



## 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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# Demolition Permit Package



### Table of Contents:

Permit Application Instructions / Submittal Requirements / Fees  
Development Permit Application  
Contractor Information Sheet  
Zoning Approval & Requirements

Page 1  
Page 2  
Page 3  
Page 4



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**Permit Application Instructions**

**Demolition**

**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.

**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 – 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**

- Upon completion of demolition, an inspection will be made on site to assure all debris has been removed and the site is properly filled and safe.

**Submittal Requirements**

**Demolition**

**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
- Site Plan of Property** - must include the following elements:
  - The legal description of the property, i.e., address and tax map ID
  - The location of all buildings or structures on the property in relation to the property lines
  - The location of the building(s) or structure(s) to be demolished
- State Contractor’s License** (or Contractor License Exemption form in lieu of License)
- Louisa County Business License** (not required if submitting Contractor License Exemption form)
- Written release from all utility companies** – must state that such utilities to the building or structures being demolished have been properly terminated. Note that utility companies includes:
  1. Electrical service provider
  2. Gas company
  3. VA Dept. of Health – well abandonment permit (if well will no longer be used)
  4. Town of Louisa or Mineral and the Louisa County Water Authority if connected to public water and/or sewer
- Copy of Certificate of Asbestos Inspection** - if applicable
- Copy of Written Notices to Owner(s) of Adjacent Properties** - if applicable

**Building Demolition Fees**

2% State Fee will apply to the following:

- Commercial \$75.00
- Double-Wide & Triple-Wide Homes \$35.00



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**Development Permit Application  
Demolition**

**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: _____
<input type="checkbox"/> Residential Demolition	<input type="checkbox"/> Commercial Demolition
Description of building(s) or structure(s) to be demolished: _____ _____	
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: \_\_\_\_\_



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**Contractor Information Sheet  
Demolition**

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: \_\_\_\_\_



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**Zoning Approval & Requirements**

**Demolition  
Staff Use Only**

Zoning Permit # \_\_\_\_\_ Building Permit # \_\_\_\_\_

Existing CUP/SEP/Variances: \_\_\_\_\_ Flood Zone  Yes  No

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved by Zoning Administrator or

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

Approved by Building Official or

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