

**Approving Departments:**

- Zoning
- Building
- Erosion
- Ches Bay

**County of Spotsylvania  
RESIDENTIAL PERMIT APPLICATION**

Community Development Division  
9019 Old Battlefield Blvd. 3<sup>rd</sup> 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:**

1<sup>st</sup> Fl \_\_\_\_\_

2<sup>nd</sup> 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

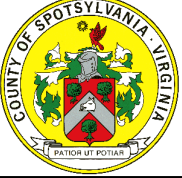
Authorized Signature

### FEES:

Environmental \_\_\_\_\_ SWM \_\_\_\_\_ Ches Bay \_\_\_\_\_

Disturbance Sqft \_\_\_\_\_ Total Acres Disturbed \_\_\_\_\_ Sub Total \_\_\_\_\_

## Building Department



**RESIDENTIAL ADDITION  
FULLY ELECTRONIC PERMIT CHECKLIST**

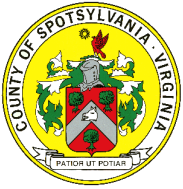
**Note: This checklist is required and is considered part of the application.  
\*\*Electronic Plan Submittal Guidelines Must Be Met (See Attached) \*\***

- Complete Permit Application Packet Must Include the Following:
  1. Residential Addition Checklist Completed and Signed
  2. Complete Residential Permit Application with one of the following signature requirements:
    - a. Landowner Signature
    - b. Power of Attorney
    - c. Signed contract between contractor and landowner
    - d. Landowner Representative Affidavit (if applicable)
  3. All Required Virginia State Contractor's License and Tradesman Statements (*must be received prior to permit issuance. If contractor(s) is still TBD at the time of submittal this will NOT delay the review process*).
    - a. Contractor Class A/B/C License
    - b. Electrical Tradesman License and Statement
    - c. HVAC Tradesman License and Statement
    - d. Tradesman License LP Gas and Tank Statement-if applicable
    - e. Plumbing Tradesman License and Statement
    - f. Landownership Affidavit if landowner is performing any of the work him/herself
  4. If the property is located on a well and drain-field system, please provide the follow:
    - a. Well and Drain-field Affidavit – if no bedrooms are being added to the home
    - b. Health Department Confirmation Letter – if home is already perked to include the additional bedroom being added.
    - c. Construction/Operational Permit – if you are expanding the drain-field system in order to add an additional bedroom, or if you are tying into an existing drain-field system
- Complete Electronic Set of Building Plans – See pages 3-5 for details
- All Required Construction Documents – See pages 3-5 for details
  1. Plot Plan (if you are building up instead of out a plot plan is not required)
  2. Residential Foundation Form/ Soil Report – *If Applicable, call 540-507-7222 for details.*
  3. Manufacturer's Floor Layout
  4. Floor joists/ truss and beam specifications/calculations
  5. Braced wall/shear wall calculations
  6. Manufacturer's Truss Layout
  7. Engineered Truss Diagram/Shop Drawings
  8. Health Department Documents (if applicable)
  9. HVAC Design Worksheet
  10. Residential Energy Compliance Worksheet
  11. Engineer's Letters or any other supporting documentation
- All Required Zoning Documents
  1. Plot Plan (if you are building up instead of out a plot plan is not required) *must show setbacks for all proposed structures to each property line.*
  2. Floor plan/Floor Layout
  3. Elevations
- All Required Erosion Documents – *Only needed if you are disturbing more than 2500 square feet of land.*
  1. Engineered Site Plan/Grading Plan – Must Follow Site Plan Requirements Form (See Attached)
  2. Impervious Surface Ratio Worksheet – (See Attached)
  3. Environmental Land Disturbance Plan Requirements Form – (See Attached)
- Please Answer the following questions:
  1. Will you be installing an additional electric meter for the home? \_\_\_\_\_

**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".**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



**RESIDENTIAL ADDITION  
FULLY ELECTRONIC PERMIT CHECKLIST**

**Note: \*\*This page is only applicable if you are disturbing more than 255 sq ft of land\*\***

**\*\*The amount of the erosion bond is based upon the total square feet of land disturbance\*\***

If disturbance is *less than* (1) acre, please circle the following option to indicate the amount of disturbance that will be taking place:

- ¼ acre or less-\$1500
- ¼ acre to ½ acres-\$2500
- ½ acre to 1-acre lot-\$3000

For land disturbance that is *greater than* one (1) acre, please indicate total area of land disturbance taking place:  
\_\_\_\_\_ sq ft.

