



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

Trades:
Electrical / Service Connection / Plumbing /
Mechanical / Generator / Gas
Permit Package



Table of Contents:

Permit Application Instructions	Page 2
Schedule of Fees / Submittal Requirements	Page 3
Development Permit Application	Page 4
Contractor Information Sheet	Page 5
Zoning Approval & Requirements	Page 6



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

Permit Application Instructions

Electrical / Service Connection / Plumbing / Mechanical / Generator / Gas

PLEASE RETAIN FOR YOUR RECORDS

*****Note: Solar Panels have their own permit application*****
*****Do not use this packet*****

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 Tax Map #, and Zoning District indicated.
3. Building Plan Review – Review of project plans will be completed to ensure project 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

- Electrical:
 - Rough-In
 - Ditch, if applicable
 - Permanent Service (can be combined with Rough-In and Ditch)
 - Final
- Service Connection:
 - Permanent Service
- Plumbing:
 - Rough-In
 - Groundworks Plumbing, if applicable (can be combined with Rough-In)
 - Final
- Mechanical:
 - Rough-In
 - Final
- Generator:
 - Generator
 - Final
- Gas:
 - Outside Tank & Lines
 - Inside Lines, if applicable (can be combined with Outside Tank & Lines)
 - Final



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

Schedule of Fees

RESIDENTIAL ONLY

**Electrical / Service Connection / Plumbing /
Mechanical / Generator / Gas**

2% State Fee will apply to the following: All

- Trades Fees \$75.00

****FEES DUE AT PERMIT ISSUANCE****

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 \$35.00
 - Not Ready when inspector Arrives \$250.00

Submittal Requirements

**Electrical / Service Connection / Plumbing /
Mechanical / Generator / Gas**

INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED

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

- Deed/Recordation Receipt** - if the property is not listed in the applicants' name
- State Contractor's License** (or Contractor License Exemption form in lieu of License)
 - Please Note: a licensed gas technician **MUST** apply for a Gas Permit
- Louisa County Business License** (not required if submitting Contractor License Exemption form)
- Electrical to Accessory Structure Form** (if electrical is to an accessory structure without its own separate permit)
- Temporary Electrical Form** (if electrical is for temporary use only for home construction or other similar purpose)



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

Development Permit Application
Electrical / Service Connection / Plumbing /
Mechanical / Generator / Gas

Contact Information

Property Owner: _____	Phone #: _____
Address: _____	Email: _____
City, State, Zip: _____	
Contractor Name: _____	Phone #: _____
Contractor Address: _____	Email: _____
City, State, Zip: _____	

Project Location and Property Information Details

Property Address (if applicable): _____	
Tax Map #: _____	Magisterial District: _____
Zoning District: _____	Subdivision: _____
Job Value: \$ _____	
Description of work to be performed: _____ _____	
Directions to property from County Office Building: _____ _____	

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: _____



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

Contractor Information Sheet
Electrical / Service Connection / Plumbing /
Mechanical / Generator / Gas

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: _____

Tradesman License # & Designation: _____

Expiration Date: _____

Signature of Contractor/Agent: _____



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

Approval & Requirements
Electrical / Service Connection /
Plumbing / Mechanical / Generator / Gas
Staff Use Only

Building Permit # _____

Associated Permit #'s _____

Comments: _____

Approved by Building Official:

_____ Date: _____

Approved by Zoning Administrator or Designee:

_____ Date: _____