



Commercial Interior Renovation Application Checklist

- 1. Completed Application Form. Provide copies of Virginia State Contractor's License, County Business License, Tradesman Certifications and Affidavit as required.
- 2. **Correct Tax Map Number (Staff Verified).**
- 3. Legal Landowner Signature, Commercial Business Representative Affidavit, or Limited Power of Attorney.
- 4. Drainfield Permit/Construction Approval (Health Department). Two (2) copies of Health Permit approval required when the property or a business is served by Spotsylvania County public water and sewer, and the business is providing public food service with on-site seating, such as but not limited to: schools, daycare centers, restaurants, fast food restaurants, and convenience stores. **All businesses** located on well/drainfield must have an approval letter from the Health Department prior to applying for a building permit.

NOTE: Building permit applications will not be accepted without Health Department approval.

- 7. Three (3) complete sets of building plans.
 - 8. Two (2) floor plans.
 - 9. Two (2) site plans.
 - 10. Economic Development Sheet (Required only if new business.)
 - 11. Signs – Please ask our staff for a checklist if needed.
- (Note: All plans must be folded.)**

If you have any questions, please contact the Permit Intake Office at (540) 582-7153 X690.

For Office Use Only

Date Received: _____

Received By: _____

Notes: _____