Three options in securing the Erosion Bond:

1. **Cash Bond** – Check, Credit Card, or Online Payment Accepted. You must complete the Cash Bond Escrow Agreement. The name that appears on the check in the upper left corner is the “PRINCIPAL” on the agreement. If check is from a Company, LLC or Corporation, a company officer has to sign page 2 and state his or her title. The agreement is required to be submitted when the erosion bond is paid or at the time of permit issuance. Make check payable to Treasurer Spotsylvania.

2. **Letter of Credit** - Approved Format Only, On Bank Letterhead and the Original Letter of Credit with original signature/s needs to be submitted. (NO copies, faxes or scans)

3. **Surety Bond (Insurance bond):**

a. Posted by the Landowner(s) Only. Name(s) must appear as on the County Real Estate records and if the land is in an individual(s) name the surety bond must have FIRST NAME, MIDDLE INITIAL & LAST NAME FOR ALL LANDOWNERS.

b. Minimum Amount of Individual Surety Bond is \$7,000.00 for Residential Projects; Commercial Projects bonds have no minimum amount.

c. Power of Attorney must be submitted with surety bond.

d. Approved Format Only

e. Bond Information **MUST** be typed (hand written info will not be accepted)

f. Individual Surety Bonds must have location of the site under “designated as”. This site description can be property address, complete Tax Map Number, Subdivision Name with Lot Number or Project Name.

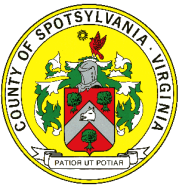
g. Landowner(s) must sign the Surety Bond and have his/her signature witnessed.

h. Original Surety Bond with original signatures must be submitted (No copies, faxes or scans)

i. The Performance Surety Bond has to be issued by your insurance company with insurance seal or embossed stamp.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



**RESIDENTIAL ADDITION  
FULLY ELECTRONIC PERMIT CHECKLIST  
Building Plan Review Checklist Items:**

**\*\*Note: Plans must be prepared to 1/4" scale and must be legible\*\***

**\*\*ALL Items listed below must be shown on Building Plans for permit approval\*\***

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**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.**

- Va. Design Professional seal and signature is required when structural elements do not conform to this code (example: steel I-beams)
- An Electronic set of all building plans and required construction documents must be submitted
- Footing size, depth, and location of rebar (include all grade beams and piers)
- Foundation wall thickness, location and size of rebar and foundation design for backfill over 4 feet
- Residential Foundation Form and Soils Report
- Floor joist size, grade, species 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 and areas including storage areas and closets (A bonus room must be identified for intended use.)
- Window/door location and sizes
- Location of all bearing walls
- Smoke detector locations
- Location and size of all decks, porches, etc.
- \*All engineered wood products must have a layout with shop drawings and must be submitted electronically at the time of application.**
- \*All engineered trusses must have a layout with sealed drawings from the Registered Design Professional responsible for the truss design shall be submitted electronically at time of application.**

I have read the above and understand, that everything listed on this checklist must be completed and submitted electronically via a CD-RW disk for my permit to be processed and reviewed without delay. I further understand that if there are items that are NOT submitted during the intake process that my permit application may be not accepted until all documentation has been received by the Permit Center.

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**Applicant Signature**

---

**Date**

## Definitions

**Truss Specs:** Graphic depiction of an individual truss, which describes the design and physical characteristics.

**Engineered Floor Plans & Beam Specs:** Graphic depiction provided by your floor system provider.

**Framed Floor:** Need to know species, grade, size and spacing.

**Licenses:**     ***Class A:*** Project value is up to \$120,000.00 and or more.

***Class B:*** Project value not to exceed \$120,000.00

***Class C:*** Project value is over \$1,000.00, but less than \$10,000.00

**Note:** The tradesman affidavit **must** be filled out by the **master trade cardholder**.

**Landowner Affidavit:** This affidavit is used when the landowner is performing the work him/herself and **not** hiring a contractor.

