



## COUNTY OF LOUISA

### DEPARTMENT OF COMMUNITY DEVELOPMENT

Phone (540) 967-3430 Email: [buildingpermits@louisa.org](mailto:buildingpermits@louisa.org)

[www.Louisacounty.com](http://www.Louisacounty.com)

1 Woolfolk Avenue  
Suite 201  
Louisa, Virginia 23093

## New Non-Residential Building Permit Package



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# Permit Application Instructions

## New Non-Residential Building

### PLEASE RETAIN FOR YOUR RECORDS

#### Permit Application Instructions

- All areas of this packet must be completed; all forms and items required for submittal must be complete prior to application being accepted.
- Items required for permit submittal are identified on page 3 of this packet.

#### Permit Review Process

Once all required submittals are completed and submitted, review steps are as follows:

1. Submittal Review – Verification that all required submittals are present and completed properly.
2. Zoning Review – Ensures the project is taking place within the buildable area of the property; confirmation of property information including Tax Map #, Zoning District, and setback requirements. **FOUNDATION SURVEY and SETBACK CERTIFICATION** requirements are determined at this review.
3. Building Plan Review – Comprehensive review of project plans will be completed to ensure all structural elements are identified and will meet all current building codes.
4. Final Review – Final review of documents. Community Development staff will inform primary contact when permit is ready for issuance. All fee balances are due at permit issuance.

#### Inspection Requirements - SAME-DAY INSPECTIONS ARE NOT AVAILABLE

If using a 3<sup>rd</sup> party inspector, the following conditions apply:

- Must be on Louisa County's approved 3<sup>rd</sup> party inspectors list
- Must notify Louisa County prior to any 3<sup>rd</sup> party inspection
- Must submit inspection result within 72 hours of inspection

Inspections are typically required to be completed in the following order:

1. Footing Inspection
2. Foundation Inspection, if applicable
3. Slab Inspection, if applicable
4. Groundworks Plumbing Inspection, if applicable  
**\*\*\* All 3<sup>rd</sup> party inspections must be submitted before moving forward \*\*\***  
**\*\*\* If required, Foundation Survey must be submitted and approved before moving forward \*\*\***
5. Electrical Rough-In Inspection, if applicable
6. Plumbing Rough-In Inspection, if applicable
7. Mechanical Rough-In Inspection, if applicable (all exterior tanks and lines require a separate permit)
8. Permanent Electrical Service, if applicable
9. Framing Inspection (to include decks, stoops, porches, landings, etc.)  
**\*\*\* Inspections 5-9 can be combined \*\*\***  
**\*\*\* If required, Setback Certification or Final Survey must be submitted and approved before moving forward \*\*\***
10. Final Building Inspection



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## Schedule of Fees New Non-Residential Building

### FEES DUE AT PERMIT ISSUANCE

#### Zoning Fees (non-refundable)

- Zoning Review Fee \$125.00

#### Building Fees (25% non-refundable)

2% State Fee will apply to the following:

- Accessory Structures \$.20 / sq. ft. / 75.00 minimum
- Open Decks, Porches, Landings \$.20 / sq. ft. / \$250.00 minimum
- Covered Decks, Porches, Landings \$.25 / sq. ft. / \$250.00 minimum

#### Additional Fees

- Permit Renewal \$75.00
- Working without a permit 50% of the permit fee - \$250.00 minimum
- Re-inspection Fees:
  - 1<sup>st</sup> Failed Inspection \$30.00
  - Additional Failed same issue \$50.00
  - Not Ready when inspector Arrives \$250.00



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## Submittal Requirements New Non-Residential Building

**INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED**

### Required forms and submittals provided by applicant or applicant's contractor:

- Deed (Cover Sheet w/ Clerk's seal) or Recordation Receipt** - if property is not listed in current owner's name on GIS or property was recently acquired.
  - Can be obtained at the Clerk's office: 540-967-5312
- Plat of property** - Can be obtained at Clerk's office: 540-967-5312; cannot be a GIS image, google map image, or well/drainfield provider drawing; must show a drawn to scale plan or should include an engineered plan showing building location and the following elements:
  - Entrance, driveway, any right-of-way or easement
  - Location and dimensions of all structures including decks, porches, and other attachments
  - Setback measurements for all structures – **NOTE:** if your proposed structure appears to be within 20 feet of the minimum setbacks, a foundation survey and/or setback certification will be required. Setbacks are measured from the closest point of the structure (including any attachments) to the closest point of the property line or assumed right-of-way.
- Building Plans** - 1 complete set
  - Scaled or fully dimensioned and shall bear the name, address, and contact information of the designer
  - Plans shall be site-specific and only contain details, specs, etc. for that specific site; no generic, non-specific plans will be accepted
  - Must include all attachments, decks, porches and overhangs
- State Contractor's License** (or Contractor License Exemption form in lieu of License)
  - State Contractor's License must include applicable trades
- Louisa County Business License** (not required if submitting Contractor License Exemption form)

### Additional submittals that may be required:

- Pre-Engineered Product Specification Sheets** – 1 set; includes roof/floor truss specs, layouts, LVL's, etc.
- Shrink/Swell Report** - required due to the soil conditions if the property is located in one of the following tax map numbers (this list is NOT all-inclusive. Call the office to confirm property shrink/swell soil report requirements) : 3,9,10,11,14,15,16,17,18,21,22,23,28,29,30,34, 36,37,38,39,42,45,46,47,51,53,54,55,56,57,58,61,62,63,64,67,68,69,71,72,73,74,80,83,84,88,89, 90,92,96,97,99,100,101,102
- Soil Bearing Report** - required if the above report identifies a need for additional structural requirements or design
- Town of Louisa or Town of Mineral Zoning Approval** - if building within town limits

### Additional submittals required if project property is on Lake Anna Shoreline:

- Louisa County Shoreline Packet/New Single Family Dwelling**
  - If land disturbance is over 10,000 sf OR if there is living space in this structure. Contact the office for more information and to request this form.

