



ELECTRONIC ACCELERATED REVIEW

Basement and Non Structural Interior Renovation Checklist

(Standard Approval in 5 days or less)

This checklist must be completed, with signatures at the time of submittal.

You must submit an electronic copy along with a paper copy

1) Does your basement have an existing window or door that complies with the County's basement and interior renovation package? Yes No

2) Does your basement have an interior set of stairs connecting basement and first floor? Yes No

3) Does your bedroom have a window or door that complies with the County's basement and renovation package? Yes No (if applicable)

4) Will a separate Electric Meter be installed as part of this project? Yes No

If No to 1,2,3 or Yes to 4, you will have to apply for your basement renovation under our standard review process.

If you are unsure of your answer concerning any of these questions please ask to speak to a Building Plan reviewer

- 1. Complete the application form with Legal Landowner Signature, Limited Power of Attorney, or a Copy of Signed Contract. Completed Landowner Representative Affidavit (if applicable)
- 2. Provide the following required Virginia State Contractor's Licenses if applicable:
 - 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
 - Landownership Affidavit if landowner is performing any of the work himself/herself
- 3. Complete the Accelerated Basement/Interior Renovation Form.
- 4. Sign the Accelerated Basement/Interior Renovation Form.

Note: The property owner and the contractor/builder must sign the Accelerated Basement Renovation Form (see page 2).
- 5. Fees for Zoning and Building collected at the time of submission of the application.
- 6. Property is located on well and drain field Yes No If you answered **yes** then, a Well-Drainfield Affidavit is required
- 7. If the property is located on a well and drain field and you are creating a bedroom in the basement then a copy of an operational permit or health permit is required.

Note: If your property is located on well and drain field and your renovation includes an **additional bedroom**, you must obtain written approval from the Health Department **prior** to your permit being issued.

Note: If your property is located on well and drain field and your renovation includes converting one of your bedrooms to another type of room, you must make a statement to this effect under the description line on the application. In addition, you must submit a copy of the original Health Permit and Operational Permit issued by the Health Department for your property. You must also sign a Land Disturbance Affidavit, (notarized document).

Accelerated Basement Renovation Form

Total square feet being finished in basement= _____ sq. ft.

Electrical required in all finished areas per code (fees apply)

Is **Plumbing** being done _____ Yes _____ No

Is **Mechanical** (HVAC) being done? _____ Yes _____ No

Building Fees	\$0.33 per sq. ft. –Gross Building Area- includes all trades, construction & plan review. \$160.00 min
<i>Subtotal</i>	
Bldg. Surcharge-2.00%	
Total Building Fee	
Processing Fee	\$47.50
Grand Total	

Sketch of floor plan with rooms identified below or attach a separate sheet.

I hereby certify as Landowner that I have a basement egress window or door to the outside per IRC R310 Emergency Escape and Rescue openings.

I hereby certify as landowner that I will comply with the current edition of International Residential Code. I understand that by applying under the accelerated review I can do no structural changes, and if I do structural changes I must apply and go through regular review. I also certify that I am not going to use the basement for any commercial purposes.

I also understand that if my property is located on well and drain field and I am adding an **additional** bedroom, I must obtain written approval from the Health Department concerning the additional bedroom.

I also understand that if I am on well and drain field and am converting one of my rooms to a bedroom, I must provide Code Compliance with a copy of my Health Permit and my Operational Permit from the Health Department. In addition to this, I must make a statement on the description line of the application the total number of bedrooms in my dwelling, and provide a signed and notarized Land Disturbance Affidavit.

DEFINITIONS**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

Landowner Affidavit:

This affidavit is used when the landowner is performing the work him/herself and not hiring a contractor.

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 an application that will be accepted for processing and review without the Health Department 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. A fee of \$50.00 will be charged at the time of submission.

Interior Renovation:

Changing the use of an area of a building to other than its' original identification at the time of the certificate of occupancy. (The renovation does not extend beyond the original walls).

Structural Change:

Any change to the existing structure that involves the cutting, moving, altering or removal of a load bearing wall, beam or header, or alteration to the existing floor system.

Note: If this definition applies to your project, you will not be able to apply for your renovation under the Accelerated Review process for Basements and Interior Renovations program. Please see a Technician for the application process you will need to follow.