



Culpeper County Building Department

302 N. Main Street • Culpeper, VA 22701
P:(540) 727-3405 • F:(540) 727-3461

Revised 02/03/16

The following information must be included with all residential permit applications:

- A copy of the health permit issued by the Health Department
- A copy of the zoning permit issued from the Zoning Office including (2) approved site plans.
- A completed Land Disturbance permit application where land disturbance exceeds 10,000 square feet
- Completed permit application in entirety.
- Three copies of plans and specifications drawn to scale with sufficient clarity and detailed dimensions to show the nature and character of work to be performed. Scale shall be a minimum of 1/4" per foot. Minimum paper size accepted – 11x17.
- Culpeper County Design criteria and the building code designed to must be included on plans.
- Registered Designer Professional's (state licensed architect or engineer) **original** seal and signature with date if applicable. Two sets of submittal plans may be photocopies. (Information to include name, address, phone number, occupation & VA State License number.) Digital seal may be submitted in lieu of original signature. If plans are not designed by a VA licensed architect or engineer, the preparer of plans must include name, address, phone number and occupation on plans.
- Single or Double-wide Homes** are Manufactured Homes. 3 Sets of the Manufactures' Installation Manual is required with submission of application for a permit. All options applicable to exact unit must be marked in installation manual. Exact floor plan of unit and A foundation plan are to be submitted. Must provide serial number and installer's VA contractor's license. *See page 3.

Construction Document Specifications:

BASEMENT AND FOUNDATION PLAN

1. This plan must show necessary dimensions of basement or foundation layout and show all thickness and location of walls to include all reinforcement specifications.
2. Indicate conditioned or unconditioned, finished or unfinished basement.
3. Indicate required egress from basement.
4. Show size of bedroom windows in regard to emergency egress openings and locations.
5. Indicate all footing dimensions including reinforcement.
6. For masonry fireplaces, show footing size, depth and locations.
7. Indicate size and spacing for piers.

8. Indicate size and materials of any beams or girders used. Steel beams require engineer's design with seal.
9. Indicate joists direction, type, size, species and locations. Provide two copies of engineered wood product (floor, roof, beams, LVL) plans provided by the supplier. May be submitted without original stamps.
10. Show height of backfill on basement walls.
11. Show all windows sizes and locations.
12. Show all door sizes and locations; access door for crawl space.
13. Show foundations and framing for exterior decks or porches; this includes the following information: Size of joist, band (doubled), height of guardrail, size of posts, footings, indicate that all wood will be pressure treated or equal, galvanized nails, picket spacing (less than 4" between pickets), detail the method the deck is to be attached to house.
14. Show location of crawl space vents.

FLOOR PLANS

1. The plans must include all necessary room dimensions, halls and stairs, and each area must be labeled as to use.
2. Window and door schedule. Show all windows and door sizes and types of windows-double hung, casement, etc., show U factors of windows and doors.
3. Indicate size and material of any structural beams and headers.
4. Indicate joist or truss direction, size and spacing. Provide two copies of engineered roof truss design and layout. Unstamped copies may be submitted, but original stamped copy must be onsite for framing inspection.
5. Locate fireplaces showing flue size, fireplace opening and hearth.
6. Show framing for exterior decks or porches; this includes the following information: Size of joist, band (doubled), height of guardrail, size of posts, footings, indicate that all wood will be pressure treated or equal, galvanized nails, picket spacing (less than 4" between pickets), detail the method the deck is to be attached to house.
7. Show stairs, width, rise & tread dimensions, handrails, guardrails, and railing heights.
8. Show location and size of access to attic areas and all enclosed areas.
9. Locate the smoke detectors and carbon monoxide detectors.
10. Safety glazed windows must be identified.
11. Plans must clearly identify the method of compliance with the **wall bracing** provisions of the section 602.10 of the USBC. Braced wall lines and braced wall panels clearly identified on plans.
12. Plans must clearly identify the method of compliance with the **tall unsupported** wall provisions of the IRC.
13. If applicable, plans must clearly identify compliance of Interior Passage provisions of section R311.2.1 of the 2012 Virginia Residential Code.

WALL SECTIONS

1. A wall section is required for each different type of construction.
2. Size of footings and depth below grade.
3. Show foundation drainage.
4. Size of foundation wall, show waterproofing and/ or parging of basement walls.
5. Anchor bolt or strap size and spacing.
6. Framing member sizing, species, and spacing.