**Shrink Swell Soil Report:** A written report of the Soil Investigation, performed by a Virginia Licensed Professional Engineer or a Virginia Certified Soil Scientist, as required by the County Residential Foundations policy. (This is not the *same as a perk test for the Health Dept.*)

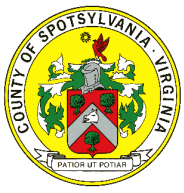
**Responsible Land Disturber (RLD):** An individual holding a certificate issued by the VA Department of Environmental Quality who is responsible for carrying out the land-disturbing activity in accordance with the approved ESC plan. The RLD may be the owner, applicant, permittee, designer, superintendent, project manager, contractor, or any other project or development team member. The RLD must be designated on the ESC plan or permit as a prerequisite for engaging in land disturbance. For further explanation please visit our website ([www.spotsylvania.va.us](http://www.spotsylvania.va.us)) or ask a Permit Technician to provide you with a copy of our RLD Explanation Form.

**Health Permit:** Construction permit issued by the Health Department determining the location of the drain field and the well. This document stipulates the number of bedrooms allowed in the dwelling. Staff will check the expiration date of the health permit.

**Simultaneous Review:** A Simultaneous Review is when an application will be accepted for processing and review without the Health Department approval. The applicant must put the request for simultaneous review in writing. It is the responsibility of the applicant to furnish Code Compliance with the Health Department's approval. A permit cannot be issued without the proper approval. If the Health Department approval does not correspond with the application and building plans as submitted, resubmission of the application will be required. Re-review fees will apply.

**\*\*Please note that these are just brief definitions, if you have further questions, please contact The Code Compliance office at 540-507-7222. Information is also available on our County Website at <http://www.spotsylvania.va.us/departments/codecomp/>**





# Residential Electronic Plans Submittal Guidelines

**\*\*All documents must be submitted on a CD-RW\*\***

**\*\*All documents must be submitted in PDF Format ONLY\*\***

**\*\*You must submit ONE paper copy of just the application with your disk\*\***

**\*\*Documents shall NOT be secured (see item 4) \*\***

1. Please format your **disk** using the “Like a USB” option. This will allow us to save your approved plans back to your disk prior to issuance. **(NO FLASH DRIVES WILL BE ACCEPTED ONLY CD-RWs)**
2. Your Disk should only contain the below files – **NO FOLDERS!!** *(Please label as follows and do **NOT** number them):*
  - Application Packet
  - Construction Documents
  - Building Plans
  - Zoning Documents
  - Erosion Documents – *If applicable, only if you are clearing more than 2500 sq ft.*

Name	Date modified	Type	Size
Application Packet	7/29/2020 8:52 AM	Adobe Acrobat D...	1,280 KB
Building Plans	7/29/2020 8:51 AM	Adobe Acrobat D...	18,685 KB
Construction Documents	7/29/2020 8:53 AM	Adobe Acrobat D...	281 KB
Erosion Documents	7/29/2020 8:52 AM	Adobe Acrobat D...	661 KB
Zoning Documents	7/29/2020 8:52 AM	Adobe Acrobat D...	3,183 KB

3. Each File Should Contain the Following:
  - A. Application Packet – All scanned in together as ONE FILE
    - Permit Application (All 4 pages must be completed and signed)
    - Plan Review Checklist
    - Landowner Representative Affidavit (if applicable)
    - Landownership Affidavit (if applicable)
    - Contractor’s License (if applicable)
    - Tradesman Statements (if applicable)
    - Simultaneous Review Form (if applicable)
  - B. Building Plans
    - Architectural/Structural Plans
  - C. Construction Documents – All together as ONE FILE
    - Site Plan
    - Residential Foundation Form/Soil Report
    - Manufacturer’s Floor Layout
    - Floor joists/truss and beam specifications/calculations
    - Braced wall/shear wall calculations
    - Manufacturer’s Truss Layout
    - Engineered Truss Diagram

- Health Department Documents (if applicable)
  - HVAC Design Worksheet
  - Residential Energy Compliance Worksheet
  - Any Other Supporting Documentation (including Engineer's Letters)
- D. Zoning Documents – All together as ONE File
- Site Plan/Grading Plan – *Not needed if you are building up, and not out.*
  - Floor Plan/Floor Layout
  - Elevations
- E. Erosion Documents – All together as ONE File - *Only Req. if you are clearing more than 2500 sq ft of land.*
- Site Plan/Grading Plan
  - Impervious Surface Ratio Worksheet
  - Environmental Land Disturbance Plan Requirements Form
4. Documents shall **NOT** be secure. If they are secured in anyway, we will still need permission to do the follow:
- Insert, Extract, Replace or Delete pages
  - Add Approval Stamp/Header/Watermark/etc.
  - Add Security Password
  - Add Mark-Ups
  - Create Markup Summary Sheet
  - Create Page Labels
  - Enable All Printing Functions
5. File Size Restrictions: Each File must be limited to 90 MB, if your Building Plans are larger than 90 MB please separate into an additional document if needed. (Construction Documents Part 2).
6. Items to take into consideration that will save time for you and your Plan Reviewer:
- Try to submit original electronic versions of files instead of scanned copies when applicable.
  - Make certain all files are legible and contain a high resolution if possible.
  - All pages are oriented in the same/correct direction.
  - Ensure all individual pages are labeled with the appropriate sheet, page number, and title.
  - Only submit plans and details that pertain to the project. Any details that DO NOT pertain specifically to the project submitted should be removed, crossed out, or deleted from the submission files.



