



Commercial Accessory Structure Checklist

Please note: Plans must be drawn to scale. If plans are larger than an 11X17 sheet of paper, please refer to the electronic checklist.

- Completed Application and include one of the following signature requirements:**
- Landowner Signature
 - Commercial Business Representative Affidavit (CBRA)
 - Signed contract between contractor and landowner
- Provide the following required Virginia State Contractors License:**
- Contractor Class A/B/C License
 - Electrical Tradesman License and Statement – if applicable
 - HVAC Tradesman License and Statement – if applicable
 - Tradesman License LP Gas and Tank Statement- if applicable
 - Plumbing Tradesman License and Statement – if applicable
 - Landowner Exemption Form if landowner or tenant is performing any of the work him/herself
- Two (2) Complete Sets of Building Plans**
- Two (2) Additional Floor Plans**
- Three (3) Plot Plan Showing the Following:**
- The proposed accessory structure's location
 - The setback distances from the accessory structure to all property lines
 - Any Easements that are located within the property.
- Is the proposed structure located in an easement? Yes: _____ No: _____**
- Is this Structure a Retaining Wall? Yes: _____ No: _____**
- Retaining walls under 3 feet are considered ornamental and DO NOT require a permit.
 - Retaining walls that are 3-4 feet in height require basic building plans (2 complete sets).
 - Retaining walls that are over 4 feet in height require structural plans that are certified and stamped by a Professional Engineer.
- 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

***Minor Site Plan Review is required if land disturbance is between 2,500 sq ft and 10,000 sq ft. If this is the case, then Five (5) Plan of Development Site Plans are required.**

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