

Residential - Interior Alterations

Town of Herndon – Building Inspections

777 Lynn Street 2nd Floor, Herndon, VA 20170

Telephone(703) 435-6850

[E-Mail: buildinginspections@herndon-va.gov](mailto:buildinginspections@herndon-va.gov)



All items on this checklist must be included with this application. If not, the application will be returned and the applicant will be required to reapply.

Completed building permit application

State Contractors License OR Owners Affidavit

Proof of zoning approval if you are creating an accessory dwelling unit

Complete set of plans - see below for instructions

- Minimum sheet size 8 1/2" x 11"
- Floor plan of space being altered (include dimensions and purpose of each room or space)
- Sleeping rooms in basement are required to be provided with a compliant emergency escape window or door to the exterior. Egress must be a door or window opening to the outside
- Include gas riser diagram if new gas appliances, fire place, or gas lines are being installed
- Identify all plumbing fixtures and locations
- Identify all electrical fixtures and locations
- Identify smoke detector locations
- Include all mechanical alterations and additions

Review Process

STEP 1. If you are creating an accessory dwelling unit you will need to obtain zoning approval PRIOR to applying for a building permit. Please contact Community Development at community.development@herndon-va.gov or 703-787-7380 for approval

STEP 2. Submit all required documents (check list above) by emailing: buildinginspections@herndon-va.gov

* Town of Herndon review time is approximately 4 weeks

STEP 3. You will be notified by email once the application has been approved and is ready for payment.

STEP 4. Once you have made payment, and responded to the email with the confirmation number, your permit and approved plans will be emailed to you.

STEP 5. Begin Work

STEP 6. Schedule inspections one business day in advance by emailing: buildinginspections@herndon-va.gov. Be sure to include the information below in your request:

Permit Number

Contractor Name

Type of Inspection

Type of Permit (building, mechanical, electrical, plumbing)

Job Address

AM or PM

Telephone Number of person on site

Virtual inspection: FaceTime or Google

Building Permit Application

777 Lynn Street, 2nd Floor

Herndon, VA 20170

703-435-6850

buildinginspections@herndon-va.gov



Building Permit Number: _____

JOB LOCATION

Street Address: _____ Lot #: _____

Floor #: _____ Suite #: _____ Phase #: _____ *Tenant Name: _____

* All new tenants within the Town of Herndon are required to obtain a Town of Herndon Business License. If you have not done so, contact the Department of Community Development to begin the licensing process. Community Development can be reached at community.development@herndon-va.gov or 703-787-7380.

OWNER INFORMATION

Name: _____ Owner _____ Tenant _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

ARCHITECT/ENGINEER

Name: _____ Architect: _____ Engineer: _____

Address: _____ Phone#: _____

City: _____ State: _____ Zip: _____

License #: _____ Expiration Date: _____

** CONTRACTOR

Name: _____ Phone #: _____

State: _____ Zip: _____ License Classification: _____

License#: _____ Expiration Date: _____ Designation: _____

**Contractors who do over \$25k dollars worth of work a year within the Town of Herndon are required to obtain a Town of Herndon Business License. If you meet this criteria please contact our Finance Department at 703-435-6813 to begin the licensing process. Please be aware that your permit application will not be reviewed until a license is obtained.

APPLICANT

Name: _____ Phone#: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

TYPE OF WORK

Residential	Addition	Demo Interior	Describe Work: _____
Commercial	Alteration	Demo Structure	
Demo Accessory Structure			

ADDITIONAL INFORMATION

Est. Construction Cost: \$ _____ # Bedrooms _____ # Non-Sleeping Rooms: _____ # Stories: _____

Square Footage of Job: _____ # Bathrooms _____ Height of New Structure: _____ Roof Type: _____

USBC Code Year: _____ # Kitchens _____ Construction Type: _____ Garage: _____

Basement Finished: _____ Meter Size: _____ Footprint Sq. Ft. _____ Model: _____

Lien Agent: _____ Phone #: _____

Address: _____ State: _____ Zip Code: _____

Sign Dimensions: _____ Wall Mounted: _____ Free Standing: _____

COMMERCIAL WORK ONLY

If the base building permit was issued before January 1, 1985 you will need to submit an asbestos statement

Existing Bldg Compliance Method: _____ Prescriptive (IBC) _____ Performance _____ Work Area (Level 1-Level 2-Level 3) _____

SIGNATURE

I hereby certify that I have authority to make this application, the information is complete and correct, and the construction and use will conform to the building code, zoning ordinance and other applicable laws and regulations which relate to the property.

Signature of Owner or Agent: _____ Date: _____

Printed Name: _____ Title: _____