# 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)



## FOUNDATION FORM PART 2

### SOIL TEST RESULTS

To be filled out by soil professional only if a soil test was performed

Part 2 Soil test results  Applies (soil report attached)  N/A

Subsurface conditions (based on hand auger boring):

Fill encountered:  Yes  Depth  No

Groundwater encountered:  Yes  Depth  No

Soil found at the above referenced site is:

High,  Medium,  Low, or  Non-shrink swell soil.

The soil tested has a classification of: \_\_\_\_\_, based on the Unified Soil Classification System

Based on the soil conditions found at the site (check as appropriate):

- A foundation design is required by a Va. licensed professional engineer or architect, or  
 A foundation based upon the minimum requirements of the building code is Adequate

Design load-bearing capacity of soil: \_\_\_\_\_ Soil swell pressure: \_\_\_\_\_

Minimum footing depth: \_\_\_\_\_ Lateral pressure of soil on wall \_\_\_\_\_\*

Additional Notes:

\_\_\_\_\_ \* Unless reduced by the Foundation Design Engineer by replacement of backfill material or use of isolation Material

\_\_\_\_\_

\_\_\_\_\_

**The undersigned design professional hereby certifies that all samples and tests were performed in accordance with the Spotsylvania County Soil Testing Policy for Residential Projects and that he/she performed or supervised the soil sampling, conducted or supervised the laboratory testing and evaluations, and prepared or supervised the preparation of the report.**

Design Professional's Seal & Signature and date

# FOUNDATION FORM PART 3

## FOUNDATION DESIGN

To be filled out by design professional only if a foundation design was required

Part 3 Foundation design  Applies (drawings attached)  N/A

Design based upon:  Expansive soil,  High water table,  Existing fill,  
 Other, please specify \_\_\_\_\_

Design load-bearing capacity of soil: \_\_\_\_\_ Soil swell pressure: \_\_\_\_\_

Designed for lateral pressure of \_\_\_\_\_ pounds per square foot/foot of depth on:  
 Footing,  Wall,  Piers

Minimum footing depth: \_\_\_\_\_ Minimum footing width: \_\_\_\_\_

Minimum footing thickness: \_\_\_\_\_ Minimum wall thickness: \_\_\_\_\_

Minimum pier size: \_\_\_\_\_ Minimum pier depth: \_\_\_\_\_

Minimum slab thickness: \_\_\_\_\_

Rebar required for:  Footing,  Wall,  Pier,  Slab,  N/A

Designed for garage surcharge load of \_\_\_\_\_ pounds per square foot

Designed for uplift on:  Footing,  Wall,  Slab,  Piers,  N/A

Type of soil to be used as backfill material: \_\_\_\_\_

Existing soil to be used as backfill material:  Yes  No

Expansive soils shall not be re-used as backfill material. See section 11 of the Residential Foundations Policy.

Special slab drainage required:  Yes (design attached)  No  
discharge by:  Gravity  Sump crock  N/A

Isolation from expansive soil required at:  Footing,  Wall,  Slab,  Pier,  
 N/A

Dimension of req'd isolation:  Footing,  Wall,  Slab,  Pier,  
 N/A

Type of isolation material: \_\_\_\_\_



**FOUNDATION FORM PART 3 (cont.)**

**FOUNDATION DESIGN**

Removal of existing soil required at: \_\_\_ Footing, \_\_\_ Wall, \_\_\_ Slab, \_\_\_ Pier, \_\_\_ N/A

Extent of required removal: \_\_\_\_\_

Roof drainage requirements of VUSBC 2015 R801.3 apply: \_\_\_ Yes, \_\_\_ No

Additional Notes:

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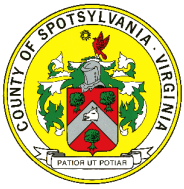
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**The undersigned design professional hereby certifies that the above referenced foundation design was based upon sound engineering practice and the recommendations provided within the soil report for the above referenced project.**

Design Professional's Seal & Signature and date



# Spotsylvania County Building Safety Department HVAC Design System Worksheet

## Residential Plans Examiner Review Form For HVAC System Design (Loads, Equipment, Ducts) Provided by Mechanical Contractor

Contractor \_\_\_\_\_  
Mechanical License # \_\_\_\_\_  
Building permit # \_\_\_\_\_  
Home Address (street or lot #, block, subdivision)  
\_\_\_\_\_  
\_\_\_\_\_

### REQUIRED ATTACHMENTS

Manual J Form (and supporting worksheets):

### ATTACHED

Yes \_\_\_ No \_\_\_

*Air Distribution worksheet must be available to inspector on mechanical Rough-in inspection of duct work*

## HVAC LOAD CALCULATION (IRC M1401.3)

### Design Conditions

#### Winter Design Conditions

Outdoor Temperature \_\_\_\_\_ F  
Indoor Temperature \_\_\_\_\_ F  
Total Heat loss \_\_\_\_\_ Btu

#### Summer Design Conditions

Outdoor Temperature \_\_\_\_\_ F  
Indoor Temperature \_\_\_\_\_ F  
Grains difference \_\_\_\_\_ GR @ \_\_\_\_\_ % Rh  
Sensible heat gain \_\_\_\_\_ Btu  
Latent heat gain \_\_\_\_\_ Btu  
Total heat gain \_\_\_\_\_ Btu

### Building Construction Information (this information must match information provided by builder)

#### Building

Orientation (Front door faces) \_\_\_\_\_  
North, East, West, South, Northeast, Northwest, Southeast, Southwest

Number of bedrooms \_\_\_\_\_

Conditioned floor area \_\_\_\_\_ Sq Ft

Number of occupants \_\_\_\_\_

#### Windows

Eave overhang depth \_\_\_\_\_ Ft

Internal Shade \_\_\_\_\_  
blinds, drapes, etc.

Number of skylights \_\_\_\_\_

## HVAC EQUIPMENT SELECTION (IRC M1401.3)

### Heating Equipment Data

Equipment type \_\_\_\_\_  
Furnace, heat pump, boiler, etc.  
Model \_\_\_\_\_  
Heating output capacity \_\_\_\_\_ Btu  
Auxiliary heat output capacity \_\_\_\_\_ Btu

### Cooling Equipment Data

Equipment type \_\_\_\_\_  
air conditioner, heat pump, etc.  
Model \_\_\_\_\_  
Sensible cooling capacity \_\_\_\_\_ Btu  
Latent cooling capacity \_\_\_\_\_ Btu  
Total cooling capacity \_\_\_\_\_ Btu

### Blower Data

Heating CFM \_\_\_\_\_ CFM  
Cooling CFM \_\_\_\_\_ CFM

## DUCT INSPECTION OPTION (N1103.2.2.1)

Testing options for ductwork: Select one - (see page 2 for details)

- (1) Post construction test- Approved testing agency required
- (2) Rough-in test- Approved testing agency required
- (3) Visual test- County Inspection required

**Spotsylvania County Building Safety Department  
HVAC Design System Worksheet (con't)**

**All ductwork must be inspected per Section N1103.2.2 of the Uniform Statewide Building Code**

**N1103.2.2 Sealing.** All ducts, air handlers, filter boxes and building cavities used as ducts shall be sealed. Joints and seams shall comply with Section M1601.4.1 of the International Residential Code. Verification of compliance with this section shall be in accordance with either Section N1103.2.2.1 or Section N1103.2.2.2.

**N1103.2.2.1 Testing option. Duct tightness shall be verified by one of the following:**

**1. Post-construction test option:** Leakage to outdoors shall be less than or equal to 8 cfm (3.78 L/s) per 100 ft<sup>2</sup> (9.29 m<sup>2</sup>) of conditioned floor area or a total leakage less than or equal to 12 cfm (5.66 L/s) per 100 ft<sup>2</sup> (9.29 m<sup>2</sup>) of conditioned floor area when tested at a pressure differential of 0.1 inch w.g. (25 Pa) across the entire system, including the manufacturer's air handler end closure. All register boots shall be taped or otherwise sealed during the test.

