



## Culpeper County

Building Dept. • 302 N. Main Street • Culpeper, VA 22701

# YOU'RE BUILDING A DECK? READ THIS FIRST

The following information will help you get started on building your own deck.  
DECK REQUIREMENTS FOR DECK PACKAGE



**IF YOU ANSWER YES TO THE FOLLOWING QUESTIONS...**

### **YOU WILL NOT BE ABLE TO USE OUR DECK PACKAGE!**

- If the proposed deck is located next to or will provide access to a swimming pool, you will not qualify for the package application. Certain criteria regarding swimming pool barriers and fencing will apply. Please check our web site [www.culpepercounty.gov](http://www.culpepercounty.gov) for Pool Fencing and Barrier restrictions or ask for a copy of the requirements at our office.
- To add a Hot tub on your deck will require an engineers' seal on the plans for structural integrity. Therefore, the detailed deck package cannot be used.

### **COMPLETE THE FOLLOWING IF THE ABOVE ITEMS DO NOT APPLY**

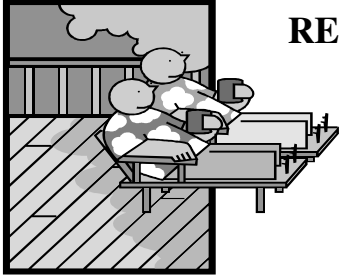
- Plans are not required for our Deck Package Permit. However, you must read thoroughly the package requirements and follow the plan as it is written. Any variation will require drawings to be submitted and reviewed. The Deck Package is for a simple square or rectangular single level deck.
- Footing details for firm bearing soil has a minimum footing depth of 18". Problem soils may require different depths.
- Size of all posts, joists, and beams, shown on a framing plan (Foot Print).
- Handrail and guardrail details.
- Stair details (if applicable)
- Attachment details, such as attachment to house, flashing detail, joist to beam connections, rail to post connections, post to footing, etc.
- As of January 1, 2004, the pressure treatment methods of lumber used in decks were changed. The new methods use chemicals that will prematurely corrode standard fasteners and hardware. Therefore, all joist hangers and other deck hardware must be galvanized with 1.85 oz/sq. ft. of zinc (G-185 coating) or shall be stainless steel of type 304 or better. All nails, screws, and other fasteners must be hot-dipped galvanized or stainless steel.

Department of Development  
302 North Main Street  
Culpeper, VA 22701  
540/727-3405 fax 540/727-3461  
[www.CulpeperCounty.Gov](http://www.CulpeperCounty.Gov)



PERMIT # \_\_\_\_\_

## Culpeper County RESIDENTIAL DECK PACKAGE APPLICATION (Using the Package Plan )



**Applicant must submit County or Town Zoning Permit with this application.**

**Application should reflect actual work being performed.**

**Application must be filled out completely.**

Residential **CODE:**  2006 IRC (International Residential Code)

**SCOPE OF WORK** Deck Size \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. # Levels \_\_\_\_\_

**TYPE OF CONSTRUCTION**  (5B) Wood Frame  Composite Decking  Other: \_\_\_\_\_

**TYPE OF FOUNDATION FOOTINGS**  Formed Cement

*Information requested is required.*

**OWNER** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City/Town State zip code

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month / Date / Year(ex.1960).

**IF APPLICABLE PLEASE COMPLETE.**

**As the owner of this property, I have assigned the following Contractor/Agent to pull this Building Permit on my behalf.**

**Date:** \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Representative/Agent Name \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**Directions:** \_\_\_\_\_

\_\_\_\_\_

*Information requested is required.*

**CONTRACTOR** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City/Town State zip code

Business Phone: \_\_\_\_\_

License No. \_\_\_\_\_ Class \_\_\_\_\_ Expiration \_\_\_\_\_

Completed by intake Permit Technician

Contractor License verified \_\_\_\_\_

Contract Amt. \$ \_\_\_\_\_ Total Sq. Footage \_\_\_\_\_

Estimated Time of Construction: \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_

Person to answer Plan Review Questions & Permit Pick UP

**CONTACT DAY PHONE:** \_\_\_\_\_

**CONTACT CELL PHONE:** \_\_\_\_\_

Email Address: \_\_\_\_\_

**IMPORTANT: It is the responsibility of the person issued this permit to insure adherence to all zoning and building regulations. It is the responsibility of the person issued this permit to contact this office for all building inspections and a final inspection must be conducted to close out the permit.**

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_\_\_  
Printed Name

Date: \_\_\_\_\_

### FEE SCHEDULE ON BACK

Deck Application must be accompanied by a Zoning Permit from both Town & County.  
All permits are subject to a 2.0% State Surcharge effective July 1, 2009.

