



# Culpeper County Building Department 2012 IBC

302 N Main St. Culpeper, VA 22701 • P: (540) 727-3405 • F: (540) 727-3461 • [www.CulpeperCounty.gov](http://www.CulpeperCounty.gov)

## COMMERCIAL BUILDING PERMIT APPLICATION

### ***"APPLICANT" PLEASE COMPLETE CHECK LIST BELOW BEFORE SUBMISSION***

- ❑ Zoning Permits from the Town or County in which the property is located must accompany building application<sup>1</sup>  
When applying for your Zoning permit, check with your local Zoning office for information regarding their requirements.
- ❑ Two approved copies of site plan from the Town or County, showing location of the building placement and total sq. feet of the project. Plan should reflect parking and accessible routes.
- ❑ Construction Site Safe Guard site plan in accordance with Chapter 33 of the Virginia Construction Code.
- ❑ Administrative fee is due at time of submission of plans. 0-15,000 sq. ft. = \$75.00 +15,001 sq. ft. = \$250.00
- ❑ 3 sets of plans in ink, legible, minimum 1/4" scale (1/4" equals to 1 foot.), 24" X 36" paper size. (11" x 17" minimum if to scale). Two sets may be photocopies. For larger projects 1/8" scale is acceptable, paper size must be consistent.
- ❑ Energy Efficiency: Building envelope shall show compliance with the following; 2012 International Energy Conservation Code, total UA alternative; ASHRAE 90.1-2007 or COMcheck.
- ❑ Plans must provide a Use Group and Construction Classification.
- ❑ Special inspection package, if applicable. Forms can be obtained from permit technician, must provide email address as forms must be completed digitally.
- ❑ Registered Designer Professional's **original** seal (if applicable) signed and dated. **Two sets of submittal plans may be photocopies.** (Information to include name, address, phone number, occupation & VA State License number. When applicable, owner/ contractor information.)
- ❑ Retaining walls supporting 36" or more of unbalanced fill require a Professional Engineer's original seal if poured concrete/concrete block. No seal is necessary IF engineered system & built per manufacturer's directions.
- ❑ Trade plans must be separated from building plans. 3 sets (see item #4 above). For example of trade separation, 3 sets Build; 3 sets Electrical; 3 sets Plumbing; 3 sets Mechanical, etc. If sets are not separated properly, there may be an additional fee applied and will delay the plan review process.
- ❑ If submitting trade plans, you must complete the appropriate Trade Application and submit the appropriate Administrative Fee (see item #3 above).

### Address and Phone Number of Associated Departments

<sup>1</sup> Town of Culpeper Zoning Office  
400 S. Main Street • Culpeper, VA 22701  
(540) 829-8260  
[www.Culpeperva.gov](http://www.Culpeperva.gov)

Culpeper County Zoning Office  
302 N. Main Street • Culpeper, VA 22701  
(540) 727-3404 FAX (540) 727-3461  
[www.culpepercounty.gov](http://www.culpepercounty.gov)

<sup>2</sup> The Virginia State Health Department  
640 Laurel Street • Culpeper, VA 22701  
(540) 829-7466

Miss Utility dial 811



# CULPEPER COUNTY, VIRGINIA BUILDING PERMIT APPLICATION Commercial

Building Department • 302 N. Main St., Culpeper VA 22701 • 540-727-3405 [www.culpepercounty.gov](http://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 \_\_\_\_\_  OWNER  TENANT

ADDRESS \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ EMAIL: \_\_\_\_\_

**CONTRACTOR INFORMATION**  OWNER OF PROPERTY If owner is the contractor Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_

BUSINESS NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

VA STATE CONTRACTOR'S LICENSE # \_\_\_\_\_ CLASS \_\_\_\_\_ EXPIRATION \_\_\_\_\_

VA STATE MASTERS LICENSE # \_\_\_\_\_ (Upon Request) EXPIRATION \_\_\_\_\_

Online verification \_\_\_\_\_ P/T initial \_\_\_\_\_ Class 'C' must submit copy of Contract w/ all signatures & amount

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

NAME \_\_\_\_\_ DAY PHONE # \_\_\_\_\_

E-MAIL \_\_\_\_\_ CELL PHONE # \_\_\_\_\_

## DESCRIPTION OF WORK:

New Building  Addition  Accessory  Apt/Condo  Remodel  Renovate  Other \_\_\_\_\_

**DESCRIBE IN DETAIL THE WORK TO BE PERFORMED:**

ESTIMATED COST \$ \_\_\_\_\_

## UTILITY INFORMATION

### Water:

Private

Public \_\_\_\_\_

Name of Provider

### Septic/ Sewer:

Private

Public \_\_\_\_\_

Name of Provider

### Electrical Service:

Amps \_\_\_\_\_

\_\_\_\_\_

Name of Provider \_\_\_\_\_

Temporary on pole: Yes No

Application reviewed & accepted by: \_\_\_\_\_

This Building application is designed to cover various construction projects. Please  below and complete what applies to your project.

