



CULPEPER COUNTY, VIRGINIA - MECHANICAL PERMIT

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

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 # _____

DESCRIPTION OF WORK CONTRACT AMOUNT: _____ RESIDENTIAL 2018 VRC COMMERCIAL 2018 VMC
RESIDENTIAL 2021 VRC COMMERCIAL 2021 VMC

TYPE OF IMPROVEMENT: New Addition Alteration/ Repair Tenant Layout Other _____
TYPE OF CONSTRUCTION: Residential Business Mercantile Industrial Public/ Institutional Assembly
TYPE OF MECHANICAL SERVICE: Heat Pump HVAC Furnace Gas Appliance(s) Fuel Storage Tank Install #____ Fuel
Storage Tank Removal # _____ Above Ground ST Underground ST Generator Fuel Lines Gas/Fuel Lines Wood Stove
Exhaust Fans Gas Logs Gas Fireplace/ Direct Vent Boiler(s) Type 1 or 2 Hood(s) Exhaust Hood(s)
Fuel Source: ___ Natural Gas ___ Propane

DESCRIBE IN DETAIL WORK TO BE PERFORMED (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.

FEE SCHEDULE TO BE COMPLETED BY ADMINISTRATIVE STAFF

Permit Fee Schedule	√	Fee Schedule	Actual SF	Permit Fee	Comments
COMMERCIAL FEES					
Plan Review		Per Table # 2 x \$.02 SF GBA or \$125.00 min			
Permit Fee		\$.03 SF GBA or \$125.00 min			
R-1 & R-2 Occupancies		\$100.00 per unit			
Re-Review after initial letter		\$75.00 each			
Change of Contractor		\$100.00			
Code Modification Request		\$100.00 each			
Gas Lines		\$125.00			
Minimum Permit Fee		\$125.00			
Mechanical/ Fire Dampers		\$20.00 per device/ \$80.00 min			
Mechanical/ Smoke Dampers		\$20.00 per device/ \$80.00 min			
Mechanical/ Type I, Type II and Exhaust Hoods		\$100.00 per hood			
Mechanical RTU Replacements		1 st - \$125.00, each additional \$25.00			
Fuel (Fuel/Gas) Installation		\$125.00 each			
Fuel Tank Removal		\$125.00 each			
Fuel Dispensers (1-4)		\$125.00/ 50 each additional			
Working w/o Permit		\$400.00			
Re-inspection Fee		100.00			
F & R Mechanical Permit		\$25.00			
Renewal fees each 6-months		\$25.00			
RESIDENTIAL FEES					
Residential Mechanical		\$.03/ SF or \$75.00 min			
Generator Tank/ Lines		\$75.00			
LPG Line & Tank		\$75.00			
U/G Fuel Tank Removal		\$70.00			
Code Modification		\$75.00			
Change of Contractor		\$50.00			
Working w/o Permit		\$200.00			
Renewal fees each 6-months		\$25.00			
Chimney Reline		\$125.00			
Mechanical Review		\$50.00			
Master HVAC review		\$350 per house type			
MFD Wood Burning/ Fuel Gas Burning appliance		\$75.00			
TOTAL				\$	
Local Technology Fee		2%			
State Levy		2%			
Less Admin Fee				\$ ()	
Total				\$	
			TOTAL		

