

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 Exhaust Hood/Fire Suppression/Fire Alarm 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 Fire Checklist Signed and dated
 - 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
- 2. Complete Set of Electronic Building Plans – See page 6 for details

Applicant's Signature

Date

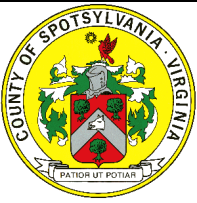
If you have any questions, please contact the Code Compliance Office (540) 507-7222.

Office Use Only:

Date Application Received: _____

Reviewed By: _____

Notes:



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.



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:

