

Approving Departments:

- Zoning
- Building
- Erosion
- Fire Marshal

**County of Spotsylvania
COMMERCIAL 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:

APPLICATIONS WILL NOT BE ACCEPTED UNLESS FILLED OUT COMPLETELY- PLEASE PUT N/A IF IT DOES NOT APPLY TO YOUR PROJECT

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

- Copy of VA State Contractor's License
- Tradesman Statements for Elec Plumb HVAC
- Proof of Ownership LPA Commercial Affidavit Landowner Affidavit
- Health Dept. Documents
- Other _____

Business Name/Project Name _____

Applicant

Name: _____ Address: _____

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

General Contractor

Name: _____ Address: _____

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

Landowner

Name: _____ Address: _____

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

Architect/Engineer

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: _____

Job Site Information

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

Project Name: _____ New Project: Yes No # of Lots _____

Property Address _____ Sec _____ Phase _____

Project Description: _____

CHECK ALL THAT APPLY:	
<input type="checkbox"/> New Construction	<input type="checkbox"/> Tenant Space
<input type="checkbox"/> Use Permit	<input type="checkbox"/> Shell Only
<input type="checkbox"/> Ownership Change	<input type="checkbox"/> Building Use Change
<input type="checkbox"/> Fire Supp System	<input type="checkbox"/> Fire Alarm/Detection
<input type="checkbox"/> Apartment	<input type="checkbox"/> Renovation
<input type="checkbox"/> Addition	<input type="checkbox"/> Accessory
<input type="checkbox"/> Stand Alone Bldg	<input type="checkbox"/> Demolition
<input type="checkbox"/> Temporary Unit	
<input type="checkbox"/> Manufactured Bldg Unit	
Length _____	Width _____
Length _____	Width _____
<input type="checkbox"/> Signs	
Length _____	Width _____ Height _____
Length _____	Width _____ Height _____
Length _____	Width _____ Height _____

Current/Prior Use _____

Proposed Use _____

Use Group _____

Construction Type _____

Project Value (Less Land Value) _____

Ext Wall _____ Foundation _____ Roof Covering _____

Crawl Basement

of Stories _____ # Full Baths _____ # Half Baths _____

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

Heat Type _____ Water Source _____ Sewer Source _____

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

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

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): Land Owner – Contractor – Design Professional

Other: _____

Inspection Process

All inspections and Certificate of Occupancy will be sent via email to the address provided below.

Inspection information can also be accessed online at the following link:

<http://etrakit.spotsylvania.va.us/eTrakit3/>

NAME: _____

E-MAIL: _____

Bond Holder Information

Please provide the contact information for the party responsible for all bond maintenance. This information should match the party information listed on the Escrow Bond Agreement.

NAME: _____

MAILING ADDRESS: _____

DAYTIME PHONE # _____

E-MAIL: _____

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

Other: _____

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 _____ Utility _____ Inspection Fee _____

Sub Total _____

Building Department



Commercial New Building/Use Checklist

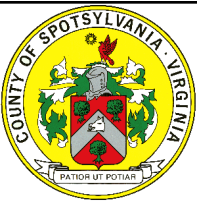
**Note: This checklist is required and is considered part of the application.
Electronic Plan Submittal Guidelines Must Be Met (See Attached) **

- 1. Complete Permit Application Packet Must Include the Following:
 - 1. Commercial New Building/Use Checklist Completed and Signed
 - 2. Complete Commercial Permit Application with one of the following signature requirements:
 - a. Landowner Signature
 - b. Power of Attorney
 - c. Signed contract between contractor and landowner
 - d. Commercial Business 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 will run off of a well and septic system one of the following is required:
 - a. Simultaneous Review Form – if the permit is going through a VDH approval at time of submittal.
 - b. Approved Construction or Operational Permit if the VDH approval has already been completed.
- 2. Complete Set of Electronic Building Plans – See page 6 for details
- 3. All Required Construction Documents – See pages 6-7 for details
 - 1. Site Plan
 - 2. Geotechnical Investigation/ Soils Report
 - 3. Statement of Special Inspections
 - 4. Structural Analysis (All loads imposed roof assemblies etc.)
 - 5. Manufacturer's Truss Layout
 - 6. Engineered Truss Diagrams
 - 7. Health Department Documents (if applicable)
 - 8. Energy Evaluations
 - 9. Asbestos Certification Form
 - 10. Any Other Supporting Documentation (including Engineer's Letters)
- 4. Zoning Documents – Please provide Site Plan Application Number _____
 - 1. Site Plan/Grading Plan - 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".
 - 2. Floor Plan/Floor Layout
 - 3. Elevations
- 5. VDPES Verification Form
- 6. Is an Elevator or Conveyance Equipment being installed?
 - No _____
 - Yes _____ A separate Elevator or Conveyance Equipment Permit/ Registration is Required.
- 7. **Use Permit** - Please provide the name of the business occupying this space _____ answer the following questions (Not required at this time if this is a SHELL Bldg):
 - 1. Is the proposed parking lot going to be: **GRASS GRAVEL ASPHALT** (Please circle one)
 - 2. Please provide the number of proposed parking spaces: _____

Applicant's Signature

Date

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



Commercial Electronic Plans Submittal Guidelines

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

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

****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

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
 - Simultaneous Review Form (if applicable)
 - Landowner Representative Affidavit (if applicable)
 - Landownership Affidavit (if applicable)
 - Contractor’s License (if applicable)
 - Tradesman Statements (if applicable)
 - B. Building Plans (If file size exceeds 90 MB separate accordingly)
 - General Notes
 - Architectural
 - Structural
 - Plumbing
 - Mechanical
 - Electrical
 - C. Construction Documents – All together as ONE FILE
 - Site Plan
 - Geotechnical Investigation/ Soils Report
 - Statement of Special Inspections
 - Structural Analysis (All loads imposed roof assemblies etc.)
 - Manufacturer’s Truss Layout

- Engineered Truss Diagrams
- Health Department Documents (if applicable)
- Energy Evaluations
- Asbestos Certification Form
- Any Other Supporting Documentation (including Engineer's Letters)

D. Zoning Documents – All together as ONE File

- Site Plan/Grading Plan
- Floor Plan/Floor Layout
- Elevations

E. Erosion Documents – All together as ONE File

- VDPES Verification Form

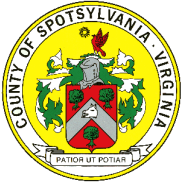
4. Documents shall **NOT** be secure. If they are secured in anyway, we will still need permission to do the follow:

- 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 at all 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 in order 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.



Commercial Business Representative Affidavit

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. 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:



Simultaneous Review Form

Application #: _____

Builder: _____

Landowner: _____

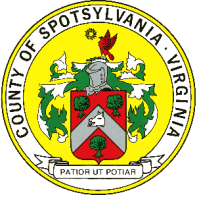
Subdivison: _____

Lot #: _____

Tax Map #: _____

Applicant's Signature

Date



Commercial VPDES & E/S Bond Verification Form

Application #: _____

Tax Map #: _____

Project Name: _____

Developer: _____

VSMP Registration Statement and/or Permit Received: _____

VSMP Permit #: _____

Date Erosion Bond Secured: _____

Bond Secured By: (circle) Cash Surety Letter of Credit

Site Plan & Permit #: _____

Note: A form must be submitted for each building with in a development.

Applicant's Signature

Date

BELOW TO BE COMPLETED BY COUNTY STAFF:

Date Information Verified: _____ Approval Date: _____

Notes: _____

Spotsylvania County Approval: