



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 Construction Trailer Permit Package



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Permit Application Instructions

Commercial Construction Trailer

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. Building Plan/Floor 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 – Ensures all requirements have been satisfied.
5. Permit Issuance – 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

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

1. Zoning Inspection to verify location of trailer matches site plan
2. Electrical Service Inspection (temporary service) – trailer service will be disconnected when main structure service has been energized



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**Submittal Requirements
Commercial Construction Trailer**

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 / Floor Plans
- State Contractor’s License
- Louisa County Contractor’s License

Additional submittals that may be required:

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

**Fee Schedule
Commercial Construction Trailer**

Commercial Construction Trailer \$200.00

Electrical for Trailer must be applied for separately using the
Commercial Trades Permit Application



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**Permit Application
Commercial Construction Trailer**

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 Construction Trailer

Commercial Construction Trailer Information

Construction Trailer Dimensions: _____

Year: _____ Make: _____

Foundation (circle one): Blocking/Piers Other _____

Exterior Finish: _____

Heat Source (circle all that apply): Heat Pump Gas Other _____

Fuel (circle one): Electric Gas Wood

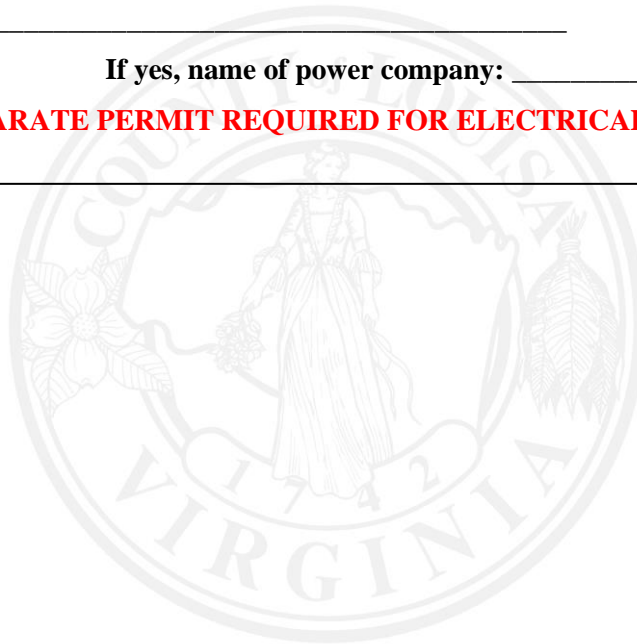
Air Conditioning? Yes No If yes, type: _____

of Bathrooms: _____

Landings: _____

Electrical Service? Yes No If yes, name of power company: _____

PLEASE NOTE SEPARATE PERMIT REQUIRED FOR ELECTRICAL SERVICE





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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 Construction Trailer

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: _____