

**Approving Departments:**

- Zoning
- Building
- Erosion
- Fire Marshal

**County of Spotsylvania**  
**COMMERCIAL 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:**

\_\_\_\_\_

**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:** \_\_\_\_\_

<b>CHECK ALL THAT APPLY:</b>	
<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

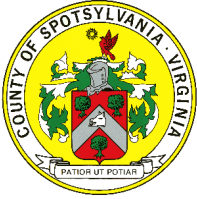
Authorized Signature

### FEES:

Environmental \_\_\_\_\_ Utility \_\_\_\_\_ Inspection Fee \_\_\_\_\_

Sub Total \_\_\_\_\_

## Building Department



## ACCELERATED REVIEW SIGN PERMIT CHECKLIST

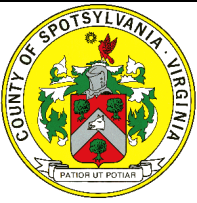
Note: This checklist is considered part of the application

Please follow out Commercial Electronic Plans Submittal Guidelines

1. **Completed Application Form**
2. **Provide copy of Virginia State Contractors License:**
  - Virginia Contractor Class License - A/B/C**If the sign is being connected to Electric then we also need:**
  - Electrical License-A/B/C
  - Electrical Tradesman License and Statement
3. **Correct Tax Map Number** (Staff Verified).
4. **Legal Landowner Signature**, Limited Power of Attorney or a Commercial Business Representative Affidavit.
5. **Plot Plan**- Include sign setback distances from highway right of way must be shown on the plat (Pull from the closest extension of the sign)
  - ❖ Plan must show any easements (i.e. Civil War Trust, Conservation, etc.)
6. **Sign Structural Plan**
  - ❖ Plans must be approved by the Developer and include the Developer's Signature
  - ❖ Drawing of sign must include the length, width and height of the proposed sign.
  - ❖ Note whether sign is a wall mount or a pole mount.
  - ❖ The total square footage of all existing signs on the site must be noted on the application.
  - ❖ Size of building must be included (Total Sq. Ft) and drawn on plat. Include width facing streets and parking areas.
  - ❖ Drawing must show exact wording of the proposed sign.
  - ❖ Sign setback distances from highway right-of- way must be shown on the plat. (Pull from the closest extension of the sign).
  - ❖ Note on application if a Zoning Use Permit or Certificate of Occupancy has been obtained.
  - ❖ Drawing must show linear footage of highway frontage and building/lease space frontage.
  - ❖ All pole signs exceeding 7' in height & 50 square feet of surface or 20' in height require an architect/engineer seal on the plans and a soils report.
  - ❖ All neon/LED lights that outline the building must be noted on the drawings
  - ❖ **Must delineate all future road improvement projects as identified on the Six (6) year Comprehensive Plan, Spotsylvania County Road Improvement Projects and VDOT Road Improvements Projects. If your project is outside of any identified improvement areas it must be stated on the site plan by your engineer.**
7. **Will the sign (s) have an electronic message board, changeable text, and/or a time and temperature reading?**     Yes     No

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

\_\_\_\_\_  
Date



# 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\*





## 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: