



## Commercial Construction/Sales Trailer 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.

Previous Site Plan Application # \_\_\_\_\_

**Completed Application and include one of the following signature requirements:**

- Landowner Signature
- Signed contract between contractor and landowner
- Commercial Business Representative Affidavit

**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

**Correct Tax Map Number (Staff Verified)**

**Well and Drain Field Affidavit** - (if property is located on a well/drain field)

**Three (3) Copies of Floor Plan Showing the Following:**

- All offices, hallways, and bathrooms with dimensions
- Entrances and Exits
- Stairwells (if applicable)

**Two (2) Sets of Tie-Down Diagrams**

**Three (3) Plot Plan Showing the Following:**

- The proposed trailer location
- The setback distances from the trailer to all property lines
- Any Easements that are located within the property.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**\*All Sales Trailers require handicap accessibility as well as a Restroom.**

**\*All Trailers with a Restroom Require Connection to Public Water/ Sewer or an Approved Pump and Haul Permit from the Health Department.**

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