



Culpeper County Building Department 2021 IBC

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; 2018 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