7. Sub-floor and finished floor size and material.
8. All exterior coverings and materials.
9. Roof slope(s).
10. Insulation resistance factors:

R-_____ Floors	R-_____ Walls
R-_____ Ceiling	R-_____ Attic
R-_____ Crawl Spaces	R-_____ Slab
11. Show location of attic vents and square footage.
12. Identify ice shield requirements.
13. Identify wall height of each floor.

ELEVATIONS

1. Identify proposed final grading level around all exterior elevations.
2. Show locations of windows, doors and access panel to crawl space.
3. Indicate roof slope(s).
4. Show steps, landings, and height and spacing of guardrails and handrails.
5. Show chimney location and compliant height.
6. Identify overall height from bottom plate to top of ridge.

ENGINEERING

Engineering is required for special construction features not covered by the prescriptive requirements of the USBC/IRC. I have reviewed the list above and hereby verify that the plans I am submitting include the required Construction Document Specifications.

 Building permit applicant

 Date

Manufactured Homes (Required):

Year: _____

Make: _____

Model: _____

Serial #: _____

Installer license #: _____



CULPEPER COUNTY, VIRGINIA - BUILDING PERMIT APPLICATION Residential 2012 VRC

Building Department • 302 N. Main St., Culpeper VA 22701 • 540-727-3405 www.culpepercounty.gov

JOB (SITE) LOCATION Before submission you must acquire a Zoning Permit from the jurisdiction in which you are building.

SITE ADDRESS LOCATED IN TOWN COUNTY

STREET ADDRESS _____ Permit # _____ - _____

CITY/TOWN _____ ZIP CODE _____ Tax Map # _____

OWNER INFORMATION

NAME _____

ADDRESS _____

PHONE NUMBER _____ EMAIL: _____ City/Town State Zip Code

CONTRACTOR INFORMATION OWNER/ LESSEE if owner is the contractor Date of birth ____/____/____

BUSINESS NAME _____

ADDRESS _____

PHONE _____ EMAIL _____ City/Town State Zip Code

VA STATE CONTRACTOR'S LICENSE # _____ CLASS _____ EXPIRATION _____

VA STATE CONTRACTOR'S LICENSE FOR INSTALL OF MANUFACTURED HOME: _____ EXP: _____

CONTACT PERSON: Person to answer Plan Review Questions & Pickup Permit

NAME _____ DAY PHONE # _____

E-MAIL _____ CELL PHONE # _____

DESIGNATED MECHANICS LIEN AGENT

NAME: _____ NONE DESIGNATED

ADDRESS _____

PHONE NUMBER _____ EMAIL _____ City/Town State Zip Code

DESCRIPTION OF WORK: SINGLE FAMILY DWELLING TOWNHOUSE DUPLEX MFG. HOME (SINGLE/DOUBLE WIDE) HUD
 INDUSTRIALIZED MODULAR HOME ADDITION TO EXISTING BLDG GARAGE STORAGE BLDG REPAIR/ REPLACEMENT REMODEL

DESCRIBE IN DETAIL THE WORK TO BE PERFORMED: (REQUIRED)

AFTER HOURS PLAN REVIEW REQUESTED - YES OR NO (ADDITIONAL FEES WILL APPLY)

ESTIMATED COST \$ _____ MASTER NAME _____ MASTER # _____

UTILITY INFORMATION

Water:

Private
 Public _____

Name of Provider

Septic/ Sewer:

Private
 Public _____

Name of Provider

Electrical Service:

Provider: _____
Amps: _____

Application reviewed & accepted by: _____

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AFFIDAVIT OF CONTRACTOR INFORMATION

PROPERTY OWNER & ADDRESS: _____

BUILDING(S) PERMIT SITE ADDRESS: _____

The County may only issue a building permit to properly licensed contractors or to those that are exempt from the Commonwealth’s requirements for contractors. Certain exceptions to licensing requirements are available under Section 54.1-1101 of the Code of Virginia. Property owners are eligible for exceptions under specific circumstances, including building their primary residence and related accessory structures.

The Code requires that a contractor be properly licensed before he may bid or undertake contracting work of \$1,000 or more. Specifically, a:
Class A contractor’s license is required for any job valued at more than \$120,000; a
Class B contractor’s license is required for any job valued at \$10,000 or more but less than \$120,000; and
Class C contractor’s license is required for any job valued at more than \$1,000 but less than \$10,000.
Tradesmen/ Master license is not to exceed any job valued at \$1,000 or more without a VA contractor’s license.

