



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

New Non-Residential Building Permit Package



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Permit Application Instructions New Non-Residential Building **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 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 buildable area of the property; 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 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

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

- Must be on Louisa County’s approved 3rd party inspectors list
- Must notify Louisa County prior to any 3rd party inspection
- Must submit inspection result within 72 hours of inspection

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

1. Footing Inspection
2. Foundation Inspection, if applicable
3. Slab Inspection, if applicable
4. Groundworks Plumbing Inspection, if applicable
5. Electrical Rough-In Inspection, if applicable
6. Plumbing Rough-In Inspection, if applicable
7. Mechanical Rough-In Inspection, if applicable
8. Permanent Electrical Service, if applicable
9. Framing Inspection (to include decks, stoops, porches, landings, etc.)

*** Inspections 5-9 can be combined ***

*** **If required, Setback Certification or Final Survey must be submitted and approved before moving forward** ***

10. Final Building Inspection

The Certificate of Occupancy will be issued following the approved/passed Final Building Inspection.

It may be picked up at the Department of Community Development 48 hours after final inspection has been approved.



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Schedule of Fees
New Single Family Dwelling

FEES DUE AT PERMIT ISSUANCE

Zoning Fees (non-refundable)

- Zoning Review Fee \$25.00

Building Fees (25% non-refundable)

2% State Fee will apply to the following:

- Accessory Structures \$.20 / sq. ft. / \$35.00 minimum
- Open Decks, Porches, Landings \$.10 / sq. ft. / \$35.00 minimum
- Covered Decks, Porches, Landings \$.15 / sq. ft. / \$35.00 minimum

Additional Fees

- Permit Renewal \$50.00
- Working without a permit 50% of the permit fee - \$100.00 minimum
- Re-inspection Fees:
 - 1st Failed Inspection \$20.00
 - Additional Failed same issue \$25.00
 - Not Ready when inspector Arrives \$250.00



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Submittal Requirements New Non-Residential Building

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
- Plat of property** - must include either an engineered plan or a drawn-to-scale plan showing building location and include the following elements:
 - Location of all structures including decks, porches, and other attachments
 - Dimensions of all structures
 - Setback measurements for all structures - if your proposed structure appears to be within 20 feet of the minimum setbacks, a foundation survey and/or setback certification will be required. Setbacks are measured from the closest point of the structure (including any attachments) to the closest point of the property line or assumed right-of-way.
- 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
- State Contractor's License** (or Contractor License Exemption form in lieu of License)
 - State Contractor's License must include applicable trades
- Louisa County Business License** (not required if submitting Contractor License Exemption form)

Additional submittals that may be required:

- Pre-Engineered Product Specification Sheets** - only required if using pre-engineered products in the project
- Shrink/Swell Report** - required due to the soil conditions if the property is located in one of the following tax map numbers:
10, 17, 21, 22, 36, 37, 38, 42, 45, 46, 47, 51, 53, 54, 55, 56, 61, 63, 67, 73, 74, 83, 84, 88, 89, 97
- Soil Bearing Report** - required if the Shrink/Swell Report identifies a need for additional structural requirements or design
- Town of Louisa or Town of Mineral Zoning Approval** - if building within town limits

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

- Louisa County Shoreline Packet/New Single Family Dwelling**
 - 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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**Development Permit Application
New Non-Residential Building**

Contact Information

Property Owner: _____	Phone #: _____
Address: _____	Email: _____
City, State, Zip: _____	
Contractor Name: _____	Phone #: _____
Contractor Address: _____	Email: _____
City, State, Zip: _____	
Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Agent	

Project Location and Property Information Details

Description of Project: _____	
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
New Non-Residential Building

Building Details – Fill out all applicable areas

Job Value \$ _____

Building Dimensions _____ # of Stories _____

Finished Sq. Ft.: 1st Story _____ 2nd Story _____ 3rd Story _____

Roof Framing: Rafters Trusses Other _____

Roof Covering: Shingles Metal Other _____

Foundation Type: Poured Concrete Block Other _____

Floor Type: Dimensional Lumber Engineered Other _____

Exterior Siding Type: Brick/Stone Vinyl Stucco Other _____

Decks: Covered Dimensions _____ Sq. Footage _____
 Uncovered Dimensions _____ Sq. Footage _____

Porches: Covered Dimensions _____ Sq. Footage _____
 Uncovered Dimensions _____ Sq. Footage _____



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**Contractor Information Sheet
New Non-Residential Building**

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: _____

Tradesman (optional)-

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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Zoning Approval & Requirements
New Non-Residential Building
Staff Use Only

Zoning Permit # _____ Building Permit # _____

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

Proposed 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: _____