



CULPEPER COUNTY, VIRGINIA PRE-WORK REQUEST APPLICATION

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/ TENANT INFORMATION

NAME _____
ADDRESS _____
PHONE NUMBER _____ EMAIL: _____ City/Town _____ State _____ Zip Code _____

OWNER REPRESENTATIVE INFORMATION

REPRESENTATIVE NAME _____
ADDRESS _____
PHONE _____ EMAIL _____ City/Town _____ State _____ Zip Code _____

COMPLETE THE FOLLOWING STATEMENT IF YOU WISH A REPRESENTATIVE TO ACT ON YOUR BEHALF

As Owner of the Site Address listed, I authorize _____
to act on my behalf for this Pre-Work Request. **Print Legibly Full Name of Authorized Agent**

Owner's Signature _____ Date: _____

Residential Commercial

Scope of Work:

- Change of Occupancy¹: Current use: _____ Changing use to: _____
- Certificate of Occupancy
- Occupancy Load
- Previous work performed without proper permit inspections.
- Fire or Structural Damage (Complete a description in detail where indicated below.)
- Other (Complete a description in detail where indicated below.)

Specific Description of action needed (write legibly): _____

¹If Change of Occupancy is a Day Care Center or Child Care w/infants up to 2 1/2 years; a Certificate of Occupancy is required.

Signature of Owner/Authorized Representative Print name: _____ Date: _____

Pre-work Fee Schedule

<i>Description</i>	<i>Fee</i>	<i>Actual Fee</i>
Commercial		
Pre-work Inspection & Report	\$100.00	\$
Certificate of Occupancy	\$50.00	\$
Change of Occupancy Group	\$150.00	\$
Residential		
Pre-work Inspection & Report	\$100.00	\$
Certificate of Occupancy	\$50.00	\$
<i>SUB-TOTAL PERMIT FEE</i>		\$
Virginia State Levy Fee 2%		\$
Technology Fee 2%		\$
<i>TOTAL ALL FEES</i>		\$