**2. Rough-in test option:** Total leakage shall be less than or equal to 6 cfm (2.83 L/s) per 100 ft<sup>2</sup> (9.29 m<sup>2</sup>) of conditioned floor area when tested at a pressure differential of 0.1 inch w.g. (25 Pa) across the roughed in system, including the manufacturer's air handler enclosure. All register boots shall be taped or otherwise sealed during the test. If the air handler is not installed at the time of the test, total leakage shall be less than or equal to 4 cfm (1.89 L/s) per 100 ft<sup>2</sup> (9.29 m<sup>2</sup>) of conditioned floor area.

**Exception:** Duct tightness test is not required if the air handler and all ducts are located within conditioned space.

When one of these options are chosen, testing shall be performed by approved qualified individuals, testing agencies or contractors. Testing and results shall be as prescribed in Section N1103.2.2 and approved recognized industry standards. **If choosing this option individual testing must be approved by Building Official, Contractor installing the HVAC cannot be the person who does the testing**

**3.N1103.2.2.2 Visual inspection option.** In addition to the inspection of ducts otherwise required by this code, when the air handler and all ducts are not within conditioned space and this option is chosen to verify duct tightness, duct tightness shall be considered acceptable when the requirements of Section N1103.2.2 are field verified.

**If choosing this option the policy of the Spotsylvania County Building Office is that at least two joints must be left visible at time of Mechanical rough- in inspection with the inspector choosing two additional. Someone must be on site to expose joints.**



**SPOTSYLVANIA COUNTY ENVIRONMENTAL CODES DIVISION**  
**IMPERVIOUS SURFACE RATIO WORKSHEET (Method of Calculation)**

***This form is only needed if you are clearing more than 2500 sq ft. of land.***

**IMPERVIOUS SURFACE** “Any hard-surfaced, man-made area that does not readily absorb or retain water, including but not limited to building roofs, parking and driveway areas, sidewalks and paved recreational facilities.”

**IMPERVIOUS SURFACE RATIO (ISR)** “The total area of impervious surfaces divided by the net area (excluding right-of way) of the lot.”

**LOT AREA** “The total horizontal area included within the lot lines of the lot. No public right-of-way or access easement for a public street or handle of a panhandle lot shall be included in the calculation of the lot area, nor shall the public right-of-way cross the lot area.”

Please see [Sec. 6A-10 of the Spotsylvania County Code](#) for the performance standards to minimize erosion and sedimentation potential, reduce land application of nutrients and toxics, and maximize rainwater infiltration.

PLEASE COMPLETE THE FOLLOWING BASED ON EXISTING AND PROPOSED STRUCTURES:

- A. SQUARE FOOTAGE OF PROPOSED BUILDING FOOTPRINT (INCLUDE ATTACHED GARAGE, DECK, PORCH, ETC.) \_\_\_\_\_
- B. SQUARE FOOTAGE OF DETACHED STRUCTURES (INCLUDE CARPORT, GARAGE, SHED, POOL, POOL DECKING, ETC) \_\_\_\_\_
- C. SQUARE FOOTAGE OF DRIVEWAY (INCLUDE PARKING AREA) \_\_\_\_\_
- D. SQUARE FOOTAGE OF ALL CONCRETE AREAS/WALKWAYS (EXCLUDING THE PEDESTRIAN SIDEWALK LOCATE IN RIGHT OF WAY) \_\_\_\_\_
- E. SQUARE FOOTAGE OF ACCESS EASEMENTS \_\_\_\_\_
- F. SQUARE FOOTAGE OF EXISTING AREAS \_\_\_\_\_
- G. TOTAL SQUARE FOOTAGE OF IMPERVIOUS SURFACE (A+B+C+D+E+F) = \_\_\_\_\_
- H. TOTAL SQUARE FOOTAGE OF LOT (ACREAGE X 43,560) \_\_\_\_\_
- I. IMPERVIOUS SURFACE RATIO (G ÷ H) X 100 = \_\_\_\_\_ %

I, \_\_\_\_\_ (Printed name) certify that the calculations submitted above for the Impervious Surface Ratio are accurate and complete to the best of my knowledge.

