

**Approving Department:**

- Zoning
- Building
- Erosion
- Ches. Bay
- Fire

**Amendment Application**

County of Spotsylvania  
 Code Compliance Department  
 9019 Old Battlefield Blvd. 3<sup>rd</sup> Floor  
 Spotsylvania, VA 22553  
 Main (540) 507-7222  
 Fax (540) 507-7282

**DEPOSITS:**

**Due at Application Submittal**  
 Residential \$210.00  
 Commercial \$210.00  
**Total \$ \_\_\_\_\_**  
 (Non-Refundable)

This form serves as your request to amend a previously issued permit. The amendment is **not approved** until it has gone through the review process and new amended permit cards have been issued.

***If applicable the following information may be required with your amendment submittal:***

- ❖ One (1) Complete Set of Building Plans
- ❖ Three (3) Plot Plans (If Footprint is Changing)
- ❖ One (1) Additional Floor (If a Zoning Review is Required)
- ❖ One Re-Writable Disk with all forms and plans saved in PDF format.

***Please Complete the Following Information:***

*(This person will be used as the point of contact during the review process)*

Permit #: \_\_\_\_\_ Property Address: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

***Please Provide Amendment Details:***

---

---

---

---

---

---

---

---

---

---

**Other Amendment Fees:**

- Code Modification Residential \$200.00
- Code Modification Commercial \$468.75
- Mechanic's Lien Agent Change \$20.00
- General Contractor Change \$20.00
- Tradesman Change(s) \$20.00 ea
- Permit Transfer/Landowner Change \$20.00

**Office Use Only**

Building Amendment Fee \_\_\_\_\_  
 Additional Sq. Footage Fee \_\_\_\_\_  
 2.00 % Building Surcharge \_\_\_\_\_  
 Erosion Fee \_\_\_\_\_  
 Zoning Fee \_\_\_\_\_  
**Subtotal** \_\_\_\_\_  
 Deposit (- from subtotal) \_\_\_\_\_  
 Code Compliance Total \_\_\_\_\_  
 Administrative Fee (222) \_\_\_\_\_  
 CC Convenience Fee \_\_\_\_\_  
**BALANCE DUE** \_\_\_\_\_

**Applicant/ Landowner Signature:** \_\_\_\_\_