

Accessory/Residential Interior Renovation Permit Application Checklist

- 1. A Shrink Swell Soil Report is required **prior to approval** of your permit. A design may be required depending on the results of the soil report. (Some minor accessory projects may be exempt from the Shrink Swell Soil requirements. Please check with our Permit Intake Technicians to obtain information on projects that are exempt.)
- 2. Completed Application Form – Contractors License, County Business License, Tradesman Certifications, and Affidavits (when required). Contractors must present completed affidavit and all required licenses at the time of application.
- 3. Landowner Affidavit when owner is performing the work him/herself.
- 4. **Correct Tax Map Number (Staff Verified).**
- 5. Legal Landowner Signature or Limited Power of Attorney, or copy of signed contract between owner and applicant.
- 6. Chesapeake Bay Preservation Ordinance Determination Form. (Provided by Code Compliance staff.)
- 7. Two (2) copies of an affidavit signed by the landowner and notarized concerning your existing well and septic system must be submitted with your application. In the event that you are actually having to expand your drainfield due to the number of bedrooms increasing in your dwelling, you will need to provide two (2) copies of an approval letter from the Health Department.
- 8. Two (2) complete sets of Building Plans – Please see the checklist requirement plans on the reverse side of this checklist. (**Interior renovations** will require four (4) complete sets of folded plans indicating the dimensions of the rooms, existing door/window size, and the names of the rooms in the project. Our Plan Review Office may require additional renovation information. In addition, please provide the documentation noted in items 2,3,4,5,7 and 8.)

NOTE: Any accessory structure such as piers/boat docks/boathouses/boat covers/etc. located on Lake Anna must have 3 complete sets of approved plans from Virginia Power prior to the Code Compliance Department accepting your application.

- 9. Three (3) Plot Plans – Note distances (footage) from all sides of proposed structure to all property lines.
- 10. Erosion Bond – An Erosion Bond is required when soil disturbance equals 2,500 sq. ft. or more. (An Engineered Site Plan may also be required.) Erosion Bonds may be secured by check, Insurance Bond, or Letter of Credit. Insurance Bonds must be in the name of the landowner and will only be accepted for \$7,000.00 or more. Letter of Credit and Insurance Bond forms are available upon request.

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

Please see the reverse side of this form for the Plan Review Checklist.

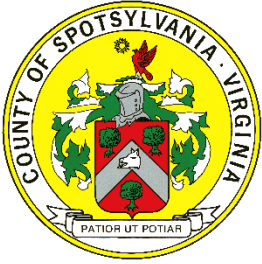
NOTE: Applicant must sign the Plan Review Checklist located on the back of this checklist.

For Office Use Only

Date Received: _____

Received By: _____

Notes: _____



Plan Review Checklist

ITEMS NOT PROVIDED ON THIS CHECKLIST WILL INCREASE THE TIME IT TAKES TO OBTAIN A PERMIT.

(ALL PLANS SHALL BE PREPARED TO SCALE AND MUST BE LEGIBLE.)

All items listed below must be shown on plans in order for your permit to be approved by the Building Office.

❖ **MINIMUM TWO (2) SETS OF ALL BUILDING PLANS AND ENGINEERED SPECIFICATIONS REQUIRED.**

- Footing size, depth and location of rebar (include all grade beams and piers)
- Foundation wall thickness, location of rebar and foundation design for backfill over 4 feet
- Must have Shrink Swell Soil test and design (if required)
- Floor joist size and spacing
- Girder beam/header size and location
- Ceiling joist size and spacing
- Rafter size and spacing
- Rafter tie size, location and spacing
- Ridge beam size
- Support locations for hips and valleys
- Location, use, and dimensions of all rooms (The bonus room must be identified if used as a bedroom)
- Window/door location and sizes
- Location of all bearing walls
- Location and size of all decks, porches, etc.
- Smoke detector locations
- All engineered wood products must have a layout with shop drawings and must be submitted at plan review
- All engineered trusses shall have a layout and shop drawing and must be submitted at plan review
(Sealed engineered truss drawings shall be on site for framing inspection)

I have read the above and understand by not submitting the above information, it will delay the processing of my permit application.

Applicant Signature

Date

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