



Over the counter permits

(may be applied for and issued without leaving your business or home)

To streamline the Spotsylvania Code compliance permitting process and better serve our permitting customers, over the counter permits (listed below) can be faxed into the permit center @ 1-540-507-7282. Once the Permit Center has received all the correct paper work, payment and has processed your application the Permit Center will then fax the permit to you. Over the Counter Permits will be ready the same-day or next business day depending on the workload in the Permit Center. You will need to fill out an Electronic Transaction Authorization Form, which would allow us to charge your credit card for the cost of the permit (there is a 2.75% fee for all credit card transactions). If this is not an option for you, then you would have to mail or bring in a check. We trust this process will save customers time and travel.

In order to access the information needed go to www.spotsylvania.va.us than under our department go to code compliance, click on permit center than under miscellaneous information click on over the counter fax permits.
(This service is for permits that do not require a plan review)

Types of permits:

- Backflow/ irrigation system
- Chimney Relining
- Connect to County Water/Sewer
- Curtain Wall (Mobile Home Skirting)
- Deck-Amend to add deck footage
- Electric Converting to Gas
- Electrical,Plumbing,Mechanical
- Footing & Foundation- Existing Mobile Homes
- Installation of Water Filtration System
- LP Tank only
- LP Tank/Lines Logs
- Mobile Home Park
- Kiosks
- Pool Heater Gas Line

If you have any questions regarding this, please contact the Permit Center @1-540-507-7222