name (print): _____

Date: _____

Applicant Signature: _____

For Town Use ONLY:

Facility Charge Information

See town rate schedule for permit charges.

Project Submittal Application

I, _____, certify that this office has received the survey plat and/or site plans attached to this application for the referenced property, and they are currently under review and being field verified.

Name: _____ Position Title: _____
Signature: _____ Date: _____

Permit Approval

I, _____, certify that the application and its submittals have been reviewed against current code and field verified and I approve the application for Accomack County to begin its building permit and inspection process.

Name: _____ Position Title: _____
Signature: _____ Date: _____
Jurisdiction: _____

Permit Denial

I, _____, certify that the application and its submittals have been reviewed against current code and field verified and I deny the application for the reasons detailed below.

Name: _____ Position Title: _____
Signature: _____ Date: _____
Jurisdiction: _____

For Town Use ONLY:

Town of Onancock Connection Charges Remittance

☐ Facility charges are not applicable for this property since it is a septic tank system conversion to public sewer

Facility Charge Paid: _____ Payment Date: _____ Check #: _____

Received by: _____

Signature: _____ Date: _____