



Culpeper County Building Department

302 N Main St. Culpeper, VA 22701 • P: (540) 727-3405 • www.CulpeperCounty.gov

COMMERCIAL BUILDING PERMIT APPLICATION CHECK LIST FOR DIGITAL SUBMISSION

“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.
- Copy of Virginia Department of Health construction permit or DEQ authorization if applicable.
- Approved copy 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.
- The cover sheet shall have listed the local design criteria by which the structure was designed. This can be referenced on the Building Department homepage
<https://web.culpepercounty.gov/building>
- Administrative fee is due at time of submission of plans. 0-15,000 sq. ft. = \$125.00 +15,001 sq. ft. = \$250.00
- Legible plans, minimum ¼” scale (¼” equals to 1 foot.), when printed on 11” x 17” minimum size paper. 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 Occupancy Use Group and Construction Classification.
- Registered Designer Professional’s seal (if applicable) signed and dated. Non-professional designer, 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 submitted separately from building plans. (see item #5 above).
- If submitting trade plans, you must complete the appropriate Trade Application and submit the appropriate Administrative Fee (see item #4 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