



**Mathews County Building Department**  
17 Court St. Mathews VA 23109  
Phone: (804) 725-7171 Website: www.mathewscountyva.gov

## TRADE PERMIT APPLICATION

Residential     Commercial  
 Mechanical     Electrical     Plumbing     Fuel Gas     Fire Safety

### Site Info

Permit Number	
911 Address	
Tax Map Number	
Flood Zone (SFHA)	

### Owner info

Name	
Address	
Phone	

### Contractor Info

Name	
DOPR License	
Phone	

### Important Information:

- Separate permits are required for each trade (mechanical, electrical, plumbing, fuel gas, fire safety)
- If an owner wishes to act as their owner contractor and perform the work themselves, an Owner's Affidavit must be signed and notarized.
- A full description of the work being performed must be completed on page 2 of this document.

I hereby certify that the foregoing information, as well as, attachments are true and accurate to the best of my knowledge, and I agree to make all required improvements in accordance with the State of Virginia Building Code (Virginia USBC). If the work or project is located in a flood zone (FEMA SFHA), all work must comply with the Mathews County Floodplain Management Ordinance and the flood provisions in the Virginia USBC. I understand the approval of this permit is for six months.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Description of Work - Scope of Work:**

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(Attach additional sheets if necessary)

Estimated Cost	\$
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Fee	
2% State Surcharge	
Total	

**\*\*\* APPROVAL OF MATHEWS COUNTY BUILDING DEPARTMENT \*\*\***

Name: \_\_\_\_\_ Date: \_\_\_\_\_