



COUNTY OF LOUISA

DEPARTMENT OF COMMUNITY DEVELOPMENT
Phone (540) 967-3430 Email: buildingpermits@louisa.org
www.Louisacounty.com

1 Woolfolk Avenue
Suite 201
Louisa, Virginia 23093

Renovation/Addition Permit Package



Table of Contents:

Permit Application Instructions	Page 2
Schedule of Fees	Page 3
Submittal Requirements	Page 4
Development Permit Application	Page 5
Construction Information Sheet	Page 6
Contractor Information Sheet	Page 7
Zoning Approval & Requirements	Page 8



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Permit Application Instructions

Renovation/Addition **PLEASE** **RETAIN FOR YOUR RECORDS**

- 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 may be submitted via postal, drop off or email to buildingpermits@louisa.org.

Permit Review Process

1. Submittal Review – Performed at application submittal; verifies 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.
 - **Health Department (Well/Septic)**: The applicant may be required to obtain Health Department approval, especially when adding bedrooms. Allow 2-3 days from your submittal date, then contact our office to obtain your zoning approval so you may apply with the Health Department for approval- if applicable.
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. 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.
5. Final Review – Final review of documents. Approved Health Department permits are required before permit pickup, if applicable. 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
- 3rd party inspector must notify Louisa County prior to any 3rd party inspection
- 3rd party inspector must submit inspection result within 72 hours

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

1. Footing Inspection
2. Foundation Inspection
3. Plumbing Groundworks Inspection, if applicable
4. Slab Inspection, if applicable (Basement/Garage/Monolithic)
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. Deck Footing/Framing Inspection, if applicable
7. Porch Framing Inspection, if applicable
8. Plumbing Inspection
9. Electrical Inspection
10. Mechanical Inspection (Duct Leakage Affidavit must be submitted before final inspection)
11. Framing Inspection
12. Inside Gas Inspection, if applicable **Exterior propane tanks and lines require a separate permit**
13. Permanent Electrical Service Inspection **Temporary power for home construction requires a separate permit**
***** Inspections 6-13 may be called in at the same time. *****
14. Insulation Inspection
***** If required, Setback Certification or Final Survey must be submitted and approved before moving forward *****
15. Final Building Inspection



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Schedule of Fees Renovation/Addition

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:

- Under \$10,000.00 \$ 50.00
- \$10,001.00 - \$15,000.00 \$ 75.00
- \$15,001.00 - \$25,000.00 \$125.00
- \$25,001.00 - \$35,000.00 \$175.00
- \$35,001.00 and Up \$175.00 + \$5.00 per additional \$1,000.00
of value or fraction thereof

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 Renovation/Addition

INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED

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

- Deed (Cover Sheet w/ Clerk's seal) or Recordation Receipt** - if property is not listed in current owner's name on GIS or property was recently acquired.
 - Can be obtained at the Clerk's office: 540-967-5312
- Plat of property**- Can be obtained at Clerk's office: 540-967-5312; cannot be a GIS image, google map image, or well/drainfield provider drawing; must show a drawn to scale plan or should include an engineered plan showing building location and the following elements:
 - Entrance, driveway, any right-of-way or easement
 - Location and dimensions of all structures including decks, porches, and other attachments
 - Setback measurements for all structures – **NOTE:** 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 house-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** – 2 sets; includes roof/floor truss specs, layouts, LVL's, etc.
- Shrink/Swell Report** - required due to the soil conditions if the property is located in one of the following tax map numbers: 10, 17, 18, 21, 22, 28, 30, 34, 36, 37, 38, 39, 42, 45, 46, 47, 51, 53, 54, 55, 56, 58, 61, 63, 67, 73, 74, 83, 84, 88, 89, 96, 97, 100
 - Soil Bearing Report** - required if the above report identifies a need for additional structural requirements or design
- Town of Louisa or Town of Mineral Zoning Approval** - if building within town limits



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**Development Permit Application
Renovation/Addition**

Contact Information

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

Description of Project: _____	

Property Address (if applicable): _____	
Tax Map #: _____	Magisterial District: _____
Zoning District: _____	Subdivision: _____
Present Acreage: _____	Amount of Disturbance: _____ sq. ft.
Water Supply: Public Private (well) Sewage Disposal: Public Private 100% Reserve _____	
<u>Circle one</u>	<u>Circle one</u>
Existing structures on property (if none, write N/A): _____	
Deed/Plat Book: _____	Page: _____
Directions to property from County Office Building: _____ _____	
Proposed Setbacks (do <u>not</u> list the required setbacks):	
Front* _____	Rear _____ Left Side _____ Right Side _____
* Front setback is always measured from the road at the edge of the right-of-way	
Acknowledged By (Owner/Contractor/Applicant): _____	
<i>Signature</i>	

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
Renovation/Addition

Building Details – Fill out all applicable areas

Description of Renovation/Addition: _____

Job Value \$ _____

of Current Bathrooms _____ # of Additional Bathrooms _____

of Current Bedrooms _____ # of Additional Bedrooms _____

Addition Dimensions _____

Basement Completion: No Yes: New Finished Sq. Ft. _____ New Unfinished Sq. Ft. _____

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 _____

Fire Places: None Wood Burning Gas Log Other _____

Decks: Covered Dimensions _____ Sq. Footage _____

Uncovered Dimensions _____ Sq. Footage _____

Porches: Covered Dimensions _____ Sq. Footage _____

Uncovered Dimensions _____ Sq. Footage _____

Attached Garage: Yes No Sq. Ft. _____

**** DETACHED GARAGE REQUIRES A SEPARATE PERMIT ****



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**Contractor Information Sheet
Renovation/Addition**

Fill out either the Contractor License Exemption OR Owner/Agent Affidavit

Contractor License Exemption- The property owner will be acting as the general 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
Renovation/Addition
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: _____