

County of Shenandoah



DEPARTMENT OF COMMUNITY DEVELOPMENT
Shenandoah County Government Center
600 N. Main St., Suite 107
Woodstock, VA 22664
(540) 459-6185

COMMERCIAL PROJECTS APPLICATION PACKET

A GUIDELINE FOR BUILDING IN SHENANDOAH COUNTY

So, you've decided you want to build in Shenandoah County and you have no idea which way to turn. This guide will assist you in the proper steps to accomplish this goal. You can hire a contractor to construct your building and take care of all of these items or Virginia law allows you, the owner, to build it yourself. Most importantly, if you hire a contractor and allow your name to be listed as the contractor on your building permit, even if you hire one, you will be responsible for all associated issues with your structure, even if the contractor fails to pay his sub-contractors. BE CAREFUL with whom you deal with and don't do business with unlicensed contractors. More information on licensed contractors can be found at www.dpor.virginia.gov.

Once you have decided on where you are going to build, you need to contact the zoning department of that jurisdiction to make sure what you want to build can in fact be built on that property. You also need to know the overall size, how many bedrooms, and how many baths you will have. This information will be needed later by the health department.

- First you need to go to the health department and fill out an application for an onsite sewage disposal permit and well permit if you are not located within an area that does not provide public utilities. A representative of the health department will advise you on how to accomplish the task of obtaining their approval to build.
- The next step is to go to the Virginia Department of Transportation (VDOT) office to apply for an entrance permit to your property if you will be accessing your property from a state or town maintained roadway. This is to determine if the area will provide proper sight distance and if a culvert will be needed under your driveway for proper storm water drainage.
- If you are located in a town or in an area that provides public water or sewer you will have to obtain an infrastructure approval letter from that utility.
- Now would be the time to call the local telephone, natural gas, cable, and power companies to inquire about bringing those services to your property. Depending on their schedules this could take up to two months so you want to start this process now.

- The next step is to take two sets of your building plans, your well and septic approval from the health department, and the entrance approval from VDOT to the zoning department for approval located in your town or to the county office building if you are located in the unincorporated area of the county. You will need a site plan indicating the distances from your proposed construction to all sides of your property, front, back, and sides for the zoning department. If you are located in a town, you will have to take all approved documents to the county building inspection office for approval and issuance of your building permit.

The following additional forms will need to be filled out:

If you are constructing a single family residence you will be asked to sign an in-lieu of agreement for erosion and sediment control measures.

On lots of 1.5 acres in size or less, all new primary structures will require a plat prepared by a surveyor licensed in the Commonwealth of Virginia certifying the location of the foundation footer and all proposed structural projections above the foundation. The plat must be signed by the Zoning Administrator of Shenandoah County.

On lots of 1.5 acres in size or more, when a primary structure is to be located within 20' of any setback line, a plat showing the distance of the foundation footer to the nearest property line shall be prepared as described above.

You will need to fill out a list for all sub-contractors or tradesmen that you propose to use on the jobsite.

The last step in this process is for the plans examiner to review your building plans. If the plans are incomplete or do not meet the building code requirements you will be contacted to provide the additional information needed.

Congratulations, you're now ready to begin construction. If you have questions along the way regarding building code compliance, feel free to call the building inspection department at 540-459-6185.



HEALTH DEPARTMENT VERIFICATION

Building Permit # _____
Health Department File # _____

Shenandoah County
Department of Community Development
600 N. Main St., Suite 107, Woodstock, Virginia 22664
Phone: 540-459-6185
Facsimile: 540-459-6193

Shenandoah County Health Department
Environmental Health Services
494 N. Main St., Suite 100, Woodstock, VA 22664
Phone: 540-459-3733
Facsimile: 540-459-8267

When constructing improvements on your property, or adding commercial uses, it is critical to avoid damaging the existing septic system and reserve area through discharge overloading or physical damage. The purpose of this form is to 1) ensure that property owners are fully aware of the potential hazards to the well, septic system and reserve area, and of their responsibility to protect these systems; and to 2) facilitate coordination between the Health Department and Department of Community Development.

