

Approving Departments:

- Zoning
- Building
- Erosion
- Ches Bay

**County of Spotsylvania
RESIDENTIAL PERMIT APPLICATION**

Community Development Division
9019 Old Battlefield Blvd. 3rd Floor
Spotsylvania, VA 22553
Phone (540)507-7222 Fax (540) 507-7282

App/Permit # Assigned:

RDP WAIVER FORM
YES___ NO___

APPLICATIONS WILL NOT BE ACCEPTED UNLESS FILLED OUT COMPLETELY

This box is to be completed by STAFF ONLY: Please do not mark

- Copy of VA State Contractor's License
- Tradesman Statements for Elec Plumb Gas HVAC Tank Affidavit
- Proof of Ownership LOA LRA
- Project Value Other

Project Description

Applicant

Name: _____ Address: _____
Phone #: _____ Fax #: _____ Email Address: _____

General Contractor

Name: _____ Address: _____
Phone #: _____ Fax #: _____ Email Address: _____

Landowner

Name: _____ Address: _____
Phone #: _____ Fax #: _____ Email Address: _____

Mechanic's Lien Agent

Name: _____ Address: _____
Phone #: _____ Fax #: _____ Email Address: _____

Electrician

Name: _____ Address: _____
Phone #: _____ Fax #: _____ Email Address: _____

Plumber

Name: _____ Address: _____
Phone #: _____ Fax #: _____ Email Address: _____

HVAC Contractor

Name: _____ Address: _____
Phone #: _____ Fax #: _____ Email Address: _____

LP Tank Contractor

Name: _____ Address: _____
Phone #: _____ Fax #: _____ Email Address: _____

Job Site Information

Tax Map _____ Dbl. Circle _____ Block _____ Lot/Parcel _____

Physical Address: _____ Subdivision _____

Is this a Gated Community? Yes No If yes, please note Gate Code for Inspections: _____

Project Description: _____

New Manufactured Home

Single Wide Double Wide Triple Wide

Length _____ Width _____

Serial # _____

Year _____ Make _____

Project Value (Less Land Value) _____

Please Select All Gas Types: LP Tank – Natural - N/A

Ext Wall _____ Foundation _____ Roof Covering _____

of Stories _____ # Full Baths _____ # Half Baths _____

Bedrooms _____ Fuel Type _____ Air Cond. (Y/N) _____

Heat Type _____ # Fireplaces _____ # Flues _____

Gas Logs Lines Tank Heater

New Single-Family Home:

SFH Modular Townhouse/Duplex

Length _____ Width _____ Sq Ft of Footprint _____

Water Source _____ Sewer Source _____

Elec. Ser. Amps _____ Elec. Power Co. _____

Other Accessories:

Interior Reno Addition Accessory

Addition: Length _____ Width _____

Deck: Length _____ Width _____

Garage/Shed: Length _____ Width _____

Porch: Length _____ Width _____

Select One: Screened Open

Other _____

Length _____ Width _____

Roof Type - Manuf Truss Yes No

Floor Type - Manuf Truss or Eng Product Yes No

Crawl Slab Basement

Basement: Finished Unfinished - Sq. Ft. _____

Garage: Attached Detached None

List each room in house by floor:

1st Fl _____

2nd Fl _____

Basement _____

I hereby certify by my signature below that I am the owner of record of the named property or that I am authorized to act on behalf of all the owners of record of the named property to execute this application. I further certify that all information I have provided thereon is complete and accurate. I agree on behalf of myself and all owners to conform to the Zoning Ordinance, Virginia Uniform Statewide Building Code, Erosion Ordinance, Chesapeake Bay Preservation Ordinance, the Water and Sewer Construction Specifications of Spotsylvania County, and all other applicable laws and regulations of this jurisdiction. In addition, if a permit for the work described on this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the laws and regulations applicable to such permit.

NOTICE: The permits must be displayed on the premises. The permits are void if construction is not started within six (6) months of permit issuance. Any application inactive for six months is subject to being voided.

Accepted Forms of Payment: Please be advised that the only forms of payment currently accepted by the Code Compliance Department are Check, Money order, *Debit, and *Credit. *If Debit/Credit is used there will be a 2.70% convenience fee added to the total amount due.

Applicant's Signature Required

Landowner's Signature Required or LRA/Signed Contract

Applicant's Printed Name

Landowner's Printed Name



Designated Contacts

Applications will not be accepted without this information.

Review Process

The following person is the primary point of contact for all questions that may arise during the plan review process.

NAME: _____

MAILING ADDRESS: _____

DAYTIME PHONE # _____

E-MAIL: _____

This person is the (circle one): Landowner – Contractor – Design Professional

Other: _____

Inspection Process

The Building Safety Office will provide electronic inspection results for all building inspections instead of a paper copy left on site. This does include the issuance of a Certificate of Occupancy, so please ensure the email address listed below is correct.

