



RESIDENTIAL SINGLE FAMILY/MODULAR HOME PERMIT ELECTRONIC CHECKLIST

You must submit an electronic copy along with a paper copy
Note: This checklist is required and is considered part of the application.

- 1. Complete the Residential Application Form.
 - Legal Landowner Signature, Limited Power of Attorney, or a Copy of Signed Contract
 - Landowner Representative Affidavit (if applicable)
- 2. Notify Technician of any previous Erosion Permits.
- 3. Provide the following required Virginia State Contractor's License:
 - Contractor Class A/B/C License
 - Plumbing License-A/B/C
 - Plumbing Tradesman License and Statement
 - Electrical License-A/B/C
 - Electrical Tradesman License and Statement
 - HVAC (Mechanical) License-A/B/C
 - HVAC Tradesman License and Statement
 - Tradesman License LP Gas and Tank Statement-if applicable
 - Landownership Affidavit if landowner is performing any of the work him or herself
- 4. One (1) Complete Set of Building Plans (See attached sheet for plan requirements)
*Please indicate number of electrical meters that will be on the house _____
*IS THIS A FAST TRACK APPLICATION? Yes No If yes, all plans must be per policy.
- 5. One (1) Complete set of Sealed Engineered Truss Plans; or Applicant Indicates Framed Roof on application form (built on site/rafters).
- 5. One (1) Residential Energy Compliance Worksheet
- 7. One (1) HVAC System Design Worksheet
- 8. One (1) Set of Engineered Floor Plans; or Applicant Indicates Framed Floor on application form (non-engineered).
- 9. One (1) Set of Beam Specs, Engineered; or Applicant indicates non-engineered beams on application form (girders & headers).
- 10. One (1) Complete Foundation Report.
- 11. One (1) Additional Floor Plans **needed for Zoning Approval**
- 12. One (1) copy of the Approved Health Construction Permit; or Applicant is requesting Simultaneous Review and has filled out a request form.
- 13. Two (2) Engineered Site Plans (folded with site information to the front)

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

****An Erosion Bond will be required to be secured prior to the issuance of the building permit, the amount of the erosion bond is based upon the total square feet of land disturbance****

Please circle one of the following:

- ¼ acre or less-\$1500
- ¼ acre to ½ acres-\$2500
- ½ acre to 1 acre lot-\$3000
- Townhouses-\$1000

For land disturbance greater than one (1) acre, **Please indicate total area of land disturbance taking place: _____ sq ft.**

3 Options for the Erosion Bond:

1. **Surety Bonds**: must be of a minimum bond of **\$7,000** and in the **Land Owners name**. Approved Format Only.
2. **Letter of Credit** - Approved Format Only and Bank must be in the state of Virginia.
3. **Cash Bond**: Check Format Only (Personal Or Business Check)

Applicant Signature

Date

To accommodate the public for specific time frame situations on Single-family construction, there exists the ability to split the application package at the initial time of submittal only. This procedure entails the submittal of two (2) application packages for the same parcel. One of the application packages will be for the Land Disturbance (Erosion) Permit only. The second application package is required for the Building and Zoning Permits for the associated structures. After the Land Disturbance Permit is obtained, clearing / grading on the site can be performed while the review process is completed for the Building / Zoning Permit. Additionally, the Land Disturbance Permit is valid during the construction process of the structure as long as the site is under construction and all applicable codes, ordinances, regulations and laws are in compliance. **If you choose this option, you must notify the Technician when you come to submit your applications. If you wait until after your application has been submitted to split your application package there will be a Post-App Modification Fee due at the time of your request.**



Plan Review Checklist

- **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.**
 - **APPLICANT TO PROVIDE THE FOLLOWING INFORMATION IN THE ORIGINAL SUBMITTAL PACKAGE. ALL PLANS SHALL BE PREPARED TO SCALE AND MUST BE LEGIBLE. NOTE: THIS LIST MAY VARY FOR RESIDENTIAL ADDITIONS.**
 - **All items listed below must be shown on plans in order for your permit to be approved by the Building Office.**
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- Va. Design professional seal and signature is required when structural elements do not conform to this code (example: steel I-beams)
 - One (1) set of all building plans and (1) set of construction documents required (*see below)
 - 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
 - Must have Original Soil test report with county cover sheet and design (if required)
 - 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 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 at time of application.**

I have read the above and understand, by not submitting the above information and that on the checklist; it will delay the processing of my permit application.

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.*)

Engineered Site Plans: A plan drawn up by an Engineer with his/her seal and number. A site plan must include the following:

1. *Driveway location and/or entrance culvert size*
2. *Structure location (include offsets to property lines)*
3. *Drainage patterns (indicated by labeled contours)*
4. *Type and location of erosion controls*
5. *Location of drain field*
6. *First floor and garage floor elevations*
7. *Driveway spot elevations*
8. *Various spot elevations around structure (corners)*
9. *RLD (Responsible Land Disturber) certification*
10. *Flood plain status*
11. *Total disturbed area*
12. *RPA (Resource Protection Area) and wetland areas identified*
13. *ALL buildings/accessory structures indicated w/setbacks (i.e. decks, sheds)*
14. *Determine all overlay districts (if any)*
15. *CBPO Impervious Surface ratio*

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.

Fast Track Permitting:

Fast Track Plan is:

1. A house design that is going to be built repeatedly. Minimum of 4 times a calendar year.
2. A Fast Track plan contains ALL of the options that will be offered for a particular house plan. The applicant then specifies which options will be built on each house. Options to be built are from the approved list of options and are in the same location as shown on the Fast Track plan.
3. Structural features do not change except the addition/subtraction of options.
4. A house design must be re-reviewed at the beginning of each Code cycle to incorporate any changes in the Building Code.
5. The Fast Track program does not take effect until the particular house type has been reviewed (including all offered options), and is on file with the Building Office.
6. The structural elements such as Roof Trusses and Engineered Floor Systems are to be provided by the same manufacturer whose drawings and details were reviewed. If suppliers change over time, the Fast Track plan must be amended at the County to reflect the new structural elements.

Fast Track is not:

1. A custom home to be built once only.
2. A new home design that is being structurally changed each time it is built.
3. A new home design to be structurally changed after fast tract approval in order to avoid the standard plans review process.

Fast Track plans are not submitted with an application for a specific site. (Not to be done simultaneously with a specific lot/job)

Fast Track permits will be ready for pickup 10 working days from date of submittal, unless there is a problem with information submitted. (Examples: zoning setbacks, erosion issues, shrink/swell report submittal, etc.)

Dwelling- Manufactured Home Definition: *Dwelling, manufactured home*, means a structure subject to federal regulation, which is transportable in one (1) or more sections; is eight (8) body feet or more in width and forty (40) body feet or more in length in the traveling mode, or is three hundred twenty (320) or more square feet when erected on-site; is built on a permanent chassis; is designed to be used as a single-family dwelling, with or without a permanent foundation, when connected to the required utilities; and includes the plumbing, heating, air-conditioning, and electrical systems contained in the structure.

Dwelling-Modular Unit Definition: *Dwelling, modular unit*, means a factory-fabricated transportable building designed to be used by itself or to be incorporated with similar units at a building site into a modular structure that will be a finished building in a fixed location on a permanent foundation. The term is intended to apply to major assemblies, and does not include prefabricated panels, trusses, plumbing trees, and other prefabricated supplements incorporated into a structure at the site. For the purpose of this chapter, a modular unit shall be deemed a *single-family dwelling* and shall not be deemed a *manufactured home*.

****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/>**