



**ELECTRONIC RESIDENTIAL, ACCESSORY, ADDITION  
& RENOVATION CHECKLIST**  
**You must submit an electronic copy along with a paper copy**

**Note: This checklist is considered part of the application.**

1. Completed Application and include one of the following signature requirements:
- Landowner Signature
  - Power of Attorney
  - Signed contract between contractor and landowner
  - Landowner Representative Affidavit (if applicable)
2. Provide the following required Virginia State Contractors License:
- Contractor Class A/B/C License
  - Electrical License-A/B/C
  - Electrical Tradesman License and Statement
  - HVAC (Mechanical) License-A/B/C
  - HVAC Tradesman License and Statement
  - Tradesman License LP Gas and Tank Statement-if applicable
  - Plumbing License-A/B/C
  - Plumbing Tradesman License and Statement
  - Landownershhip Affidavit if landowner is performing any of the work him/herself
3. If the property is located on a well and drainfield then a Residential Well-Drainfield Affidavit is required
- If expanding existing drainfield, then 1 copy of Health Department Approval Letter must be submitted.
  - If constructing an addition, adding or moving of a bedroom then a copy of an operational permit or health permit is required.
  - If tying into the drainfield a operational permit is required
4. One (1) complete set of Building Plans – Please see the checklist requirement plans on the reverse side of this checklist. **Interior renovations** will require One (1) complete set of folded plans indicating the dimensions of the rooms, existing door/window size, and the names of the rooms in the project
- Residential Energy Compliance Worksheet
  - Review Form for HVAC System Design
5. Two (2) Plot Plans
- |                                                                                                                                         |                  |
|-----------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <input type="checkbox"/> Is the accessory structure being proposed included on the provided plot plan?                                  | <b>YES or NO</b> |
| <input type="checkbox"/> Are the setback distances from the accessory structure to the property lines noted on the provided plot plans? | <b>YES or NO</b> |
| <input type="checkbox"/> Are the front, sides and rear yards marked on the provided plot plans?                                         | <b>YES or NO</b> |
| <input type="checkbox"/> Plan show any easements (i.e. Civil War Trust, Conservation, etc.)                                             | <b>YES or NO</b> |
- Must delineate all future road improvement projects as identified on the Six (6) year Comprehensive Plan, Spotsylvania County Road Improvement Projects, and VDOT Road Improvement Projects. If your project is outside of any identified improvement areas it must be stated on the site plan by your engineer under “General Notes”.**
6. One (1) Additional Floor plan

**Note: The additional floor plan is only required if you are proposing an addition to an existing structure or for any accessory such as a detached garage. It is not necessary to submit this additional floor plan if just an interior renovation is being done.**

**Detached Structures – Will a separate Meter Base be installed upon completion of this project? YES or NO**

Note: A Soil Report may be 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 Soil requirements. Please check with our Permit Intake Technicians to obtain information on projects that are exempt.)



**Applicant's Signature**

**Date**

If you have any questions, please contact the Permit Intake Office at (540)507-7222.

## Plan Review Checklist

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

- **This checklist is part of the application and needs to be completed.**
- **Please check what is applicable and mark N/A to what does not apply.**
- **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 Soil Test Report 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 sealed drawings from the registered design professional responsible for the Truss Design. (Sealed engineered truss drawings shall be submitted at time of application)

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

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### For Office Use Only

- Tax Map Number , Landownership, RPA Determination Verified

Initials of Processing Technician: \_\_\_\_\_

Date Applications Received: \_\_\_\_\_