Applicants/contractors will be able to access inspection results online <http://etrakit.spotsylvania.va.us/eTrakit3/>
As an added customer service measure, **ONE** email address per permit may be provided to receive the inspection results. If no email is provided, the inspection results will still be available online

NAME: _____

E-MAIL: _____

Applicant's Signature

Date

For Office Use Only

Zoning Department

Zoning Use _____

Approved – Date of Approval _____ Disapproved – Date of Disapproval _____

Remarks

FEES:

Zoning Cert. _____ Site Plan Review _____ Sub Total _____

Authorized Signature

Environmental Department

Bond Amount _____ Bonding Secured (Y/N) _____ CASH INS. CREDIT

Approval Date

Authorized Signature

FEES:

Environmental _____ SWM _____ Ches Bay _____

Disturbance Sqft _____ Total Acres Disturbed _____ Sub Total _____

Building Department



Interior Renovation and Basement Checklist

(Standard Approval in 5 business days or less)

Projects with structural changes will *not* be considered an Accelerated Review and are subject to longer review times and additional fees.
ALL Structural changes will require a full and complete set of building plans and may be subject to an engineer's letter.
See page 3 for the definition of a Structural Change.

***You must answer these 4 questions accurately, if you do not know an answer please ask to speak to a Plan Reviewer prior to submittal. ***

- 1) Does your basement have an existing window or door that complies with the County's basement and interior renovation package? Yes No
- 2) Does your basement have an interior set of stairs connecting basement and first floor? Yes No
- 3) Does your bedroom have a window or door that complies with the County's basement and renovation package? Yes No (if applicable)
- 4) Will a separate Electric Meter be installed as part of this project? Yes No
- 5) Are any structural changes being made during your renovation? Yes No

***If No, to 1,2,3 or Yes to 4 or 5, you will have to apply for your basement renovation under our standard review process. ***

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)

Provide the following required Virginia State Contractors License:

- Contractor Class A/B/C License
- Electrical Tradesman License and Statement – if applicable
- HVAC Tradesman License and Statement – if applicable
- Tradesman License LP Gas and Tank Statement- if applicable
- Plumbing Tradesman License and Statement – if applicable
- Landowner Exemption Form if landowner is performing any of the work him/herself.

Complete the Accelerated Interior Reno/Basement Form with the following:

- Total square footage of the space being renovated
- Electrical, plumbing, and mechanical questions must be answered
- Signatures of the contractor **AND** the landowner are required

Two (2) Renovation Floor Plans Must Identify the following:

- All rooms, hallways, and bathrooms with dimensions
- Entrances and Exits
- Stairwells (if applicable)

If the property is located on a well and drain field and you are adding a bedroom:

- A copy of an operational permit **OR** a health department confirmation form is required.
- A full floor plan showing ALL bedrooms in the home, including any that are being added or renovated.

All Accelerated Interior Renovation Fees are due at the time of submittal (see page 2 for fee details).

Note: If your property is located on well and drain field and your renovation includes converting one of your bedrooms to another type of room, you must indicate the change on the project description line on page two of the permit application.

Interior Renovation/Basement Form:

****Electrical is required in all finished areas per code****

- | | | |
|--|------------------------------|-----------------------------|
| <input type="checkbox"/> Is Electrical Work being done? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Is Plumbing Work being done? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Is HVAC Work being done? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

****Total Square Footage of Renovation _____ sq ft.****

Building Fees	\$0.33 per sq. ft. –Gross Building Area- includes all trades, construction & plan review. \$165.00 min
<i>Subtotal</i>	
Bldg. Surcharge-2.00%	
Total Building Fee	
Processing Fee	\$45.00
Grand Total	

I hereby certify as the Landowner that I have a basement egress window or door to the outside per IRC R310 Emergency Escape and Rescue openings.

I hereby certify that as the landowner, I will comply with the current edition of International Residential Code. I understand that by applying under the accelerated review I can do no structural changes, and if I do structural changes I must apply and go through regular review. I also certify that I am not going to use the basement for any commercial purposes.

I also understand that if my property is located on well and drain field and I am adding an **additional** bedroom, I must obtain written approval from the Health Department concerning the additional bedroom.

I also understand that if I am on well and drain field and am converting one of my rooms to a bedroom, I must provide Code Compliance with a copy of my Health Permit and my Operational Permit from the Health Department. In addition to this, I must make a statement on the description line of the application the total number of bedrooms in my dwelling and provide a signed and notarized Land Disturbance Affidavit.

