



Culpeper County Building Department

302 N. Main Street • Culpeper, VA 22701
P:(540) 727-3405 • F:(540) 727-3461
For General Questions Only: buildinggeneral@culpepercounty.gov

RESIDENTIAL BUILDING PERMIT APPLICATION CHECKLIST FOR DIGITAL SUBMISSION

The following information must be included with all residential permit applications:

- A copy of the health permit issued by the Health Department
- A copy of the zoning permit issued from the Town of Culpeper Zoning Office Including an approved site plan, if applicable. Confirmation of issued zoning permit from County Planning & Zoning.
- Completed permit application in entirety.
- Plans and specifications drawn to scale with sufficient clarity and detailed dimensions to show the nature and character of work to be performed. **Scale shall be a minimum of 1/4" per foot. Minimum paper size accepted – 11x17 once printed in color to hard copy.**
- If applicable, Registered Designer Professional's (state licensed architect or engineer) seal and signature with date. **If plans are not designed by a VA licensed architect or engineer, the preparer of plans must include name, address, phone number and occupation on plans.**
- 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>
- Single or Double-wide Homes** are Manufactured Homes. **3 sets** of the Manufactures' Installation Manual is required with submission of application for a permit. **All options applicable to exact unit must be marked in installation manual. Exact floor plan of unit and a foundation plan are to be submitted.** Must provide serial number and installer's VA contractor's license. *See page 3.

Construction Document Specifications:

BASEMENT AND FOUNDATION PLAN

1. This plan must show necessary dimensions of basement or foundation layout and show all thickness and location of walls to include all reinforcement specifications.
2. Indicate conditioned or unconditioned, finished or unfinished basement.
3. Indicate required egress from basement.
4. Show size of bedroom windows in regard to emergency egress openings and locations.
5. Indicate all footing dimensions including reinforcement.
6. For masonry fireplaces, show footing size, depth and locations.
7. Indicate size and spacing for piers.
8. Indicate size and materials of any beams or girders used. Steel beams require engineer's design with seal.

9. Indicate joists direction, type, size, species and locations. Provide (1) copy of engineered wood product (floor, roof, beams, LVL) plans/ layouts provided by the supplier. May be submitted without original stamps, but original stamped copy must be onsite for framing inspection.
10. Show height of backfill on basement walls.
11. Show all windows sizes and locations.
12. Show all door sizes and locations; access door for crawl space.
13. Show foundations and framing for exterior decks or porches; this includes the following information: Size of joist, band (doubled), height of guardrail, size of posts, footings, indicate that all wood will be pressure treated or equal, galvanized nails, picket spacing (less than 4" between pickets), detail the method the deck is to be attached to house.
14. Show location of crawl space vents.

FLOOR PLANS

1. The plans must include all necessary room dimensions, halls and stairs, and each area must be labeled as to use.
2. Window and door schedule. Show all windows and door sizes and types of windows-double hung, casement, etc., show U factors of windows and doors.
3. **Indicate size and material of any structural beams, headers and post/columns supporting roof and floor system point loads. Load values must also be listed at these locations.**
4. Indicate joist or truss direction, size and spacing. Provide (1) copy of engineered roof truss design and layout. Unstamped copies may be submitted, but original stamped copy must be onsite for framing inspection. If stamped sets are available, these may be submitted uploaded into the Civicgov Portal in order for the contractor to retain original copy.
5. Locate fireplaces showing flue size, fireplace opening and hearth.
6. Show framing for exterior decks or porches; this includes the following information: Size of joist, band (doubled), height of guardrail, size of posts, footings, indicate that all wood will be pressure treated or equal, galvanized nails, picket spacing (less than 4" between pickets), detail the method the deck is to be attached to house.
7. Show stairs, width, rise & tread dimensions, handrails, guardrails, and railing heights.
8. Show location and size of access to attic areas and all enclosed areas.
9. Locate the smoke detectors and carbon monoxide detectors.
10. Safety glazed windows must be identified.
11. Plans must clearly identify the method of compliance with the **wall bracing** provisions of the section 602.10 of the USBC. Braced wall lines and braced wall panels clearly identified on plans.
12. Tall wall construction shall comply shall comply 2021 VRC section 602.3.
13. If applicable, plans must clearly identify compliance of Interior Passage provisions of section R335 of the 2021 Virginia Residential Code.

WALL SECTIONS

1. A wall section is required for each different type of construction.
2. Size of footings and depth below grade.
3. Show foundation drainage.
4. Size of foundation wall, show waterproofing and/ or parging of basement walls.
5. Anchor bolt or strap size and spacing.
6. Framing member sizing, species, and spacing.
7. Sub-floor and finished floor size and material.
8. All exterior coverings and materials.
9. Roof slope(s).

- 10. Insulation resistance factors:
 - Floors Walls
 - Ceiling Attic
 - Crawl Spaces Slab
- 11. Show location of attic vents and square footage.
- 12. Identify ice shield requirements.
- 13. Identify wall height of each floor.

ELEVATIONS

- 1. Identify proposed final grading level around all exterior elevations.
- 2. Show locations of windows, doors and access panel to crawl space.
- 3. Indicate roof slope(s).
- 4. Show steps, landings, and height and spacing of guardrails and handrails.
- 5. Show chimney location and compliant height.
- 6. Identify overall height from bottom plate to top of ridge.

ENGINEERING

Engineering is required for special construction features not covered by the prescriptive requirements of the USBC/VRC. I have reviewed the list above and hereby verify that the plans I am submitting include the required Construction Document Specifications.

Building permit applicant

Date

Manufactured Homes (Required):

Year: _____

Make: _____

Model: _____

Serial #: _____

Installer license #: _____