



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

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



Table of Contents:

Permit Application Instructions	Page 1
Schedule of Fees / Submittal Requirements	Page 2
Development Permit Application	Page 3
Contractor Information Sheet	Page 4
Zoning Approval & Requirements	Page 5



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Permit Application Instructions

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.

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

- Electrical:
 - Rough-In
 - Ditch, if applicable
 - Permanent Service (can be combined with Rough-In and Ditch)
 - Final
- Service Connection:
 - Permanent Service
- Plumbing:
 - Rough-In
 - Groundworks Plumbing, if applicable (can be combined with Rough-In)
 - Final
- Mechanical:
 - Rough-In
 - Final
- Generator:
 - Generator
 - Final
- Gas:
 - Outside Tank & Lines
 - Inside Lines, if applicable (can be combined with Outside Tank & Lines)
 - Final



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Schedule of Fees

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FEES DUE AT PERMIT ISSUANCE

Building Fees (25% non-refundable)

2% State Fee will apply to the following:

- All Trades Fees \$35.00

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

Submittal Requirements

Electrical / Service Connection / Plumbing /

Mechanical / Generator / Gas

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
- State Contractor's License** (or Contractor License Exemption form in lieu of License)
 - Please Note: a licensed gas technician **MUST** apply for a Gas Permit
- Louisa County Business License** (not required if submitting Contractor License Exemption form)



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Development Permit Application
Electrical / Service Connection / Plumbing /
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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: _____
Job Value: \$ _____	
Description of work to be performed:	

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
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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: _____

Tradesman License # & Designation: _____

Expiration Date: _____

Signature of Contractor/Agent: _____



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Zoning Approval & Requirements
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Staff Use Only

Zoning Permit # _____ Building Permit # _____

Comments: _____

Approved by Zoning Administrator or

Designated Agent: _____ Date: _____

Approved by Building Official or

Designated Agent: _____ Date: _____