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## Development Permit Application

### New Non-Residential Building

**Contact Information**

Property Owner:	Phone #:
Address:	Email:
City, State, Zip:	
Contractor Name:	Phone #:
Contractor Address:	Email:
City, State, Zip:	
Applicant is:	<input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Agent

**Project Location and Property Information Details**

Description of Project:			
Property Address (if applicable):			
Tax Map #:	Magisterial District:		
Zoning District:	Subdivision:		
Present Acreage:	Amount of Disturbance: sq. ft.		
Existing structures on property (if none, write N/A):			
Deed/Plat Book:	Page:		
Directions to property from County Office Building:			
Proposed Setbacks (do <u>not</u> list the required setbacks): Height of Structure _____			
Front*	Rear	Left Side	Right Side

\* Front setback is measured from the road at the edge of the right-of-way

Acknowledged By: \_\_\_\_\_

I declare that the statements made and the information given on this application are true, full, and correct to the best of my knowledge and belief, and I agree to conform to all Zoning and Building Regulations. I give my permission for County staff to enter onto this property for appropriate inspections. I also acknowledge the comments made by the Zoning Administrator or designated agent and the setback requirements stated on this form and/or permit. I further understand that an authorized agent of Louisa County may require a foundation survey or setback certification for compliance at any time during the construction process or prior to issuance of a Certificate of Occupancy.

Acknowledged By (print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner or Authorized Agent: \_\_\_\_\_

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## Construction Information Sheet

### New Non-Residential Building

Building Details- Fill out all applicable areas

Job Value: \$ \_\_\_\_\_ Electrical Included:  No  Yes If yes, separate service? 

Building Dimensions \_\_\_\_\_ # of Stories \_\_\_\_\_

Finished sq. ft: 1<sup>st</sup> story \_\_\_\_\_ 2<sup>nd</sup> story \_\_\_\_\_ 3<sup>rd</sup> story \_\_\_\_\_Roof Framing:  Rafters  Trusses  Other \_\_\_\_\_Roof Covering:  Shingles  Metal  Other \_\_\_\_\_Foundation Type:  Poured Concrete  Block  Other \_\_\_\_\_Floor Type:  Dimensional Lumber  Engineered  Other \_\_\_\_\_Exterior Siding Type:  Brick/Stone  Vinyl  Hardie Plank  Other \_\_\_\_\_Decks:  Covered Dimensions \_\_\_\_\_ Sq. Footage \_\_\_\_\_ Uncovered Dimensions \_\_\_\_\_ Sq. Footage \_\_\_\_\_Porches:  Covered Dimensions \_\_\_\_\_ Sq. Footage \_\_\_\_\_ Uncovered Dimensions \_\_\_\_\_ Sq. Footage \_\_\_\_\_

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## Contractor Information Sheet

### New Non-Residential Building

Fill out either the Contractor License Exemption **OR** Owner/Agent Affidavit

**Contractor License Exemption-** The property owner will be acting as the contractor and is responsible for work performed onsite.

*I affirm that I am the owner of a certain tract or parcel of land listed below and that I have applied for a building permit. I affirm that I am familiar with the prerequisites of §54.1-1111 and §54.1-1101 of the Code of Virginia and I am not a contractor or subcontractor.*

Owner(s) Name: \_\_\_\_\_

Address or Tax Map #: \_\_\_\_\_

Signature of Owner(s): \_\_\_\_\_

**Notice: Per §54.1-1101, Exemptions:** *The property owner of a commercial, industrial, or manufacturing facility is only allowed this exemption for repairs or improvements to the existing structure(s). New structures, including additions are not included in this exemption. The property owner shall be a properly licensed contractor or employ a properly licensed contractor per §54.1-1103 of the Code of Virginia.*

**- OR -**

**Owner/Agent Affidavit-** The property owner has hired a contractor to perform work for this project. Contractor information will be verified.

*I hereby certify that I/we, owner(s) of record, authorize the below referenced person/contractor/RDP to submit this application as my/our authorized agent.*

Owner(s) Name: \_\_\_\_\_

Address or Tax Map #: \_\_\_\_\_

Signature of Owner(s): \_\_\_\_\_

**Contractor**

Contractor/Company/Agent Name: \_\_\_\_\_

Virginia Contractor's License #: \_\_\_\_\_

License designation(s), e.g. CBC/RBC/ELE: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature of Contractor/Agent: \_\_\_\_\_

**Tradesman (optional)-**

Electrical:	Company/Owner	Phone Number	License Number	Signature
Plumbing:	Company/Owner	Phone Number	License Number	Signature
Mechanical:	Company/Owner	Phone Number	License Number	Signature
Gas (interior):	Company/Owner	Phone Number	License Number	Signature

