



DEPARTMENT OF COMMUNITY DEVELOPMENT  
 BUREAU OF PERMITS AND INSPECTION  
 ROOM 110 CITY HALL  
 900 E. BROAD STREET  
 RICHMOND, VIRGINIA 23219  
 PHONE (804) 646-6955  
 FAX (804) 646-1569

# GAS PIPING PERMIT APPLICATION

PERMIT NO. <b style="font-size: 2em;">P</b>
PROJECT NO. <b style="font-size: 2em;">B</b>



**THIS IS AN APPLICATION ONLY. IT IS NOT AUTHORIZATION TO START ANY WORK. NO WORK SHALL START UNTIL A PERMIT IS POSTED ON THE JOB SITE.**

CONTRACTOR/OWNER INFORMATION	1 JOB/PROPERTY ADDRESS (STREET & NUMBER)					2 FLOOR/ROOM NO.	
	3 CONTRACTOR NAME			4 LICENSE TYPE		5 CLASS <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	
	7 CONTRACTOR STREET ADDRESS					8 CONTRACTOR TELEPHONE NO.	
	9 CITY			STATE		ZIP CODE	
11 PROPERTY OWNER NAME				12 PROPERTY OWNER ADDRESS/ZIP			13 OWNER DAYTIME TELEPHONE NO.

BUILDING INFORMATION	14 DESCRIBE CURRENT STRUCTURE USE						15 DESCRIBE PROPOSED STRUCTURE USE							
	16 NEW ACCESSORY BLDG. <input type="checkbox"/> ACC		17 ADDITION <input type="checkbox"/> ADD		18 RESIDENTIAL GARAGE <input type="checkbox"/> AD1		19 RESIDENTIAL DECK <input type="checkbox"/> AD2		20 OPEN PORCH <input type="checkbox"/> AD3		21 ENCLOSED PORCH <input type="checkbox"/> AD4		22 ALTER/REMODEL LIGHT <input type="checkbox"/> AL1	
	23 ALTER/REMODEL HEAVY <input type="checkbox"/> AL2		24 DEMOLITION <input type="checkbox"/> DEM		25 TENANT FITUP <input type="checkbox"/> FUP		26 FOUNDATION ONLY <input type="checkbox"/> FOU		27 NEW BUILDING <input type="checkbox"/> NB		28 MOVING/RELOCATION <input type="checkbox"/> REL		29 REPAIR/REPLACEMENT <input type="checkbox"/> REP	
	30 IF 1 OR 2 FAMILY <input type="checkbox"/> 1 FAMILY <input type="checkbox"/> 2 FAMILY			ATTACHED <input type="checkbox"/> 1 FAMILY <input type="checkbox"/> 2 FAMILY			DETACHED <input type="checkbox"/> 1 FAMILY <input type="checkbox"/> 2 FAMILY			31 IF MULTIFAMILY, NUMBER OF UNITS PER STRUCTURE			32 CHECK ONE (IF APPLICABLE) <input type="checkbox"/> 1. LODGING HOUSE <input type="checkbox"/> 2. NURSING HOME <input type="checkbox"/> 3. ADULT CARE RESIDENCE	

COST INFO	33 TOTAL VALUE OF CONTRACT INCLUDING MATERIAL, LABOR, SUBCONTRACTS OVERHEAD AND PROFIT → \$	
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WORK DESCRIPTION	34 DESCRIBE SCOPE OF WORK	

CONTACT INFORMATION	35 CONTACT PERSON			36 CONTACT PHONE NO.		37 CONTACT FAX NO.	
	38 CONTACT ADDRESS				ZIP CODE		39 EMAIL
	40 DO YOU WANT TO BE CALLED TO PICK UP PERMIT WHEN ISSUED? <input type="checkbox"/> YES <input type="checkbox"/> NO						NAME
	41 ENGINEER NAME			42 ENGINEER PHONE NO.		43 ENGINEER FAX NO.	
							44 EMAIL

TYPE OF WORK TO BE DONE	FOOTAGE OF PIPE TO BE INSTALLED				QTY	GAS EQUIPMENT	TOTAL BTU'S
	PLASTIC	STEEL/IRON	TYPE L COPPER	CSST			
	3/8	3/8	3/8	3/8	_____	GAS WATER HEATER	_____
	1/2	1/2	1/2	1/2	_____	GAS GENERATOR	_____
	3/4	3/4	3/4	3/4	_____	GAS BOILER	_____
	1	1	1	1	_____	GAS FURNACE	_____
	1 1/4	1 1/4	1 1/4	1 1/4	_____	GAS OVEN	_____
	1 1/2	1 1/2	1 1/2	1 1/2	_____	GAS RANGE	_____
	2	2	2	2	_____	GAS BROILER	_____
	2 1/2	2 1/2	2 1/2	2 1/2	_____	GAS GRILL	_____
3	3	3	3	_____	GAS LIGHTS	_____	
3 1/2	3 1/2	3 1/2	3 1/2	_____	GAS AIR CONDITIONER	_____	
4	4	4	4	_____	GAS LOGS	_____	
5	5	5	5	_____	GAS FIREPLACE	_____	
6	6	6	6	_____	GAS POOL HEATER	_____	
8	8	8	8	_____	GAS SAUNA	_____	
				_____	GAS CLOTHES DRYER	_____	
				_____	OTHER (SPECIFY)	_____	

GAS PRESSURE:  
 \_\_\_ LOW \_\_\_ 2# \_\_\_ 5#

GAS PERMIT NO.

