



## 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](mailto:buildinggeneral@culpepercounty.gov)

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 (1) approved site plan, if applicable. Confirmation of issued zoning permit from County Planning & Zoning.
- Completed permit application in entirety.
- Three sets of 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.
- If applicable, Registered Designer Professional's (state licensed architect or engineer) (1) **original** seal and signature with date. Two sets of submittal plans may be photocopies. (Information to include name, address, phone number, occupation & VA State License number.) A verifiable digital seal may be submitted in lieu of original seal and signature. **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.**
- Design criteria and the building code edition referenced must be included on plans.
- 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 via email to [buildinggeneral@culpepercounty.gov](mailto:buildinggeneral@culpepercounty.gov) in order 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. Plans must clearly identify the method of compliance with the **tall unsupported** wall provisions of the IRC.
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:
 

R-_____ Floors	R-_____ Walls
R-_____ Ceiling	R-_____ Attic
R-_____ Crawl Spaces	R-_____ 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 #: \_\_\_\_\_



## **SHRINK/SWELL SOILS POLICY**

Expansive content clay soils are known to exist in many areas of Culpeper County. This classification is given to soils which exhibit a potential for shrinking and swelling. Soils of this type have a low suitability classification for building sites, basements, foundations and roads. Many areas in Culpeper County will require additional design for foundation walls, height of backfill, waterproofing, drainage, and type of backfill material.

It is imperative for permit holders to identify the soil type(s) at their proposed building site before developing foundation system plans for any proposed building(s). This can be accomplished by a soil engineer performing a soil investigation in accordance with Section 1803 of the Virginia Construction Code or by viewing the Culpeper County Shrink-Swell Soils map on the Building Department home page or on display in our office lobby located at 302 North Main Street.

Building footings, foundation walls and concrete slabs placed in areas where medium and high expansive soils exist, as defined in Section 1803.5 of the Virginia Construction Code, require special design considerations.

Authorized Persons to Perform Soil Test: Soil tests may be performed in Culpeper County by any accredited professional, who is licensed and qualified to perform said testing in accordance with the laws, rules, and regulations of the State of Virginia governing their profession.

### Soil Test/Report Requirements:

Required soil testing must be site specific and the testing report submitted to the Building Official prior to the issuance of the Building Permit or as authorized by the Building Official.

The report shall contain sufficient information to allow adequate review of the logic and assumptions underlying any conclusions reached or recommendations made. Information should be provided concerning the relative compactness of non-cohesive soils, or the relative consistency of cohesive soils and include approximate bearing capacity at the recommended footing depth.

The report shall contain recommendations concerning foundation placement and should contain recommendations for footing design if appropriate. (See Note below)

The stamp and/or seal, and signature, of the qualified professional providing the soil test information, including full address must be placed on all required reports. (NOTE: Recommendations for footings, foundations, or other building related work is design - and, as a matter of law must be provided by a qualified Virginia licensed architect or engineer.)

**RESPONSIBILITY FOR THE CORRECT LOCATION OF THE PROPOSED BUILDING SITE AND THE PROPER DESIGN AND CONSTRUCTION METHODS APPROPRIATE FOR THE SITE SOIL CONDITIONS LIES WITH THE PERMIT HOLDER AS IS APPROPRIATE UNDER THE SPECIFIC CIRCUMSTANCES.**



# SHRINK/SWELL SOILS POLICY AND FORM

Culpeper County Building Department  
302 N. Main Street  
Culpeper, VA 22701

Building Phone: 540-727-3405  
Email – BuildingGeneral@CulpeperCounty.gov

## EXPANSIVE CLAY SOILS

Expansive content clay soils are known to exist in many areas of Culpeper County. This classification is given to soils which exhibit a potential for shrinking and swelling. Soils of this type have a low suitability classification for building sites, basements, foundations, and roads.

It is imperative for the permit holder to identify the soil type(s) at their proposed building site before developing foundation system plans for any proposed building(s). This can be accomplished by a soil engineer performing a soil investigation in accordance with Section 1803 of the Virginia Construction Code (Building Code) or by reviewing the Culpeper County Shrink Swell Soils map available on the Building Department website or on display in our office lobby located at 302 N. Main Street.