PART 1	PROPERTY AND PROJECT VERIFICATION
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Property Address: _____ TAX MAP #: _____

Applicant Phone Number: _____

Description of Work to be Permitted: _____

PART 2	SEPTIC AND WELL VERIFICATION
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For all project types listed below, PART 2A must be signed by the property owner/agent and then reviewed and approved by the Health Department prior to approval of a Building/Zoning Permit. For project types not listed, Health Department review is not required and the property owner/agent shall complete PART 2B.

- | | |
|--|---|
| <input type="checkbox"/> New commercial buildings | <input type="checkbox"/> Fire restoration (in total or in part) of a single family dwelling |
| <input type="checkbox"/> New home | <input type="checkbox"/> Replacement of a single family dwelling (including mobile home) with another single family dwelling (including mobile home and modular home) |
| <input type="checkbox"/> Alteration or addition which increases the number of bedrooms | <input type="checkbox"/> Change in Commercial Use or addition of commercial use to residential use |
| <input type="checkbox"/> Original health department construction permit is unavailable | |

Please fill out ONLY ONE column below:

PART 2A	Health Department Verification	PART 2B	Property Owner Verification
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The submission of this form to the Health Department, shall include a sketch or plat, that shows property boundaries, all existing structures, driveways and other paving, areas of proposed grading, location of new buildings/additions and the location of the well, drainfield, reserve drainfields and all septic system components, including tanks. The Health Department will review the application for potential impacts to the well and septic system.

I hereby give permission to the Health Department to enter onto the above referenced property for the purpose of processing this application and determining compliance with Health Department requirements to ensure the sewage disposal system is safe, adequate, and proper.

Owner/Agent Printed Name

Owner/Agent Signature

Date

I certify that: 1) I am not increasing the number of bedrooms with this project; 2) I know the location of the wells, drainfields, drainfield reserve areas and all septic system components, including tanks on the above referenced property; and have determined that the proposed function will not affect either system, 3) all required setbacks from such systems are being maintained and that access to the system for maintenance is not affected; and 4) I acknowledge that it is my responsibility to protect these systems. Further the work described above meets or exceeds the setback distances as required by the Health Department (10 feet from sanitary facilities for structures without basements, 20 feet from sanitary facilities for structures with basements, 10 feet from wells, and 50 feet from wells if the structure is termite treated).

Owner/Agent Printed Name

Owner/Agent Signature

Date

FOR HEALTH DEPARTMENT APPROVAL ONLY:

Health Department Signature

Date

Additional Health Department Comments:

Updated 03.01.2013



COMMONWEALTH of VIRGINIA

Department of Transportation
Staunton District - Edinburg Land Development
14031 Old Valley Pike
Edinburg, VA 22824
Phone #540-984-5602 / Fax #540-984-5607

Shenandoah County Entrance Information

Dear Shenandoah County Building Permit Applicant:

Virginia Department of Transportation (VDOT) is authorized to control and regulate all entrance connections to State maintained highways to protect the traveling public and maintain safe egress and ingress to your property. Shenandoah County requires VDOT review and approval of the entrance to your property prior to issuing a building permit.

To start this process please complete the attached Private Entrance Worksheet and return/email to:

Virginia Department of Transportation
Edinburg Land Development Section
Attention: Travis Duncan
14031 Old Valley Pike
Edinburg, VA 22824

Email: travis.duncan@vdot.virginia.gov

After the Private Entrance Worksheet is received and reviewed, you will be contacted within ten (10) business days by the VDOT Edinburg Land Development Office. A Land Use Permit will be required from VDOT prior to installing a new or modifying an existing entrance connection to a State maintained highway.

Thank you for your cooperation. If you have any questions, you may call (540) 984-5633.



PRIVATE ENTRANCE WORKSHEET
SHENANDOAH COUNTY

This is not a permit and does not grant you permission to work on VDOT Right-of-Way.

