



Culpeper County Building Department

302 N Main St. Culpeper, VA 22701 • P: (540) 727-3405 • 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 application¹
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, if applicable.
- ❑ Administrative fee is due at time of submission of plans. 0-15,000 sq. ft. = \$125.00 +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” x17” minimum if to scale). Two sets may be photocopies. For larger projects 1/8” scale is acceptable, paper size must be consistent.
- ❑ If commercial alteration, an asbestos report may be required if built or last permitted activity was prior to January 1, 1985.
- ❑ Energy Efficiency: Building envelope shall show compliance with the following; 2021 Virginia Energy Conservation Code, total UA alternative; ASHRAE 90.1-2019 or COMcheck.
- ❑ Plans must provide a Use Group and Construction Classification.
- ❑ 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

¹ Town of Culpeper Zoning Office
400 S. Main Street • Culpeper, VA 22701
(540) 829-8260
www.Culpeperva.gov

³ Culpeper County Zoning Office
302 N. Main Street • Culpeper, VA 22701
(540) 727-3404 FAX (540) 727-3461
www.culpepercounty.gov

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

⁴ 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/building
For General Questions Only: buildinggeneral@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 _____

Online verification _____ P/T initial _____

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

NAME _____ DAY PHONE # _____

E-MAIL _____ CELL PHONE # _____

DESCRIPTION OF WORK: 2018 VCC 2018 VEBC 2021 VCC 2021 VEBC

New Building Addition Accessory Apt/Condo Remodel Renovate Other _____

DESCRIBE IN DETAIL THE WORK TO BE PERFORMED:

CONTRACT AMOUNT \$ _____

UTILITY INFORMATION

Water:

Private

Public _____

Name of Provider _____

Septic/ Sewer:

Private

Public _____

Name of Provider _____

Electrical Service:

Amps _____

Name of Provider _____

Application reviewed & accepted by: _____ Permit Tech.

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

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

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): _____

SCHEDULE TO BE COMPLETED BY ADMINISTRATIVE STAFF

Permit Fee Schedule	√	Fee Schedule	Actual SF	Permit Fee	Comments
Plan Review		Per Table # 2 x \$.02 SF GBA or \$125.00 min			
Existing Building Compliance Review (in addition to building plan review fee)		\$150.00			
Permit - New Construction/ Additions		GBA SF per Table #1			
Permit - Alterations/ Repairs (Work Area)		\$.15/ SF or \$125.00 min			
Permit - Tenant Layout (Leased Area)		\$.15/ SF or \$125.00 min			
Re-Review (After Initial)		\$75.00			
Amendment Fee		\$75.00			*Non-Refundable*
Code Modification		\$100.00			
Site Plan Review		\$75.00			
Re-roofing Review		\$125.00			
Re-Roof Permit		\$.03/ SF or \$125.00 min			
Phased Approval permit (Foundation/ footing and slab only)		\$250.00			
Concrete Post Pour Submission		\$200/ per submission			
Construction Office Trailer (no Public Access)		\$75.00(No Plan Review required)			
Construction Trailer - Sales/Office Trailer w/Public Access		\$75.00(Plan Review required)			
Demolition (asbestos report RQD for BLDG built prior to 01/01/85)		\$50.00			
Spray Booth (each)		\$250.00			
F&R Permit (Framing & Rough In)		\$25.00 each			
Merchandising Permit		\$50.00			
Retaining Walls		\$.15/ SF or \$125.00 min			
Change of Ownership		\$100.00			
Change of Contractor		\$100.00			
Permit Renewal Fee		\$25.00 per each 6-month interval			
Change of Occupancy Group (includes pre-work inspection)		\$150.00			
After Hours Plan Review (In addition to required plan review fee)		\$80.00/ hr. w/ 2 hr. min			
After Hours Inspection		\$125.00/hr. w/2 hr. min for first time inspection. \$125.00/hr. w/1 hr. min for Re-Inspection.			
Light Poles (base and pole only, electrical permit separate)		\$25.00 each/ \$100 min.			
PV Solar System Plan Review & Permit Fee (Serving a power grid provider)		\$0.02 per square foot of panel area (Owner responsible for Special Inspections in accordance with Chapter 17 of VCC)			
PV Solar Panels Plan Review (Not		\$300.00			

servicing public utility)					
PV Solar Panels Permit Fees Roof & Ground Mounted (Not servicing public utility)		\$.03/ SF Panel Surface or \$125.00 min			
Re-Inspection Fee		\$100.00			
Certificate of Occupancy		\$50.00			
Certificate of Occupancy – Temporary		\$50.00			
Certificate of Occupancy – Existing BLDG		\$125.00			
Working W/O Permit Per Trade		\$400.00			
Hard Copy Slip Sheet fee		\$5.00 per page			
Copies (each)		\$.25 / 8.5 x 11 - \$2.00 / 11 x 17			
Copies of Plans larger than 11x17		\$5.00 per sheet + copy fees / \$20.00 min			
SUBTOTAL Building Fees					
Local Technology Fee		2%			
State Levy per USBC		2%			
TOTAL Building Fees				\$	
LESS ADMINISTRATIVE FEE If applicable				\$ ()	
TOTAL PERMIT FEE				\$	