



CULPEPER COUNTY, VIRGINIA BASEMENT PACKAGE APPLICATION 2012 IRC

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

Construction documents are not required for the Basement Package Permit. However, you must read thoroughly the detail package requirements & follow the detail package as it is written. A basic layout must be provided on page 11 showing proposed work. Any variation will require construction documents to be submitted. The Basement Package is designed for same-day permit issuance and does not include trade permits.

JOB (SITE) LOCATION IF DIFFERENT THAN OWNER ADDRESS

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 _____
VA STATE CONTRACTOR'S LICENSE # _____ CLASS _____ EXPIRATION _____
VA STATE MASTERS LICENSE # _____ EXPIRATION _____
Online verification by Permit Tech _____ initial _____
CONTACT PERSON: Person to answer Plan Review Questions & Pickup Permit
NAME _____ DAY PHONE # _____
E-MAIL _____ CELL PHONE # _____

CONTRACT AMOUNT: _____

DESCRIPTION OF WORK

Bedrooms* _____ Bathroom _____ Kitchen _____ TV Room _____ Office _____ Playroom _____ Other _____

Size of Constructed area _____' x _____' = _____SF Is this area intended to become a separate residence? _____

Describe scope of work:

*County residents (if adding a bedroom) you must contact Health Dept. regarding well/septic restrictions 540-829-7466. If approved they will supply you with an approval which you must submit with this application.

I hereby certify that I have the authority to make the foregoing application, that the information given is correct, and that all construction will comply with the Virginia Uniform Statewide Building Code and applicable ordinances. The permit holder is the responsible party for compliance with the VUSBC and other ordinances. The permit holder is responsible to call for an inspection when construction reaches a stage of completion that requires an inspection per Section 113.1.2 of the USBC. The permit holder is responsible to provide any ladder, scaffolding or test equipment necessary to conduct or witness a requested inspection per Section 113.1.1 of the USBC.

Print Name: _____ Owner Contractor Authorized Agent

Signature: _____ Date: _____

Application reviewed and accepted by _____ Permit Tech.

AFFIDAVIT

HOME OWNER CONTRACTOR

I affirm 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) _____ Tax Map No. _____.

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 \$10,000; **Class B** contractor for any job of \$10,000 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 each 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.

Authorized Signature

Print Name

Date

FEE SCHEDULE TO BE COMPLETED BY ADMINISTRATIVE STAFF

| Permit Fee Schedule | Fee Schedule | Actual Sq. Ft. Provided by Plan Review | Actual Permit Fee | Comments |
|---|--------------|--|-------------------|----------|
| Size of the area under construction ____ x ____ | \$.15 / SF | | | |
| Site Work | \$15.00 | | | |
| Residential Minimum each | \$50.00 each | | | |
| SUBTOTAL PERMIT | | | \$ | |
| State Levy | 2% | | | |
| TOTAL | | | \$ | |
| County Zoning Fee | \$50.00 | | | |
| County Site Plan | \$40.00 | | | |
| | | | | |
| TOTAL PERMIT FEE | | | \$ | |