Signature: \_\_\_\_\_

Date \_\_\_\_\_



## SPOTSYLVANIA COUNTY ENVIRONMENTAL CODES DIVISION

### ENVIRONMENTAL LAND DISTURBANCE PLAN REQUIREMENT FORM

***This form is only needed if you are clearing more than 2500 sq ft. of land.***

**Properties containing a resource protection area (RPA), land disturbance activities greater than 1 acre or requiring more than silt fence control and a graveled construction entrance will require an engineered site plan to include erosion & sediment control and stormwater management.**

Each PLOT PLAN shall include a "to scale" plan showing the following: (check list)

- Tax map #, subdivision, property address, property zoning designation
  - Total disturbed area in sq. ft.
  - Provide a plan legend that includes Design Standards of Chapter 3 of VESCH. Example: Temporary Construction Entrance (VESCH STD. & SPEC. 3.02) with symbol.
  - Designation of 100-year flood plain limits zone from FEMA Community Panel Number.
  - Determine all overlay districts (if any) and label.
  - Dimensions of the lot or parcel including all easements. If easements are present, provide a certification on the plat stating, "Proposed improvements will not encroach upon existing easements."
  - Location of all existing structures within property limits
  - Location of all proposed structures to including accessory structures, drain field and reserve drainfield. Provide setbacks to all proposed structures from the property lines.
  - Provide floor elevations (i.e. first floor, garage).
  - Limits of all land disturbance activities relative to lot lines.
  - Detailed lot grading plan with contours (2' intervals within disturbed areas). Plan to include: Existing contour lines, proposed contour lines;
    - Plan must demonstrate a minimum fall of 6" within 10' of the structure except as restricted by side lot lines or other major considerations. In certain situations, the horizontal length of such slopes may be reduced; however, the 6" fall may not be reduced.
    - Grading for the remainder of the lot must provide positive drainage offsite (minimum 1% grade) to lower offsite elevations or to an approved drainage structure or outfall location such as a wetland or stream. Plan must demonstrate that this condition has been met;
    - Grading plans in subdivisions must be coordinated between lots and in accordance with the overall drainage plan for the subdivision. Plan must include note stating, "The approved subdivision construction plans have been reviewed and this plan is in conformance with those approved plans."
    - Type and location of erosion controls
    - CBPO Impervious Surface ratio and calculation
  - Driveway culverts must be sized to meet VDOT requirements. Other piped crossings must be 15 inches minimum, and must be sized for the 10-year storm for the contributing drainage area in accordance with ordinance requirements. (Sizing computations by a licensed professional must be provided.)
  - Location of all water bodies, drainage features, and areas of concentrated surface water flow.
2. As of July 1, 2014 some residential projects will require a Stormwater Pollution Prevention Plan (SWPPP). We have provided a determination below of whether a SWPPP plan will be required for your project. If a SWPPP is required, an electronic copy of an example SWPPP can be obtained from [VA Dept. of Environmental Quality's Construction General Permit Site](#)

Single-Family Residences Not Part of a Common Plan of Development or Sale

- A. 2,500 square feet up to 1 Acre in a CBPA area- considered a Chesapeake Bay Land Disturbing activity:
- a) Exempt from VSMP permitting;
  - b) No SWPPP required due to exempt status;
  - c) Erosion and Sediment Control Plan / agreement in lieu required;
  - d) Stormwater Management Plan not required (required over 1 Acre);
  - e) Lot grading plan required.

Single Family Residence PART of a Common Plan of Development or Sale (PERMIT BY RULE)

- A. Disturbance up to 1 Acre if common plan of development addresses stormwater:
- a) Subject to VSMP (No registration statement is required for single family);
  - b) Single family SWPPP required;
  - c) Erosion and sediment control plan / agreement in lieu of required;
  - d) Stormwater Management Plan / agreement in lieu of required;
  - e) Lot grading plan required.

Note: If subdivision lot was recorded prior to 2004, lots will be considered to NOT be part of the common plan of development.

## ENVIRONMENTAL LAND DISTURBANCE PLAN REQUIREMENT FORM (Con't)

**This form is only needed if you are clearing more than 2500 sq ft. of land.**

DATE: \_\_\_\_\_ TAX MAP #: \_\_\_\_\_ PERMIT # \_\_\_\_\_

In lieu of preparing erosion and sediment control and stormwater management plans for this project, I agree to comply with the requirements of this *Agreement in Lieu of a Plan* to prevent erosion and sedimentation and stormwater pollution. I agree to comply with the conservation standards contained in the Spotsylvania County Erosion and Sediment Control and Stormwater Management Ordinances (Spotsylvania County Code Ch. 8 & 19A), the conservation measures and grading shown on the attached plan, any post construction best management practices specified for the building lot, and, where required, the requirements of the General VPDES Permit for Discharges of Stormwater from Construction Activities (VAR10). I further agree to comply with any additional requirements imposed by the Spotsylvania County Environmental Codes Division and/or their agents in order to protect against pollution discharge from the property.

