



ACCELERATED REVIEW Non-Structural Interior Renovation and Basement Checklist

(Standard Approval in 5 business days or less)

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

****You must answer these 4 questions accurately, if you do not know an answer please ask to speak to a Plan Reviewer prior to submittal. ****

- 1) Does your basement have an existing window or door that complies with the County's basement and interior renovation package? Yes No
- 2) Does your basement have an interior set of stairs connecting basement and first floor? Yes No
- 3) Does your bedroom have a window or door that complies with the County's basement and renovation package? Yes No (if applicable)
- 4) Will a separate Electric Meter be installed as part of this project? Yes No
- 5) Are any structural changes being made during your renovation? Yes No

****If No, to 1,2,3 or Yes to 4 or 5, you will have to apply for your basement renovation under our standard review process. ****

Completed Application and include one of the following signature requirements:

- Landowner Signature
- Power of Attorney
- Signed contract between contractor and landowner
- Landowner Representative Affidavit (if applicable)

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 is performing any of the work him/herself

Complete the Accelerated Interior Reno/Basement Form with the following:

- Total square footage of the space being renovated
- Electrical, plumbing, and mechanical questions must be answered
- Signatures of the contractor **AND** the landowner are required

Two (2) Renovation Floor Plans Must Identify the following:

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

If the property is located on a well and drain field and you are adding a bedroom:

- A copy of an operational permit **OR** a health department confirmation form is required.
- A full floor plan showing ALL bedrooms in the home, including any that are being added or renovated.

All Interior Renovation Fees are due at the time of submittal (see page 2 for fee details).

Note: If your property is located on well and drain field and your renovation includes converting one of your bedrooms to another type of room, you must indicate the change on the project description line on page two of the permit application.

Accelerated Interior Renovation/Basement Form:

****Electrical is required in all finished areas per code****

- | | | |
|---|------------------------------|-----------------------------|
| <input type="checkbox"/> Is Electrical Work being done? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Is Plumbing Work being done? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Is HVAC Work being done? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

****Total Square Footage of Renovation _____ sq ft.****

Building Fees	\$0.33 per sq. ft. –Gross Building Area- includes all trades, construction & plan review. \$165.00 min
<i>Subtotal</i>	
Bldg. Surcharge-2.00%	
Total Building Fee	
Processing Fee	\$45.00
Grand Total	

I hereby certify as the Landowner that I have a basement egress window or door to the outside per IRC R310 Emergency Escape and Rescue openings.

I hereby certify that as the landowner, I will comply with the current edition of International Residential Code. I understand that by applying under the accelerated review I can do no structural changes, and if I do structural changes I must apply and go through regular review. I also certify that I am not going to use the basement for any commercial purposes.

I also understand that if my property is located on well and drain field and I am adding an **additional** bedroom, I must obtain written approval from the Health Department concerning the additional bedroom.

I also understand that if I am on well and drain field and am converting one of my rooms to a bedroom, I must provide Code Compliance with a copy of my Health Permit and my Operational Permit from the Health Department. In addition to this, I must make a statement on the description line of the application the total number of bedrooms in my dwelling, and provide a signed and notarized Land Disturbance Affidavit.

Applicant/Contractor's Signature

Landowner Signature

Date

DEFINITIONS:

Licenses:	Class A: Project value is up to \$120,000.00 and or more Class B: Project value cannot exceed \$120,000. Class C: Project value is over \$1,000, but less than \$10,000.
Landowner Exemption Form:	This form is used when the landowner is performing any type of work themselves and not hiring a contractor.
Tradesman Statement:	This form can be obtained from the Permit Center and is REQUIRED to be completed by any tradesman who is performing electrical, mechanical (HVAC), or plumbing on any particular job. This form is not required at submission, but must be received prior to permit issuance.
Health Department Confirmation Form:	This form must be obtained from the Permit Center and completed by the Health Department prior to submittal. In lieu of this form we will also accept the original Operational Permit that was issued with the home as long as it is not passed the expiration date.
Interior Renovation:	Changing the use of an area of a building to other than its' original identification at the time the certificate of occupancy was issued. This renovation does not extend beyond the original walls.
Structural Change:	Any change to the existing structure that involves the cutting, moving, altering, or removal of a load bearing wall, beam, header, or any type of alteration to the existing floor system. NOTE: If this definition applies to your project, you will NOT be able to apply for your renovation under the Accelerated Review Process Program. Please see a Permit Technician for further assistance.