

County of Spotsylvania Code Compliance Department

Permit Application Review Time Frame Goals Effective 6/7/04

The goal of the Code Compliance Department is to complete the application review process as quickly as possible. You can help us meet this goal by providing complete plans and documents that are required for the review.

The following applications **initial review will begin in approximately** the time frame listed below. Please understand that the **review time is not** an indication as to when the permit will be **issued**. Issuance of the permit will depend upon the completeness of the plans and documents that are submitted with your application. Shrink swell soil reports and health permits are two of the most frequent documents that slow down the approval process of permits. Depending on the permit location and type, shrink swell soils and health permits may not apply.

Permit Types

****(Initial review will begin in approximately)****

- ❖ New Residential Single Family Homes-Twenty (20) Working Days
- ❖ Manufactured Housing being placed on undeveloped land-Twenty (20) Working Days
- ❖ Residential Accessory Applications-Twenty (20) Working Days
- ❖ New Commercial Buildings/Commercial Additions-20 Working Days (**initial review**) **Note:** The building permit for commercial projects will not be issued without the site plan having been issued.
- ❖ Commercial Interior Renovations-Twenty (20) Working Days (**Initial Review**)
- ❖ Commercial Use Permits-Ten (10) Working Days-Note-Examples: Ownership change, name change, tents, new businesses locating within the County where renovation work is not required for opening the business, signs.

Note:The following permit types will be **processed** and ready for **issuance** in the time frame indicated providing all required supporting documents have been submitted with the permit application, or at the time the permit is issued.

Fast Track

- ❖ New Residential Single Family Fast Track Homes-Ten (10) Working Days
- ❖ Accelerated Interior Renovation of Residential Basements-Five (5) Working Days
- ❖ Accelerated Accessory Fast Track Permits-Five (5) Working Days
 - Sheds
 - Sheds (150 square feet or less)
 - Above Ground Pools
 - Above Ground Pools w/Deck
 - Open Decks
 - Carports (pre-manufactured-free standing only)
 - Open/Uncovered Handicap Ramps

Note: Over-The-Counter Permits are processed while the customer waits. Applicants with multiple OTC applications will receive the next business day service. This guideline is contingent upon staff availability and workload.

Over -The - Counter

- ❖ Electric
- ❖ Plumbing
- ❖ Mechanical
- ❖ Back Flow Preventors
- ❖ Water or Sewer Line (Bldg. to meter or property line)
- ❖ Water & Sewer Line (Bldg. to main & property line)
- ❖ Residential Demolition permits
- ❖ Kiosks (Spotsylvania Mall only)
- ❖ Manufactured Homes located in Mobile Home Park
- ❖ Tank/Lines/Gas Logs