1. Erosion and sediment control measures shall be constructed and installed as a first step in any land-disturbing activity and shall be made functional before upslope land disturbance takes place. Initial clearing must be the minimum required to install erosion and sediment control measures and devices.
2. During construction, the public road and adjacent properties will be protected from erosion or sediment transportation, a construction entrance will be maintained on the site, and temporary stabilization will be utilized where applicable.
3. Whenever water seeps from a slope face, adequate drainage or other protection shall be provided. Provide and maintain natural buffers around surface waters, direct stormwater to vegetated areas to increase pollutant & sediment removal, and maximize stormwater infiltration, unless infeasible.
4. It shall be the construction activity operator's responsibility to inspect erosion control devices periodically and after every erodible rainfall. Any necessary repairs or clean up to maintain the effectiveness of the erosion control devices shall be made immediately.
5. Underground utility lines shall be installed in accordance with the following standards in addition to other applicable criteria:
  - a. No more than 500 linear feet of trench may be opened at one time.
  - b. Excavated material shall be placed on the uphill side of trenches
  - c. Effluent from dewatering operations shall be filtered or passed through an approved sediment trapping device, or both and discharged in a manner that does not adversely affect flowing streams or off-site property.
  - d. Restabilization shall be in accordance with 9VAC25-840-40 of the Virginia Erosion and Sediment Control Regulations.
6. Ensure that stabilization of disturbed areas will be initiated immediately whenever any clearing, grading, excavating, or other land disturbing activities have permanently ceased on any portion of the site, or temporarily ceased on any portion of the site and will not resume for a period exceeding 14 days.
7. During construction of the project, soil stock piles and/or borrow areas shall be stabilized or protected with sediment trapping measures.
8. Cut and fill slopes shall be designed and constructed in a manner that will minimize erosion. Slopes that are found to be eroding excessively within one year of permanent stabilization shall be provided with additional slope stabilizing measures until the problem is corrected.
9. All denuded areas on the lot shall be stabilized within 7 days of final grading with permanent vegetation or a protective ground cover suitable for the time of year. All denuded areas shall be stabilized prior to issuance of the Certificate of Occupancy.
10. All temporary erosion and sediment control measures shall be removed within 30 days after final site stabilization or after the temporary measures are no longer, unless otherwise authorized by the Program Administrator or his designated agent. Trapped sediment and the disturbed soil areas resulting from the disposition of temporary measures shall be permanently stabilized to prevent further erosion and sedimentation.

ENVIRONMENTAL LAND DISTURBANCE PLAN REQUIREMENT FORM (Con't)

*This form is only needed if you are clearing more than 2500 sq ft. of land.*

DATE: \_\_\_\_\_ TAX MAP #: \_\_\_\_\_ PERMIT # \_\_\_\_\_

These requirements represent the minimum practices necessary to provide adequate control of erosion, sedimentation and stormwater pollution resulting from this project. Where applicable, the person responsible for compliance with this agreement will complete, maintain inspection records for, and comply with the residential stormwater pollution prevention plan (SWPPP) for the construction activity (attached). A copy of this signed and dated *Agreement In Lieu of a Plan* shall be maintained with the SWPPP for the construction activity.

By signature below, I grant permission to the Spotsylvania County Environmental Codes Division Representatives to enter the property listed on page 1 of the application periodically for the purposes of inspection and ensuring compliance.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print or type): \_\_\_\_\_

Responsible Land Disturber's information (required):

RLD's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

RLD's Name (print or type): \_\_\_\_\_ Certification No. \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Office Use Only:**

- Approved
- Incomplete (additional information required)
- Disapproved

By: \_\_\_\_\_ Date: \_\_\_\_\_ HUC Code: \_\_\_\_\_

Comments: \_\_\_\_\_

**Program Administrator's Statement (or designee):**

*Relying on information in available maps and other resources, I certify that to the best of my knowledge, the proposed construction described in this application and attachments meets the requirements of 9VAC25-840-40 of the Virginia Erosion and Sediment Control Regulations, and Spotsylvania County Code Ch. 8, 19A and Ch. 6A Erosion & Sediment Control, Stormwater Management and Chesapeake Bay Preservation.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print): \_\_\_\_\_