Applicant/Contractor's Signature

Landowner Signature

Date

DEFINITIONS:

Licenses:	Class A: Project value is up to \$120,000.00 and or more Class B: Project value cannot exceed \$120,000. Class C: Project value is over \$1,000, but less than \$10,000.
Landowner Exemption Form:	This form is used when the landowner is performing any type of work themselves and not hiring a contractor.
Tradesman Statement:	This form can be obtained from the Permit Center and is REQUIRED to be completed by any tradesman who is performing electrical, mechanical (HVAC), or plumbing on any job. This form is not required at submission but must be received prior to permit issuance.
Health Department Confirmation Form:	This form must be obtained from the Permit Center and completed by the Health Department prior to submittal. In lieu of this form we will also accept the original Operational Permit that was issued with the home as long as it is not passed the expiration date.
Interior Renovation:	Changing the use of an area of a building to other than its' original identification at the time the certificate of occupancy was issued. This renovation does not extend beyond the original walls.
<i>Structural Change:</i>	<i>Any change to the existing structure that involves the cutting, moving, altering, or removal of a load bearing wall, beam, header, or any type of alteration to the existing floor system. NOTE: If this definition applies to your project, you will NOT be able to apply for your renovation under the Accelerated Review Process Program. Please see a Permit Technician for further assistance.</i>



Tradesman Statement

*A new statement must be completed for each project.
(This form is to only be completed by a Master Tradesman)*

**** All blanks below must be filled out completely and be legible for this statement to be considered complete. If this is not done, this form will not be accepted. ****

Application/Permit No. _____

I _____ am installing electrical/plumbing/mechanical/gas
Print Name of Master Card Holder (Please circle the trade above that will be performed)

at _____ I have all licenses and certifications
Job Location

Required by the State of Virginia and County of Spotsylvania. I have noted my Tradesman's Information below.

Master Tradesman's Signature

Date

Contact Phone

Witness: The Tradesman must sign this document in the presence of the witness. All information in the top and bottom section must be completed by the tradesman prior to the witness completing this section.

Signed before me by _____ in the county of _____,
Master Tradesman's Name

in the State of _____, on the _____ day of _____, 20____

In the presence of the undersigned witness.

Witness Print

Witness Signature

****This portion must be completed with the MEP Contractor's Information.**

*For Example- John Smith with ABC Electrical: Top two lines would be ABC Electricals' information the bottom lines would be John Smith's Tradesman Information** The General Contractor's Information should not be listed on this form unless they are performing the Plumbing, Electrical, or Mechanical portions of the intended job.*

**Contractor's name as it appears on
State of Virginia Contractor's License** _____

* (Contractor the Tradesman will be working under)

Contractor's State License #: _____

**Tradesman's name as it appears on
State of Virginia Masters Tradesman's License** _____

(Tradesman that will be performing the work)

Tradesman's State License #: _____

*** Contractor License must have appropriate classification***



Landownership Affidavit Exemption for Licensure

(LOA – To be completed by Landowner only when completing work themselves)

I, _____, of (address)
(Landowner's Name)

Affirm that I am the owner of a (certain tract or parcel of land) (mobile home) located at:

and that I have applied for a building permit. I affirm that I am familiar with the prerequisites of Section 54.1-1111 of the Code of Virginia and I am not subject to licensure as a contractor or subcontractor.

Please initial the work you will be performing (if applicable)

- Building _____
- Electrical _____
- Plumbing _____
- Mechanical _____
- Gas _____

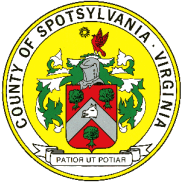
***If you are not performing the work a copy of the contractor's license and/or Tradesman Statement & licenses must be provided.**

(Signature)

(Date)

§ 54.1-1111. Prerequisites to obtaining business license; building, etc., permit.

Any person applying to the building official or any other authority of a county, city, or town in this Commonwealth, charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, or structure, or any removal, grading or improvement shall furnish prior to the issuance of the permit, either (i) satisfactory proof to such official or authority that he is duly licensed or certified under the terms of this chapter to carry out or superintend the same, or (ii) file a written statement that he is not subject to licensure or certification as a contractor or subcontractor pursuant to this chapter. The applicant shall also furnish satisfactory proof that the taxes or license fees required by any county, city, or town have been paid so as to be qualified to bid upon or contract for the work for which the permit has been applied.



Application No. _____

Landowner Representative Affidavit

**Required if you are not the individual landowner of
Record applying or submitting for permit**

*(only required if landowner doesn't sign second page of application or if a signed contract between
landowner and contractor/agent is not provided)*

COMMONWEALTH OF VIRGINIA,
COUNTY OF SPOTSYLVANIA, to-wit:

I, _____, after having been duly sworn, do hereby certify that I
(Name of Affiant)

represent the owner/business _____ who is the
owner of a certain tract or parcel of land located at: _____

(Physical Address)

also described as Tax Map No. _____, and that I have applied for a building
permit for the owner of said property.

**I DECLARE UNDER PENALTY OF PERJURY THAT I HAVE WRITTEN AUTHORITY FROM ANY
AND ALL PROPERTY OWNERS TO FILE THIS APPLICATION AND OBTAIN A PERMIT ON
THEIR BEHALF. I CERTIFY THAT ALL OF THE SUBMITTED INFORMATION IS TRUE AND
CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT ANY
MISREPRESENTATION OF SUBMITTED DATA MAY INVALIDATE ANY APPROVAL OF THIS
APPLICATION.**

Signature of Affiant

(Please Print Name)

Subscribed and sworn before me this _____ day of _____, 20 _____, by

(Name of Affiant)

Notary Public

My commission expires:

(Must be sealed)