



# CULPEPER COUNTY, VIRGINIA ELEVATOR PERMIT APPLICATION

Building Department • 302 N. Main St., Culpeper VA 22701 • 540-727-3405 [www.culpepercounty.gov](http://www.culpepercounty.gov)  
For General Questions: [buildinggeneral@culpepercounty.gov](mailto:buildinggeneral@culpepercounty.gov)

**NOTE: EXISTING BUILDINGS REQUIRE A SEPARATE BUILDING PERMIT FOR THE ELEVATOR SHAFT.**

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

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 # \_\_\_\_\_

**CONTRACTUAL INFORMATION**     2018 VRC     2018 VCC     2021 VRC     2021VCC

CONTRACT AMT \$ \_\_\_\_\_ EST. TIME OF CONSTRUCTION \_\_\_\_\_ NUMBER OF ELEVATORS: \_\_\_\_\_

Description 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. 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

**STATEMENT 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 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**

<b>Permit Fee Schedule</b>	<b>Fee Schedule</b>	<b>Actual Sq. Ft. Provided by Plan Review</b>	<b>Actual Permit Fee</b>	<b>Comments</b>
Administrative Fee			\$75.00	<b>Non refundable</b>
Permit Fee (per unit)	\$50.00			
Plan Review - Commercial	\$125.00			
Plan Review - Residential	\$75.00			
<b>PERMIT FEE</b>			\$	
<b>State Levy</b>	2%			
<b>Local Technology Fee</b>	2%			
<b>Less Admin Fee, if applicable</b>			( )	
<b>TOTAL PERMIT</b>				