**FEE SCHEDULE Deck Package**

**ADMINISTRATIVE USE ONLY**

Deck #1 - Size: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

Permit Fee (\$.10 per sq.ft.) \*\* \$ \_\_\_\_\_  
Residential minimum of \$50.00

Setback Fee \*\* \$ 15.00

Site Work Fee \*\* \$ 15.00

Pre-work \*\* \$ \_\_\_\_\_

Other \_\_\_\_\_ \*\* \$ \_\_\_\_\_

**Subtotal:** \$ \_\_\_\_\_

2.0% Levy per USBC \$ \_\_\_\_\_

County Zoning Fee \$50.00

County Site Plan Fee \$40.00 \*\* \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

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LIEN AGENT \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone and fax \_\_\_\_\_ None Designated \_\_\_\_\_

**NOTE: THIS DOCUMENT CONTAINS IMPORTANT INFORMATION CONCERNING THE VIRGINIA CONTRACTOR'S LICENSING LAW. PLEASE READ CAREFULLY BEFORE SIGNING.**

**OWNER (Acting as Contractor) – AFFIDAVIT**

I \_\_\_\_\_ of (address) \_\_\_\_\_ affirm that I am the owner of a certain tract or parcel of land located at \_\_\_\_\_ in the County of Culpeper and that I have applied for a building permit to erect a structure on said land or repair or improve an existing structure on said land.

*I affirm that I am aware of the provisions of Title 54.1, Chapter 11, Code of Virginia that requires a contractor to be properly licensed before he may bid or undertake contracting work of \$1,000 or more. I further certify that I am familiar with the responsibilities of an awarding authority specified in Section 54.1111 of the Code which prohibits any awarding authority from issuing permits or allowing the issuance of such permits to any contractor not properly licensed under the provisions of the Code, and that to do so would constitute the commission of a misdemeanor.*

I affirm that I understand that a contractor must be licensed as a **Class C** contractor for any job of \$1,000 or more, but less than \$7,500; that a contractor must be licensed as a **Class B** contractor for any job of \$7,500 or more but less than \$120,000; and that a contractor must be licensed as a **Class A** contractor for any job of \$120,000 or more.

This permit becomes null and void if work or construction authorized is not commenced within 6 months after permit issuance, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced. A renewal fee of \$25.00, plus 2.0% State surcharge (\$25.50) shall be applied for 6-month period of inactivity, not to exceed the initial cost of the permit.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not, the granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**CONTRACTOR – AFFIDAVIT**

I \_\_\_\_\_ of (address) \_\_\_\_\_ affirm that I have entered into a contract with (name and address of owner) \_\_\_\_\_ and that I have applied for a building permit to erect a structure or repair or improve an existing structure on said land known as (site address) \_\_\_\_\_.

*I affirm that I am aware of the provisions of Title 54.1, Chapter 11, Code of Virginia that requires a contractor to be properly licensed before he may bid or undertake contracting work of \$1,000 or more. I further certify that I am familiar with the responsibilities of an awarding authority specified in Section 54.1111 of the Code which prohibits any awarding authority from issuing permits or allowing the issuance of such permits to any contractor not properly licensed under the provisions of the Code, and that to do so would constitute the commission of a misdemeanor.*

I affirm that I understand that a contractor must be licensed as follows (please indicate your class);  **Class C** contractor for any job of \$1,000 or more, but less than \$7,500;  **Class B** contractor for any job of \$7,500 or more but less than \$120,000; and **Class A** contractor for any job of \$120,000 or more.

I affirm that I am duly licensed under the terms of Title 54.1, Chapter 11, Code of Virginia to carry out or superintend this work; OR I am not subject to licensure as a contractor, subcontractor, or owner-developer pursuant to such title. I affirm that I have paid in full any license fees required by any county, city, or town so as to qualify me to bid upon or contract for the work for which this permit has been applied.

This permit becomes null and void if work or construction authorized is not commenced within 6 months after permit issuance, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced. A renewal fee of \$25.00, plus 2.0% State surcharge (\$25.50) shall be applied for 6-month period of inactivity, not to exceed the initial cost of the permit.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not, the granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

\_\_\_\_\_  
Signature of Contractor/Authorized Agent

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Deck Application must be accompanied by a Zoning Permit from both Town & County.  
All permits are subject to a 2.0% State Surcharge effective July 1, 2009.