



COUNTY OF LOUISA

DEPARTMENT OF COMMUNITY DEVELOPMENT

Phone (540) 967-3430 Fax (540) 967-3486

www.Louisacounty.com

1 Woolfolk Avenue
P.O. Box 160
Louisa, Virginia 23093

Commercial Building Permit Package



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Permit Application Instructions

Commercial Building

PLEASE RETAIN FOR YOUR RECORDS

Permit Application Instructions

- Please fill out all areas in this packet; all forms and items required for submittal must be complete prior to application being accepted.
- Items required for permit submittal are identified on page 2 of this packet.

Permit Review Process

SITE PLAN APPROVAL OR SITE PLAN EXCEPTION APPROVAL MUST ACCOMPANY THIS APPLICATION

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 and according to approved site plan or site plan exception; confirmation of property information including Tax Map #, Zoning District, and setback requirements. **FOUNDATION SURVEY** and **SETBACK CERTIFICATION** requirements are determined at this review.
3. GIS/Addressing Review – Project location is verified in the County of Louisa GIS. If property has not previously been addressed, one is assigned at this time.
4. Shoreline Review – If property is located on Lake Anna, comprehensive review of shoreline packet requirements (separate packet) will be completed.
5. 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.
6. Final Review – Ensures all requirements have been satisfied.
7. Permit Issuance – Community Development staff will inform primary contact when permit is ready for issuance. All fee balances are due at permit issuance. **SECURITY BOND MUST BE POSTED PRIOR TO PERMIT ISSUANCE.**

Inspection Requirements - SAME-DAY INSPECTIONS ARE NOT AVAILABLE

If using a 3rd party inspector, the following conditions apply:

- Must be a Virginia certified engineer
- Must submit inspection result within 72 hours of inspection

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

1. Footing Inspection (3rd party only)
2. Foundation Inspection (3rd party only)
3. Plumbing Groundworks Inspection, if applicable (county inspector only)
4. Slab Inspection, if applicable (3rd party only)
5. Drain Tile/Waterproofing 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 *****
6. Structural Inspection (3rd party only)
7. Framing Inspection (county inspector only)
8. Insulation Inspection (county inspector)
***** If required, Setback Certification or Final Survey must be submitted and approved before moving forward *****
9. Shoreline Inspection, if applicable (county inspector only)
10. Erosion and Sediment Control Final Inspection (county inspector only)
11. Zoning Inspection (county inspector only)
12. Final Building Inspection – cannot be scheduled until all trades have passed final inspection (county inspector only)

THE CERTIFICATE OF OCCUPANCY WILL BE ISSUED WHEN ALL TRADES HAVE PASSED FINAL INSPECTION AND ALL EXTERNAL AGENCY DOCUMENTS HAVE BEEN RECEIVED AND VERIFIED



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**Submittal Requirements
Commercial Building**

Items Required for Submittal – **INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED**

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

- Site Plan Approval or Site Plan Exception Approval**
- Approved Site Plan**
- Building Plans** - 2 complete sets
 - Scaled or fully dimensioned and shall bear the name, address, and contact information of the designer
 - Plans shall be project-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
- Pre-Engineered Product Specification Sheets** - 2 sets, includes roof/floor truss specs, layouts, LVS’s, etc.
- Soil Bearing Report**
- Statement of Special Inspections**
- State Contractor’s License**
- Louisa County Contractor’s License**
- Verification of paid Water Authority fees** (sign-off on site plan is not accepted)
- VDOT Letter with approved entrance** (sign-off on site plan is not accepted)

Additional submittals that may be required:

- Town of Louisa or Town of Mineral Zoning Approval** - if building within town limit

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

- Louisa County Shoreline Packet**
 - If the project requires the use of alternative erosion control measures, Thomas Jefferson Soil & Water Conservation District must review and approve the plan prior to submission.
 - If any portion of the project affects property owned by Dominion Power, approval will be needed. It is recommended that Dominion Power be made aware of your project prior to submission.



