



COUNTY OF LOUISA

DEPARTMENT OF COMMUNITY DEVELOPMENT

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

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 3rd party inspector, the following conditions apply:

- Must be on Louisa County's approved 3rd party inspectors list
- Must notify Louisa County prior to any 3rd 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 3rd 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:
 - 1st 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: ☐ Owner ☐ Contractor ☐ 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 not 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: <input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, separate service? <input type="checkbox"/>
Building Dimensions	_____	# of Stories	_____
Finished sq. ft:	1 st story _____	2 nd story _____	3 rd story _____
Roof Framing:	<input type="checkbox"/> Rafters	<input type="checkbox"/> Trusses	<input type="checkbox"/> Other _____
Roof Covering:	<input type="checkbox"/> Shingles	<input type="checkbox"/> Metal	<input type="checkbox"/> Other _____
Foundation Type:	<input type="checkbox"/> Poured Concrete	<input type="checkbox"/> Block	<input type="checkbox"/> Other _____
Floor Type:	<input type="checkbox"/> Dimensional Lumber	<input type="checkbox"/> Engineered	<input type="checkbox"/> Other _____
Exterior Siding Type:	<input type="checkbox"/> Brick/Stone	<input type="checkbox"/> Vinyl	<input type="checkbox"/> Hardie Plank <input type="checkbox"/> Other _____
Decks:	<input type="checkbox"/> Covered	Dimensions _____	Sq. Footage _____
	<input type="checkbox"/> Uncovered	Dimensions _____	Sq. Footage _____
Porches:	<input type="checkbox"/> Covered	Dimensions _____	Sq. Footage _____
	<input type="checkbox"/> Uncovered	Dimensions _____	Sq. Footage _____



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Contractor Information Sheet

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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



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Zoning Approval & Requirements

New Non-Residential Structure

Staff Use Only

Zoning Permit # _____ Building Permit # _____

Required Setbacks: Front _____ Rear _____ Left Side _____ Right Side _____

Proposed Setbacks: Front _____ Rear _____ Left Side _____ Right Side _____

Foundation Survey Required: ☐ Yes ☐ No Setback Certification Required: ☐ Yes ☐ No

Existing CUP/SEP/Variances: _____ Flood Zone ☐ Yes ☐ No

Minimum Lot Width: _____ Maximum Building Height: _____

Comments by Zoning Administrator: _____

Approved by Zoning Administrator or Designated Agent:

_____ Date: _____