



Commercial Addition Application 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
- Well and Drain Field Affidavit OR Health Department Construction Approval**
(if property is located on a well/drain field)
- Correct Tax Map Number (Staff Verified)**
- Two (2) Complete Sets of Building Plans – If a fire review is required three (3) sets are needed.**
- Is an Elevator or Conveyance Equipment being installed?**
No _____
Yes _____ A separate Elevator or Conveyance Equipment Permit/ Registration is Required
- Two (2) Additional Copies of Each Floor Plan**
- Two (2) Copies of Health Permit for All Businesses Providing On-Site Food Services**
- 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 addition located in an easement?** Yes No
- 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 1,000 and 2,500 square feet. If this is the case, Five (5) Plan of Development Site Plans are required.**

*** Full Site Plan Review is required if land disturbance exceeds 2,500 square feet. If this is the case, Ten (10) Engineered Site Plans are required.**

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