

**TOWN OF RICHLANDS**  
**200 WASHINGTON SQUARE**  
**RICHLANDS, VA 24641**  
**PHONE (276) 964-2566 · FAX (276) 963-2889**

**UNIVERSAL ZONING PERMIT APPLICATION**

Applicant Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Business Name \_\_\_\_\_ Type of Business \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Location of Business or Work Site \_\_\_\_\_ Tax Map Number \_\_\_\_\_

Mailing Address of Contractor or Business \_\_\_\_\_ E-mail Address \_\_\_\_\_

Contractor \_\_\_\_\_ Phone Number \_\_\_\_\_ Contractor License \_\_\_\_\_

Property Owner \_\_\_\_\_ Mailing Address \_\_\_\_\_

Owner Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

Applicant is: Individual \_\_\_\_\_ Firm/Partnership \_\_\_\_\_ Corporation \_\_\_\_\_ Project Cost \_\_\_\_\_

Request Permit to: Build a Structure \_\_\_ Remodel A Structure \_\_\_ Rewire A Structure \_\_\_ Remove A Structure \_\_\_ Place a Structure \_\_\_

Place a singlewide manufactured home for residential use \_\_\_\_\_ Place a doublewide manufactured home for residential use \_\_\_\_\_

\*Placement of a singlewide Manufactured Home on a private lot requires a conditional use permit from Town Council\*  
\*(Placement in a mobile home park or other rental property requires a rental agreement letter from the property owner or park manager) \*

Use: Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Outbuilding \_\_\_\_\_ Garage \_\_\_\_\_ Single Story \_\_\_\_\_ Multi Story \_\_\_\_\_

Existing \_\_\_\_\_ Build New \_\_\_\_\_ Remodel \_\_\_\_\_ Rewire \_\_\_\_\_ Plumb \_\_\_\_\_ Site plans \_\_\_\_\_ Construction plans \_\_\_\_\_

Description of Project: \* (Site and Construction Plans Required for erection, placement, or additions) \*

\_\_\_\_\_  
\_\_\_\_\_

Structural Dimensions: Length \_\_\_\_\_ Width \_\_\_\_\_ Height above grade \_\_\_\_\_ Number of floors \_\_\_\_\_

Erect Sign: \_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Type of Material \_\_\_\_\_ Power \_\_\_\_\_ From \_\_\_\_\_

Attachments \_\_\_\_\_

**UTILITIES**

Power \_\_\_\_\_ Provider \_\_\_\_\_ Load description \_\_\_\_\_

Water \_\_\_\_\_ Public \_\_\_\_\_ (Provider) \_\_\_\_\_ Private \_\_\_\_\_ Well \_\_\_\_\_ Other \_\_\_\_\_

Sewer \_\_\_\_\_ Public \_\_\_\_\_ (Provider) \_\_\_\_\_ Private \_\_\_\_\_ Septic \_\_\_\_\_ Other \_\_\_\_\_

**\* SITE AND PLAN DRAWINGS ARE REQUIRED FOR  
ERECTION, PLACEMENT, CONSTRUCTION, RECONSTRUCTION, ALTERATION, OR ADDITIONS\*  
\* COMPLETED APPLICATION IS REQUIRED FOR ISSUE OF PERMIT\***

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Permit is null and void if work is not begun within 30 days. Work must be completed within 6 months of issue of permit.