



Over-The-Counter Application Checklist

*Ready Same Day or Next Business Day – Determined by workload

*Limit of 2 applications for “while you wait” processing

*Any Application Received at 2:30 pm or Later will be processed the NEXT Business Day

All Over the Counter Applications require the following items for submittal:

- Completed Application Form
- Virginia State Contractors License OR **Landownership** Affidavit
- Virginia State Tradesman Certification & Completed Tradesman Statement (if applicable).
- Landowner Representative Affidavit (if applicable)
- Proof of Ownership (if required)
- Well and Drainfield Affidavit (if applicable). **
- Plot Plan (if located in a proffer or cluster subdivision and/or touches a resource protection area (RPA)
Plot Plan must show all existing structures, proposed structure, any easements (i.e. Civil War Trust, Conservation, etc.)
and distance from property lines to proposed structure.

All fees due on Over-The Counter Applications must be paid prior to processing. Here are the fees for each type of application and any additional information that maybe required for submittal:

Backflow/Irrigation System**

- Plumbing License, Tradesman Card & Statement
–OR–
- ISC License & Backflow Certificate from DPOR
- \$111.60– Residential or Commercial

Chimney Relining

- \$111.60

Connect to County Water/Sewer**

- \$111.60 (each)
- \$193.20 (for both on same app)
- Proof of Tap Fee Payment

Curtain Wall (Mobile Home Skirting)

- \$111.60

Electric Converting to Gas

- \$111.60

Electrical, Plumbing, Mechanical**

- Residential:
 - \$80.00/each + Building Surcharge + \$30 Processing Fee = **\$111.60 (each)** OR \$80.00 per trade + Building Surcharge + \$30 Processing Fee = Combined Total on one Application.
- Commercial:
 - \$170.00/each + Building Surcharge + \$30 Processing Fee = **\$203.40 (each)** OR \$170.00 per trade + Building Surcharge + \$30 Processing Fee = Combined Total on one Application.

Footing & Foundation – Existing Mobile Homes**

- \$111.60

Installation of Water Filtration System**

- \$111.60

Kiosks

- Kiosk Application Checklist
- \$111.60 – Without Additional Electric
- \$193.20 – With Additional Electric

Above Ground LP Tank ONLY ** (*If the property is located in a Proffered or Cluster Subdivision or has an RPA than regular Zoning/Chesapeake Bay review is required and additional Zoning/Chesapeake Bay fees will be charged.)

- Tank Statement
- Site Plan for Proffered or Cluster Subdivisions or RPA*
- Agreement in Lieu of Plan (Not acceptable for Proffered or Cluster Subdivisions or RPA)
- \$111.60 (*additional Zoning/Chesapeake Bay fees may be applicable)

Above Ground LP Tank/Lines/Logs ** (*If the property is located in a Proffered or Cluster Subdivision or has an RPA than regular Zoning/Chesapeake Bay review is required and additional Zoning/Chesapeake Bay fees will be charged.)

- Tank Statement
- Site Plan for Proffered or Cluster Subdivisions or RPA*
- Agreement in Lieu of Plan (Not acceptable for Proffered or Cluster Subdivisions or RPA)
- \$193.20 (*additional Zoning/Chesapeake Bay fees may be applicable)

Underground LP Tank ONLY ** (*If the property is located on an RPA than regular Chesapeake Bay review is required and an additional Chesapeake Bay fee will be charged.)

- Tank Statement
- Site Plan for RPA*
- Agreement in Lieu of Plan (Not acceptable for RPA)
- \$111.60 (*additional Chesapeake Bay fees may be applicable)

Underground LP Tank/Lines/Logs ** (*If the property is located on an RPA than regular Chesapeake Bay review is required and an additional Chesapeake Bay fee will be charged.)

- Tank Statement
- Site Plan for RPA*
- Agreement in Lieu of Plan (Not acceptable for RPA)
- \$193.20 (*additional Chesapeake Bay fees may be applicable)

Pool Heater Gas Line**

- \$111.60

If you have any questions, please contact the Permit Center at (540) 507-7222 Option # 3.