



Over-The-Counter Application Checklist

(Ready Same Day or Next Business Day – Determined by workload)

(Limit of 2 applications for “while you wait” processing)

Non-electronic for 11x17 plans or smaller

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). **

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
- \$107.78 – Residential or Commercial

Chimney Relining

- \$107.78

Connect to County Water/Sewer**

- \$107.78 (each)
- \$185.55 (for both on same app)
- Proof of Tap Fee Payment

Curtain Wall (Mobile Home Skirting)

- \$107.78

Electric Converting to Gas

- \$107.78

Electrical, Plumbing, Mechanical**

- Residential:
 - \$76.25/each + Building Surcharge + \$30 Processing Fee = **\$107.78 (each)** OR \$76.25 per trade + Building Surcharge + \$30 Processing Fee = Combined Total on one Application.
- Commercial:
 - \$166.25/each + Building Surcharge + \$30 Processing Fee = **\$199.58 (each)** OR \$166.25 per trade + Building Surcharge + \$30 Processing Fee = Combined Total on one Application.

Footing & Foundation – Existing Mobile Homes**

- \$107.78

Installation of Water Filtration System**

- \$107.78

Kiosks

- Kiosk Application Checklist
- \$107.78 – Without Additional Electric
- \$185.55 – 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)
- \$107.78 (*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)
- \$185.55(*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)
- \$107.78(*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)
- \$185.55(*additional Chesapeake Bay fees may be applicable)

Mobile Home Park (no review)

- Manufactured Housing Checklist: Placement in Mobile Home Park
- \$367.88 - Single Wide
- \$491.55 - Double Wide

Pool Heater Gas Line**

- \$107.78

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