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**Permit Application
Commercial Building**

Contact Information

Property Owner: _____	Phone #: _____
Address: _____	Email: _____
Contractor Name: _____	Phone #: _____
Contractor Address: _____	Email: _____
Primary Contact Name: _____	Phone #: _____
Primary Contact Email: _____	
Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Agent	

Project Location and Property Information Details

Property Address (if applicable): _____	
Tax Map #: _____	Magisterial District: _____
Zoning District: _____	Subdivision: _____
Present Acreage: _____	Acreage of Disturbance: _____
Existing structures on property: _____	
Deed/Plat Book _____	Page _____
Directions to property from County Office Building: _____ _____	
Proposed Setbacks: Front* _____ Rear _____ Left Side _____ Right Side _____	
* Front setback is measured from 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
Commercial Building

Commercial Building Information

Building Dimensions: _____ **# of Stories** _____ **# of stories above grade** _____ **# of Units:** _____

of guest rooms _____ **# of bathrooms** _____ **Job Value \$** _____

Master Plans (including trades) **Architectural/Structural Plans Only (no trades included)**

Crawlspace? Yes ___ No ___ **Conditioned?** Yes ___ No ___

Foundation (circle one): Block Superior Wall Poured Wall

Roof Construction (circle one): Trusses Rafters **Roofing (circle one):** Shingles Metal Other _____

Exterior Finish: _____ **Interior Finish (circle one):** Drywall Log

Floor System (circle one): Engineered Dimensional Lumber

Heating Source (circle all that apply): Electric Gas Wood Other _____

Fireplace (circle all that apply): None Prefab Gas Wood Burning Electric

Cooling? Yes ___ No ___ **If yes, type?** _____

Covered Deck Dimensions: _____ **Uncovered Deck Dimensions:** _____

Covered Porch Dimensions: _____ **Uncovered Porch Dimensions:** _____

Handicap Ramp Dimensions: _____

* **Kitchen Hood Fire Suppression:** Yes No

***Refrigeration:** Yes No

* **Elevator:** Yes No

***Fire Alarm System:** Yes No

* **Fire Sprinkler System:** Yes No

***Fire Sprinkler Pump System:** Yes No

***Underground Fire Line:** Yes No

***Light Poles:** Yes No **# of Poles** _____

***Temporary Electrical Service:** Yes No

Associated with trailer? Yes No

*** ALL SUB-TRADES, INCLUDING PLUMBING,
ELECTRICAL, MECHANICAL REQUIRE SEPARATE PERMIT**

Construction or Temporary Trailer

Year: _____ **Make:** _____ **Dimensions of Unit:** _____

Foundation (circle one): Blocking/Piers Other **Exterior Siding:** _____

Heat Source (circle one): Heat Pump Gas Other **Fuel (circle one):** Electric Gas Wood

Air Conditioning? Yes No **# of Bathrooms:** _____ **Landings:** _____

Above Grade Finished Square Footage: _____

Above Grade Unfinished Square Footage: _____

Below Grade/Basement Finished Square Footage: _____

Below Grade/Basement Unfinished Square Footage: _____

Occupancy Type: _____ **Construction Type:** _____ **Max Occupancy:** _____ **Max Live Load:** _____



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Construction Information Sheet
Commercial Lake Structures (common areas)

Commercial Lake Structures

Building Dimensions: _____

Piling Size: _____

Exterior Siding: _____

Roof Construction (circle one): Trusses Rafters

Roofing Material (circle one): Shingles Metal Other _____

Decking (size & type): _____

of Slips: _____ **# of Lifts:** _____

Storage Area (dimensions): _____

Electrical Information (service, lights, receptacles, etc.): _____

*** ALL SUB-TRADES, INCLUDING PLUMBING,
ELECTRICAL, MECHANICAL REQUIRE SEPARATE PERMIT**

Construction or Temporary Trailer

Year: _____ **Make:** _____ **Dimensions of Unit:** _____

Foundation (circle one): Blocking/Piers Other **Exterior Siding:** _____

Heat Source (circle one): Heat Pump Gas Other **Fuel (circle one):** Electric Gas Wood

Air Conditioning? Yes No **# of Bathrooms:** _____ **Landings:** _____

Finished Square Footage: _____ **Unfinished Square Footage:** _____

Occupancy Type: _____ **Construction Type:** _____

of Units: _____ **Max Occupancy:** _____ **Max Live Load:** _____



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Contractor Information Sheet
Commercial Building / Commercial Lake Structures

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) ***PLEASE NOTE: ALL SUB-TRADES REQUIRE SEPARTE PERMIT***

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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**Permit Application - Building and Zoning
Commercial Building**

Staff Use Only – Zoning Permit Approval and Requirements

Zoning Permit # _____ Building Permit # _____

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

Foundation Survey Required: YES NO Setback Certification Required: YES NO

Existing CUP/SEP/Variiances: _____ Flood Zone YES NO

Minimum Lot Width: _____ Maximum Building Height: _____

Comments by Zoning Administrator: _____

Approved by Zoning Administrator or

Designated Agent: _____ Date: _____