**FOUNDATION**

**WALL CONSTRUCTION**

**CONSTRUCTION INFORMATION**

- Masonry
- Formed Cement
- Pre-cast Concrete
- Other

- Wood Frame
- Masonry Bearing
- Structural Steel
- Reinforced Concrete
- Other

- |                       |                        |                  |
|-----------------------|------------------------|------------------|
| _____ Building Height | _____ Occupant Load    | _____ Floor Load |
| _____ Building Area   | _____ Alarm System     | _____ Roof Load  |
| _____ Number Stories  | _____ Sprinkler System |                  |
| _____ Basement        | _____ # Dwelling Units |                  |

**USE GROUP**

- Assembly - A  1  2  3  4  5
- Business - B
- Education - E
- Factory - F  1  2
- High Hazard - H  1  2  3  4  5
- Institutional - I  1  2  3  4
- Mercantile - M
- Residential - R  1  2  3  4
- Storage - S  1  2
- Utility (specify)

**CONSTRUCTION TYPE**  1A  1B  2A  2B  3A  3B  4  5A  5B

**APPLICANT INFORMATION AND CERTIFICATION:**

Applicant is:  Owner  Lessee  Contractor  Sub-Contractor  Agent  Other \_\_\_\_\_

I hereby certify that:

- I have the authority to make this application.
- The information provided is complete & correct.
- I acknowledge that the granting of a permit does not presume to give authority to violate or cancel the provisions of any local or state law regulating construction or the performance of construction, and by applying for this permit; I hereby agree to adhere to all County and State laws.
- I acknowledge that an application for a permit for any proposed work shall be deemed abandoned six months after the date of filing unless such application has been pursued in good faith or a permit has been issued.
- I acknowledge that the Building Official shall be permitted to revoke a permit if work on the site authorized by the permit is not commenced within six months after issuance of the permit, or if the authorized work on the site is suspended or abandoned for a period of six months after the permit is issued.
- I acknowledge that the permit holder is responsible to call for an inspection within the first six months as proof work has commenced. Inspections will be required at six month intervals as proof of continuance of construction and shall extend the permit six months from that date. If no inspections are performed within the six month interval a request for an extension of the permits may be made, with additional fees charged.
- I acknowledge that the Building Official shall be permitted to require a three year time limit to complete construction of new detached single-family dwellings, additions to detached single-family dwellings and residential accessory structures. The time limit shall begin from the issuance date of the permit.
- I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as their agent. \_\_\_\_\_ Agent's Initials

\_\_\_\_\_  
Name of Applicant: Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**AFFIDAVIT OF CONTRACTOR INFORMATION**

Permit # \_\_\_\_\_ - \_\_\_\_\_

Tax Map # \_\_\_\_\_

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 a
- 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 this 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 and 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
Floor Area per Construction Fee Table					
Tenant/ Remodels/ Repairs		\$.15 / sq. ft.			
Minimum Permit Fee		\$125.00			
Demolition (Asbestos report for bldg. built prior to 01/01/1985)		\$50.00			
Retaining Wall (surface area)		\$.15 / sq. ft.			
Retaining Wall Minimum		\$100.00			
Swimming Pools & etc. (each)		\$300.00			
Re-Roof (surface area)		\$.03 / sq. ft.			
Re-Roof Minimum		\$75.00			
Generator (each)		\$50.00			
Site Work Fee		\$20.00			
Set Back Fee		\$20.00			
Plan Review Fee Minimum		\$125.00			
Plan Review Fee		\$250.00			
Spray Booth (each)		\$250.00			
Construction Trailer		\$75.00			
Chapter 34		\$150.00			
Change of Ownership		\$100.00			
Change of Contractor		\$100.00			
Elevator		\$100.00			
Solar Panel Installation		\$125.00			
<b>Administrative Fee Schedule</b>					
Certificate of Occupancy		\$50.00			
Certificate of Occupancy - Temporary		\$50.00			
Certificate of Occupancy - Existing BLDG		\$100.00			
Working W/O Permit		\$200.00			
<b>SUBTOTAL Building Fees</b>					
State Levy per USBC		2%			
<b>TOTAL Building Fees</b>				\$	
Culpeper County Zoning Permit		\$50.00			
Agreement in Lieu of Plan		\$100.00			
Culpeper County Site Plan		\$40.00			
<b>TOTAL ALL FEES</b>				\$	
<b>LESS ADMINISTRATIVE FEE If applicable</b>				\$ (            )	
<b>TOTAL PERMIT FEE</b>				\$	