TYPE OF GAS SERVICE:  
 \_\_\_ NATURAL  
 \_\_\_ PROPANE

ASBESTOS CERTIFICATION	A   _____ (NAME OF APPLICANT)		B CERTIFY THAT THE BUILDING AT _____ (ADDRESSES, FLOOR OR SUITE)	
	HAS BEEN INSPECTED OR MEETS THE EXCEPTIONS OF SECTION 110.1.3, THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE. THE ASBESTOS ABATEMENT WILL BE DONE AS PER REQUIREMENT OF THE "CLEAN AIR ACT" NATIONAL EMISSION STANDARD FOR THE HAZARDOUS AIR POLLUTANT (NESHAPS) AND OSHA "STANDARDS FOR CONSTRUCTION WORKERS".			
	C SIGNATURE _____			

OFFICE USE ONLY	HISTORICAL DISTRICT <input type="checkbox"/> YES <input type="checkbox"/> NO		VIOLATION ON PROPERTY <input type="checkbox"/> YES <input type="checkbox"/> NO		TAX REHAB. NO.		BOCA TYPE OF CONSTRUCTION	
	DELINQUENT TAXES DUE? <input type="checkbox"/> YES <input type="checkbox"/> NO			AMOUNT OWED \$			DATE PAID	
	EXISTING USE GROUP		PROPOSED USE GROUP		FEE CALC. TYPE <input type="checkbox"/> S <input type="checkbox"/> U <input type="checkbox"/> B <input type="checkbox"/> C		PERMIT FEE	
	IS PROPERTY IN 100 YR FLOOD PLAN? <input type="checkbox"/> YES <input type="checkbox"/> NO		FLOOD ELEV.		SITE ELEV.		RECEIPT NO. <input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> CREDIT CARD	
	APPLICATION APPROVED BY _____ DATE _____				APPLICATION DISAPPROVED BY _____ DATE _____			
					CHESAPEAKE BAY PROTECTION AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO			
				CHESAPEAKE BAY MANAGEMENT AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO				

**A COPY OF YOUR STATE CONTRACTOR'S LICENSE AND BUSINESS LICENSE MUST BE ON FILE BEFORE A PERMIT WILL BE ISSUED.**

BY SUBMITTING THIS APPLICATION, I CERTIFY I AM IN COMPLIANCE WITH THE CODE OF VIRGINIA, SECTION 54.1-1100 ET SEQ; RULES AND REGULATIONS OF THE VIRGINIA BOARD OF CONTRACTORS AND CHAPTER 5, CODE OF THE CITY OF RICHMOND.

**FEE SCHEDULE • BASED ON VALUE OF CONTRACTOR'S ESTIMATE OR ESTIMATE CALCULATED BY R.S. MEANS, WHICHEVER IS HIGHER AMOUNT.**

<b>VALUE OF WORK INCLUDES LABOR, MATERIALS, SUBCONTRACTS, OVERHEAD AND PROFIT. THE FEE IS BASED ON CONTRACTOR'S ESTIMATE OR ESTIMATE CALCULATED BY R.S. MEANS, WHICHEVER IS HIGHER AMOUNT.</b>	RESIDENTIAL ONLY - 1 & 2 FAMILY		COMMERCIAL ONLY	
	VALUE OF WORK	PERMIT FEE	VALUE OF WORK	PERMIT FEE
	\$0 - \$2000 OVER \$2000	\$63.00 \$63.00*	\$0 - \$2000 OVER \$2000	\$131.00 \$131.00*

\*Add \$6.064 per thousand or fraction thereof for residential construction.  
\*Add \$8.489 per thousand or fraction thereof for commercial construction.