Building footings, foundation walls and concrete slabs placed in areas where medium and high expansive soils exist, as defined in Section 1803.5 of the Virginia Construction Code, require special design considerations.

Please choose one of the options for addressing shrink/swell soils listed below and submit this form with your building permit application. **I have read the Shrink/Swell Soils Policy and the contents of this Form AND**

- I am submitting an engineered design for shrink swell soil issues with my plans for my footing and foundation.
- I am submitting a soil engineers report indicating that there is no shrink swell soil present at the site of the structure.
- I am submitting an engineered plan that outlines the methods that are going to be utilized to stabilize the shrink swell soil that is present, and I am going to construct a foundation wall meeting the design criteria outlined in the building code for shrink swell soil.
- I am going to remove all the shrink swell soil present so that a traditional footing may be utilized, and I am going to construct a foundation wall meeting the design criteria outlined in the building code for shrink swell soil. No shrink swell soil will be used for backfill purposes.
- I have reviewed the Culpeper County soils map and my building site appears to be in an area with low shrink swell soil potential. If expansive soils are encountered during construction an engineer’s design for the footing and foundation shall be required to be submitted to the building office for review and approval prior to proceeding with construction. I further understand that if shrink swell soil were to be discovered post-construction, the matter would still have to be addressed consistent with the USBC which could have significant financial implication.

For Staff Use Only:

App# \_\_\_\_\_

Low Potential

Moderate Potential

High Potential

Notes:

\_\_\_\_\_/\_\_\_\_\_  
Staff                      Date

\_\_\_\_\_/\_\_\_\_\_  
Applicant’s Signature    Date

Applicant’s Printed Name: \_\_\_\_\_



# CULPEPER COUNTY, VIRGINIA - BUILDING PERMIT APPLICATION Residential

Building Department • 302 N. Main St., Culpeper VA 22701 • 540-727-3405 [www.culpepercounty.gov](http://www.culpepercounty.gov)

For General Questions: [buildinggeneral@culpepercounty.gov](mailto: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 \_\_\_\_\_

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 CONTRACTOR'S LICENSE FOR INSTALL OF MANUFACTURED HOME: \_\_\_\_\_ EXP: \_\_\_\_\_

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

NAME \_\_\_\_\_ DAY PHONE # \_\_\_\_\_

E-MAIL \_\_\_\_\_ CELL PHONE # \_\_\_\_\_

### DESIGNATED MECHANICS LIEN AGENT

NAME: \_\_\_\_\_  NONE DESIGNATED

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_ City/Town State Zip Code

### DESCRIPTION OF WORK: 2018 VRC 2021 VRC

SINGLE FAMILY DWELLING  TOWNHOUSE  DUPLEX  MANUFACTURED HOME  REMODEL  INDUSTRIALIZED MODULAR HOME

ADDITION TO EXISTING BLDG  GARAGE  STORAGE BLDG  REPAIR/ REPLACEMENT

**DESCRIBE IN DETAIL THE WORK TO BE PERFORMED: (REQUIRED)**

ESTIMATED COST \$ \_\_\_\_\_ MASTER NAME \_\_\_\_\_ MASTER # \_\_\_\_\_

### UTILITY INFORMATION

#### Water:

Private  
 Public \_\_\_\_\_

Name of Provider \_\_\_\_\_

#### Septic/ Sewer:

Private  
 Public \_\_\_\_\_

Name of Provider \_\_\_\_\_

#### Electrical Service:

Provider: \_\_\_\_\_  
Amps: \_\_\_\_\_

Application reviewed & accepted by: \_\_\_\_\_

This Building application is designed to cover various construction projects. Please  below what applies to your project.

**FOR INDUSTRIALIZED & MANUFACTURED HOMES** - By law, there must be a minimum 3' x 3' landing at the door or not less than the width of the door being served. Drawing for this landing must accompany the plans for industrialized and manufactured homes. The application must list the size of the landing in the description of work. The Deck Package is acceptable for a freestanding deck.

