



CULPEPER COUNTY, VIRGINIA AMENDMENT: _____

Building Department • 302 N. Main St., Culpeper VA 22701 • 540-727-3405 www.culpepercounty.gov/building
For General Questions: buildinggeneral@culpepercounty.gov

***When submitting your Amendment Application, you will need to submit 3 sets of revised plans. A fee of \$78.00 will be due at submission of the Amendment Application and is non-refundable. ***

JOB (SITE) LOCATION IF DIFFERENT THAN OWNER ADDRESS

STREET ADDRESS _____ Permit # _____

CITY/TOWN _____ ZIP CODE _____ Tax Map # _____

OWNER INFORMATION

NAME _____

ADDRESS _____

City/Town _____ State _____ Zip Code _____

PHONE NUMBER _____ EMAIL: _____

CONTRACTOR INFORMATION ☐ OWNER/ LESSEE 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 # _____ EXPIRATION _____

Online verification by Permit Tech _____ initial

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

NAME _____ DAY PHONE # _____

E-MAIL _____ CELL PHONE # _____

DESCRIPTION OF AMENDMENT ☐ RESIDENTIAL ☐ COMMERCIAL **CONTRACT AMOUNT:** _____

TYPE OF PERMIT AMENDING ☐ BUILDING ☐ ELECTRICAL ☐ MECHANICAL ☐ PLUMBING ☐ OTHER _____

DESCRIBE IN DETAIL THE CHANGE PROPOSED FOR THE AMENDMENT WRITE LEGIBLY: _____

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.

This amendment application is designed to cover various construction projects.

FEE SCHEDULE TO BE COMPLETED BY ADMINISTRATIVE STAFF

Permit Fee Schedule		Fee Schedule	Actual Sq. Ft. Provided by Plan Review	Actual Permit Fee	Comments
PLAN REVIEW FEE					
Residential		\$75.00			
Commercial Building– Based on table 2		\$.02 SF GBA/ \$125.00 min			
Commercial Trades – Based on table 2		\$.03 SF GBA/ \$125.00 min			
Additional SF					
Commercial – New Construction		GBA SF per table 1			
Commercial – Alterations/ Repair/ Tenant Layout		\$.15 SF / \$125.00 min			
Residential		.15 sq. ft.			
AMENDMENT FEE		\$78.00	Paid @ submission		*Non Refundable*
SUB TOTAL FEES					
Local Technology Fee		2%			
State Levy per USBC		2%			
TOTAL PERMIT FEE				\$	