<b>USE GROUP CODES</b>	CODE	DESCRIPTION	CODE	DESCRIPTION	CODE	DESCRIPTION	CODE	DESCRIPTION
	A1A	THEATER/STAGE	B4	CAR WASH	H3	HIGH HAZARD	NU	NO USE SANCTIONED VACANT STRUCTURE
	A1B	THEATER NO STAGE	B5	FIRE STATION	H4	HIGH HAZARD	R1M	MOTEL
	A2A	NIGHTCLUB	B6	FUNERAL HOME	H5	HIGH HAZARD	R2A	DORMITORIES
	A2B	RESTAURANT EAT IN	B7	LAUNDRY	I1	GROUP HOMES 6 OR MORE	R2B	MULTIFAMILY
	A3B	MUSEUM/ART GALLERY	B8	MEDICAL OFFICE	I2A	INSTITUTIONAL INCAPACITATED	R2C	LODGING HOUSES
	A3C	LIBRARY	B9	OFFICE	I2B	INSTITUTIONAL DAY NURSERY	R3A	1&2 FAMILY OVER 3 STORIES
	A3D	PASSENGER TERMINAL	B10	BUSINESS - OTHER	MU	MIXED USE	R5A	SINGLE FAMILY ATTACHED UNDER 4 STORIES
	A3F	LECTURE HALL	E1	EDUCATION/SCHOOL 1 TO 12	M1	RETAIL CONVENIENCE STORE	R5B	TWO FAMILY ATTACHED UNDER 4 STORIES
	A3G	RESTAURANT FAST FOOD	E2	DAYCARE OVER 2 1/2 YEARS	M2	RETAIL DEPARTMENT STORE	R5C	SINGLE FAMILY DETACHED UNDER 4 STORIES
	A3H	CHURCH	F1	FACTORY MODERATE HAZARD	M3	RETAIL SUPERMARKET	R5D	TWO FAMILY DETACHED UNDER 4 STORIES
	A4A	RECREATION CENTER	F2	FACTORY LOW HAZARD	M4	RETAIL STORE	R4A	ASSISTED LIVING 5 TO 16 PEOPLE
	B1	AUTO DEALERSHIP	H1	HIGH HAZARD	M5	RETAIL AUTO SERVICE STATION	S1	STORAGE MODERATE HAZARD
	B2	DENTIST/DOCTOR'S OFFICE	H2	HIGH HAZARD	R1H	HOTEL	S2	STORAGE LOW HAZARD
	B3	BANK					U	TEMPORARY/MISC

**INSTRUCTIONS ON FILLING OUT A GAS PIPING PERMIT APPLICATION**

At the top right hand corner of the application is a capital P. This is the space where your permit number will be written after you have paid for the permit. There is also a capital B, this is where you will write any building permit number that is associated with the plumbing permit application for gaswork.

**Box #1** - Fill in the number & street address where the work is being done.

**Box #2** - This is to be used on multi-story commercial and multi-family residential projects. It can be left blank on single family and duplex permit applications.

**Box #3** - Fill in the name of the contractor doing the work or your name if you are the owner/tenant and are applying for the permit as the owner/tenant.

**Box #4** - Fill in the classification that is on your contractor's license such as GFC.

**Box #5** - Check the class of license located on your contractor's license.

**Box #6** - Fill in state board of contractor's license number. It will always begin with 2701 or 2705 and be followed by six digits. Do NOT use a license number that begins with 2710 as this is a tradesman card number and does not allow you to apply for a permit.

**Box #7** - Fill in the contractor's street address.

**Box #8** - Fill in the contractor's telephone number.

**Box #9** - Fill in the contractor's city, state and zip code.

**Box #10** - Fill in the contractor's fax number.

**Box #11** - Fill in the name of the property owner.

**Box #12** - Fill in the property owner's address.

**Box #13** - Fill in the property owner's daytime phone number.

**Box #14** - Fill in the current use of the property such as restaurant, single family dwelling, duplex, etc.

**Box #15** - Fill in the proposed use of the property such as restaurant, office, duplex, etc.

**Boxes #16 through #29** - Office use only.

**Box #30** - Fill in when dealing with single family houses and duplexes. Note the detached and attached designation. If the house stands alone and does not touch the house on either side, it is detached.

**Box #31** - Fill in the number of apartment units in the building.

**Box #32** - Check the appropriate box, if applicable.

**Box #33 - COST INFORMATION** - Fill in the cost of all labor, materials, overhead, subcontracts and profit. This may be used to determine how much you pay in permit fees.

**Box #34** - Give a brief description of the work to be done.

**Box #35** - Fill in the name of the person to contact if there are questions about the application or drawings.

**Box #36** - Fill in the contact person's phone number.

**Box #37** - Fill in the contact person's fax number.

**Box #38** - Fill in the contact person's complete address.

**Box #39** - Fill in the contact person's e-mail, if available.

**Box #40** - Check whether or not you would like to be called to pick up the permit. If you check "yes", fill in your name and phone number.

**Box #41** - If submitting drawings done by an engineer please fill in their name here.

**Box #42** - Fill in the Engineer's phone number.

**Box #43** - Fill in the Engineer's fax number.

**Box #44** - Fill in the Engineer's e-mail address.

Under: **TYPE OF WORK TO BE DONE - FOOTAGES OF PIPE TO BE INSTALLED** - fill in the footages of pipe to be installed by each pipe size and under the column heading of the type of pipe.

**GAS EQUIPMENT** - List the quantity in the space beside the appropriate equipment and write the total BTU load in the space provided.

**GAS PRESSURE** - Please mark if this a LOW, 2# or 5# gas piping system.

**GAS PERMIT NUMBER** - This is the space you will write the permit number you received from the Department of Public Utilities. A G will always precede this eight-digit number.

**TYPE OF GAS SERVICE** - Check the appropriate box.

**Box #A, B & C** - Fill out the asbestos certification with the Applicant's name, property address and signature, if renovating an existing commercial structure. (This section is not applicable to residential structures of 4 units or less.)

**OFFICE USE ONLY – DO NOT WRITE IN THIS AREA.**