If a property owner secures a building permit under the exception, and subsequently hires contractors to work on the project, those contractors must meet the requirements listed above and the property owner is legally responsible for assuring the licensing requirements are met. Failure to do so constitutes the commission of a Class 1 misdemeanor by both the property owner and the contractor, and may expose the property owner to prosecution as well as other legal risks, particularly if problems with construction occur. Also, in such cases the County cannot hold individual contractors responsible for issues identified during ongoing inspections; rather it is the property owner, as permit holder, who is responsible.

Title 54.1-1101 (Exemptions) – The provisions of this chapter shall not apply to: (Please check the appropriate box)

- Any person who performs or supervises the construction, removal, repair or improvement of no more than one primary residence owner by him and for his own use during any 24 month period.
- Any person who performs or supervises the construction, removal, repair or improvement of a house upon his own real property as a bona fide gift to a member of his immediate family provided such member lives in the house. For the purpose of this section, "immediate family" includes one's mother, father, son, daughter, brother, sister, grandchild, grandparent, mother-in-law and father-in-law.
- Any person who performs or supervises the repair or improvement of industrial or manufacturing facilities, or a commercial or retail building, for his own use.
- Any person who performs or supervises the repair or improvement of residential dwelling units owned by him that are subject to the Virginia Residential Landlord and Tenant Act (§ [55-248.2](#) et seq.).

Fill out this section if the Building Permit Applicant is:

PROPERTY OWNER/OWNER’S AGENT:

- I am the property owner. I affirm that I have read and understand the above and that by securing this permit under my own name I have accepted responsibility for assuring proper licensing of any contractors hired for jobs under this building permit.
- I am the agent for the property owner. I affirm that I have read and understand the above, have informed the property owner of the above, and that the property owner has accepted responsibility for Assuring proper licensing of any contractors hired for jobs under his Building permit.

Signature: _____ Date _____

Print Name: _____

Fill out this section if the Building Permit Applicant is:

CONTRACTOR/ CONTRACTOR’S AGENT:

- I am the contractor for this permit. I affirm that I have read understand the above.
- I am the sub-contractor for this permit. I affirm that I have read and understand the above.
- I am the agent for the contractor. I affirm that I have read and understand the above.
- I affirm that I am duly licensed under the terms of Title 54.1, chapter 11, Code of Virginia to carry on or superintend this work.
- I affirm that I am not subject to licensure as a contractor, Subcontractor, or owner-developer under the terms of 54.1, Chapter 11, Code of Virginia.

Signature of Contractor: _____ Date _____

Contractor Name (Printed): _____

FEE SCHEDULE TO BE COMPLETED BY ADMINISTRATIVE STAFF

Permit Fee Schedule	√	Fee Schedule	Actual Sq. Ft. Provided by Plan Review	Actual Permit Fee	Comments
Finished Basement		\$.15 / SF			
Unfinished Basement		\$.15 / SF			
1 st Floor		\$.15 / SF			
2 nd Floor		\$.15 / SF			
3 rd Floor		\$.15 / SF			
Attached Garage		\$.15 / SF			
Detached Garage		\$.10 / SF			
Basement Garage		\$.15 / SF			
Deck #1		\$.10 / SF			
Deck #2		\$.10 / SF			
Porch		\$.10 / SF			
Stoop		\$.10 / SF			
Sun Room		\$.15 / SF			
Accessory Building		\$.10 / SF			
Carport		\$.15 / SF			
Chimney		\$ 25.00 ea.			
# of Masonry Fire Places (Gas Req.'s Mechanical Permit)		\$ 25.00 ea.			
# of Flues		\$ 25.00 ea.			
Retaining Walls		\$.10/ SF			
Retaining Walls - minimum		\$ 50.00			
Minimum Building Permit		\$50.00			
Administrative Fee Schedule					
Working without Permit		\$125.00			
Certificate of Occupancy		\$10.00			
Site Work		\$15.00			
Setback		\$15.00			
Review Plan		\$75.00			
After-hours Plan Review		\$80(1 hr. min)/ \$20 - 30 mins.			
SUBTOTAL Building Fees					
State Levy per USBC		2%			
TOTAL Building Fees				\$	
Culpeper County Zoning Permit		\$50.00			
Agreement in Lieu of Plan		\$100.00			
Culpeper County Site Plan		\$40.00			
TOTAL ALL FEES				\$	
LESS ADMINISTRATIVE FEE If applicable				\$ ()	
TOTAL PERMIT FEE				\$	