



CULPEPER COUNTY, VIRGINIA BASEMENT PERMIT APPLICATION

Building Department • 302 N. Main St., Culpeper VA 22701 • 540-727-3405 www.culpepercounty.gov
For General Questions: buildinggeneral@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 13 showing proposed work. Any variation will require construction documents to be submitted. The Basement Package does not include trade permits.

PROPERTY OWNER _____ PERMIT # _____

PROPERTY ADDRESS _____ TAX MAP # _____

PROPERTY OWNER PHONE: _____ EMAIL: _____

APPLICANT: CHECK BOX TO IDENTIFY PERMIT HOLDER Owner/ Lessee (date of birth ____/____/____) Contractor

NAME _____ PHONE NUMBER _____ CELL PHONE NO. _____

ADDRESS _____

City/Town _____ State _____ Zip Code _____

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

Online verification _____ P/T initial _____

DESCRIPTION OF CONTRACTUAL INFORMATION

CONTRACT AMT \$ _____ TOTAL SQ.FT. _____ EST. TIME OF CONSTRUCTION _____

CONTACT PERSON: Person to answer Plan Review Questions & permit pick up

NAME _____ DAY PHONE # _____

E-MAIL _____ CELL PHONE # _____

DESCRIPTION OF WORK 2018 County Typical Basement Detail 2018 VRC 2021 VRC

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

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

*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.

Describe scope of work:

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. Per § 113.1.1 of the VUSBC **Equipment required.** Any ladder, scaffolding or test equipment necessary to conduct or witness a requested inspection shall be provided by the permit holder. Per **113.1.2 Duty to notify.** When construction reaches a stage of completion that requires an inspection, the permit holder shall notify the building official. The permit holder is responsible to schedule all necessary inspections and understands a final inspection will be necessary to close this permit.

Print Name: _____

Signature: _____

Owner Contractor Authorized Agent

Date: _____

Application reviewed and accepted by _____ Permit Tech.

STATEMENT 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
Size of the area under construction ____ x ____	\$.15 / SF			
Residential Minimum	\$75.00			
Processing Fee - Each	\$30.00			
Working Without Permit fee	\$200.00			
Renewal Fee	\$25 per each 6-month interval			
Re-inspection Fee	\$100.00			
SUBTOTAL PERMIT			\$	
Local Technology Fee	2%		\$	
State Levy	2%		\$	
TOTAL			\$	