- | TYPE OF FOUNDATION                               | TYPE WALL CONSTRUCTION                        | TYPE OF MECHANICAL                        |   |
|--|---|---|---|
| <input type="checkbox"/> Masonry                 | <input type="checkbox"/> 2x4                  | <input type="checkbox"/> Gas              | <input type="checkbox"/> Air Conditioning |
| <input type="checkbox"/> Formed Cement           | <input type="checkbox"/> 2x6                  | <input type="checkbox"/> Oil              | <input type="checkbox"/> Geo-Thermal      |
| <input type="checkbox"/> Pre-cast Concrete       | <input type="checkbox"/> Structural Steel     | <input type="checkbox"/> Electric Furnace | <input type="checkbox"/> Other _____      |
| <input type="checkbox"/> Pressure Treated Wood   | <input type="checkbox"/> Reinforced Concrete  | <input type="checkbox"/> Heat Pump        |   |
| <b>MODULAR</b> <input type="checkbox"/> On Frame | <input type="checkbox"/> Masonry Bearing      |   |   |
| <input type="checkbox"/> Off Frame               | <input type="checkbox"/> Type of Siding _____ |   |   |

**TYPE OF CONSTRUCTION**

- Manufactured Trusses  Rafters \_\_\_ No. of Stories \_\_\_ # of bedrooms \_\_\_\_\_ full baths \_\_\_\_\_ half baths \_\_\_\_\_
- Basement  Unconditioned Crawlspce  Conditioned Crawlspce # of garage bays \_\_\_\_\_ garage orientation: \_\_\_\_\_

**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 when construction reaches a stage of completion that requires an inspection per Section 113.1.2 of the USBC. 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 I am 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.
- 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**

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  
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 his 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 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): \_\_\_\_\_



**FEE SCHEDULE TO BE COMPLETED BY ADMINISTRATIVE STAFF**

Permit Fee Schedule	√	Fee Schedule	Actual Sq. Ft. Provided by Plan Review	Actual Permit Fee	Comments
Finished Basement		\$.15 / SF			
Unfinished Basement		\$.15/ SF			
Conditioned Crawlspace		\$.15 / SF			
1 <sup>st</sup> Floor		\$.15 / SF			
2 <sup>nd</sup> Floor		\$.15 / SF			
3 <sup>rd</sup> Floor		\$.15 / SF			
Attached/ Detached Garage/ Carport		\$.15 / SF			
Deck #1		\$.15 / SF			
Deck #2		\$.15 / SF			
Porch		\$.15 / SF			
Stoop		\$.15 / SF			
Accessory Building (over 256 SF)		\$.15 / SF			
Masonry Fireplace/ Chimney		\$125.00 ea.			
MFG Wood Burning/Fuel Gas Burning Appliance		\$75.00 ea.			
Plan Review		.03/ SF or \$75 min			
Master Plan – Per Elevation		\$50.00/ ea.			
Re-review Letter (After Initial)		\$35.00/ ea.			
Amendment Fee		\$75.00			<b>*Non-Refundable*</b>
After-Hours Plan Review <b>(In addition to required plan review fee)</b>		\$80(1 hr. min)/ \$20 – 30 mins.			
After-Hours Inspection		\$125.00/hr. w/2 hr. min for first time inspection. \$125.00/hr. w/1 hr. min for Re- Inspection.			
Re-Inspection Fee		\$100.00			
Process Fee		30.00			
Retaining Walls		.10/ SF or \$75 min			
Minimum Building Permit		\$75.00			
Mechanics Lien Agent Change		\$30.00/ ea.			
Code Modification		\$100.00			
Concrete Post Pour Submission		\$200.00/ per submission			
PV Solar System/ Ground & Roof Mounted		\$150.00 per sys + 75.00 Electrical permit			
PV Solar System Plan Review		\$125.00 per sys			
Working without Permit		\$200.00			
Certificate of Occupancy/ Temporary Certificate of Occupancy		\$50.00			
Certificate of Occupancy -Existing Building		125.00			
Permit Renewal		\$25.00 per each 6-month interval			
Change of Contractor		\$50.00			

Change of Ownership		\$75.00			
Hard Copy Slip Sheet fee		\$5 per sheet			
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			
<b>SUBTOTAL Building Fees</b>					
Local Technology Fee		2%			
State Levy per USBC		2%			
<b>TOTAL Building Fees</b>				\$	
<b>TOTAL ALL FEES</b>				\$	
<b>LESS ADMINISTRATIVE FEE</b> If applicable				\$ (            )	
<b>TOTAL PERMIT FEE</b>				\$	