



## COUNTY OF LOUISA

DEPARTMENT OF COMMUNITY DEVELOPMENT

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

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

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

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



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**Permit Application Instructions**  
**Commercial Electrical / Service Connection / Plumbing /**  
**Mechanical / Generator / Gas**  
**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 2 of this packet.

**\*\* COMMERCIAL BUILDING PERMIT MUST BE APPLIED FOR BEFORE ANY SUB-TRADES MAY APPLY \*\***  
**\*\*\* NO TRADE PERMITS WILL BE ISSUED PRIOR TO COMMERCIAL BUILDING PERMIT BEING ISSUED \*\*\***

**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. 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.
3. Final Review – Ensures all requirements have been satisfied.
4. Permit Issuance – Community Development staff will inform primary contact when permit is ready for issuance. All fee balances are due at permit issuance.

**SAME-DAY INSPECTIONS ARE NOT AVAILABLE**

All trades inspections must be conducted by a Louisa County inspector.  
No 3<sup>rd</sup> party inspections are allowed for sub-trades.

**Submittal Requirements**  
**Commercial Electrical / Service Connection /**  
**Plumbing / Mechanical / Generator / Gas**

**INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED**

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

- Building Plans** - 2 complete sets required if master plans not submitted with building permit application:
- State Contractor’s License**
- Louisa County Contractor’s License**



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**Fee Schedule**

**Commercial Electrical / Service Connection /  
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**Electrical Service permit** (single inspection permit based on size of service):

Up to 600 amps	\$125.00
601 – 1,200 amps	\$175.00
Over 1,200 amps	\$225.00

\*\*\*Note: for systems over 800 amps, the plans shall be stamped by a RDP\*\*\*

**Sub-trade permits:**

Plumbing (associated with a structure)	\$0.02 per sq. ft. - \$150.00 minimum
Mechanical (associated with a structure)	\$0.02 per sq. ft. - \$150.00 minimum
Electrical (associated with a structure)	\$0.025 per sq. ft. - \$150.00 minimum

**Sub-trade permits not associated with a structure and not listed below:**

\$0.005 of contract value - \$150.00 minimum (examples include, but are not limited to: underground fire lines, duct banks, water, service piping, sewer, or waste line piping)

Fire Sprinkler	\$1.00 per head - \$150.00 minimum
Fire Alarm	\$0.01 per sq. ft. - \$150.00 minimum
Kitchen Hood (no suppression)	\$150.00 minimum
Kitchen Hood (suppression)	\$175.00 minimum
Gas Lines (interior) mechanical permit	\$0.02 per sq. ft. - \$150 minimum
Gas Lines & Tank (exterior) mechanical permit	\$0.02 per sq. ft. - \$150.00 minimum
Fuel tanks (above and below ground)	\$150.00 each minimum
Generator (mechanical permit)	\$150.00 each
Light poles (includes electrical)	\$25.00 per pole - \$150 minimum
Elevator	\$200.00 each
Temporary Electric (construction trailer)	\$75.00

**Additional Fees:**

Permit Renewal Fee (requires letter addressed to building official requesting renewal and reason for renewal)

\$150.00

Re-inspection Fees:

First return trip \$50.00

Second return trip \$75.00

Inspection Not Ready Fee: \$250.00 each occurrence

(Must be paid before next inspection can be scheduled)

Working without a permit 50% of permit fee - \$500.00 minimum



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**Permit Application**

**Commercial Electrical / Service Connection /  
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**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 Work Description**

Property Address (if applicable): _____
Tax Map #: _____ Magisterial District: _____
Zoning District: _____ Subdivision: _____
Job Value: \$ _____
<input type="checkbox"/> Master Plans (trades plans submitted with main structure plans) <b>OR</b>
<input type="checkbox"/> Trade-Specific Plans (included with this application)
<b>Description of work to be performed:</b>
_____
_____
Directions to property from County Office Building:
_____
_____
<b>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.</b>
Acknowledged By (print): _____ Date: _____
Signature of Owner or Authorized Agent _____



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

**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: \_\_\_\_\_

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



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**Permit Application - Building and Zoning**

**Commercial Electrical / Service Connection /  
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**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/Variances: \_\_\_\_\_ Flood Zone  YES  NO

Minimum Lot Width: \_\_\_\_\_ Maximum Building Height: \_\_\_\_\_

Comments by Zoning Administrator: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by Zoning Administrator or

Designated Agent: \_\_\_\_\_ Date: \_\_\_\_\_