****** To be submitted to VDOT with copy of Plat. ******

APPLICANT/AGENT:

Name: _____ Email Address: _____
Address: _____
Phone #: _____ Cell Phone # _____ Fax #: _____

LOCATION / USE:

I plan to utilize: An Existing Entrance: Yes / No or A Newly Constructed Entrance: Yes / No
Subdivision Name & Lot No.: _____ (if applicable)
Entrance is/will be located on _____ (street name) / _____ (route #).
Entrance will serve: (check one):
 Single Family Residence (1 to 2 homes)
 Subdivision (3 or more homes) Total # homes served by this entrance: ____
 Farm Use
 Other (Explain: _____)

Does the street have curb & gutter? Yes / No Sidewalk? Yes / No

Draw sketch (or mark on attached plat) of the proposed entrance location on property. Include distance to nearest intersecting streets and North Arrow.

Signature of Applicant or Agent: _____ Date: _____

All applicable items on this form must be filled out completely before your request can be considered. If not applicable, indicate n/a. Please recheck information furnished to avoid delay.

FOR VDOT USE ONLY:

Is VDOT Land Use Permit Required?
 YES
Type of Entrance: _____ PE-1, Curb & Gutter (Type _____), Other _____
Total Fee: \$ _____ (Minimum \$100.00.- In Check Form, accompanied by VDOT Permit App. & associated forms.)
Surety Amount: \$ _____ (Minimum \$5,000.00 per entrance)
Field Notes: _____

 NO (_____)
 OTHER – Subdivision currently under construction, proposed for inclusion in VDOT's Secondary Road System.

Worksheet Reviewed By: _____ Title: _____ Date: _____

Shenandoah County
Department of Fire and Rescue
600 N. Main Street, Suite 109
Woodstock, VA 2266

David A Ferguson
Fire Marshal

(540) 459-6177 office
(540) 459-6192 fax

Fire and Rescue Review Form

STEP ONE: Fill in the below information

Applicant: _____ Owner: _____

Project Address: _____

E-Mail Address: _____ Telephone(s) #: _____

Mailing Address: _____

Description of what is planned and how it is to be used: _____

STEP TWO: Answer the below questions

1. What is the use group of the structure? _____

NOTE: Use group can be obtained by the following methods; Professional designer or from the Shenandoah County Department of Building Inspection (540-459-6185)

2. What is the total square footage of the structure? _____
3. Will there be a fire alarm system installed or modified? Yes No
4. Will there be a sprinkler system installed or modified? Yes No
5. Is the total outside height above or below 35 feet? Below 35' Above 35'

STEP THREE: Create a site plan

A site plan will need to be created for new structures or additions to a structure. **NO** site plans will be needed if no changes will be made to the original foot print of the existing structure.

We accepted many different methods of site plans to include hand drawings and/or a professional drawing.

In order to conduct a complete review in a timely matter it is important to have the following on the site plan, some items may not be applicable;

Project

- Location and dimensions of the project and any existing structures

Access Roads

- Width and length of roads/streets
- Vertical clearance of awnings and/or overhangs
- Grade of roads/streets
- Surface of road/street (i.e. gravel, pavement)
- Turning radius for any turns
- Bridges that may be added or used in the project
- Location of gates (length of gate, and if the gate is going to be secured and by what means)

Access to the Building

- Sidewalks and/or exterior egress pathways
- Location of overhead utility and power lines

Premises Identification

- Location of front door
- Added streets and proposed road names

Fire Protection / Water Supplies

- Location of new and existing hydrants
- Other water supplies on or near the site (i.e. ponds, reservoirs, streams)



STEP FOUR: Submit application

Once all steps have been completed, the application along with a site plan (if applicable) can be submitted in the following methods

1. E-Mailed to dferguson@shenandoahcountyva.us
2. Mailed or delivered to: 600 North Main Street, Suite 109, Woodstock, Virginia 22664
3. Faxed to 540-459-6192

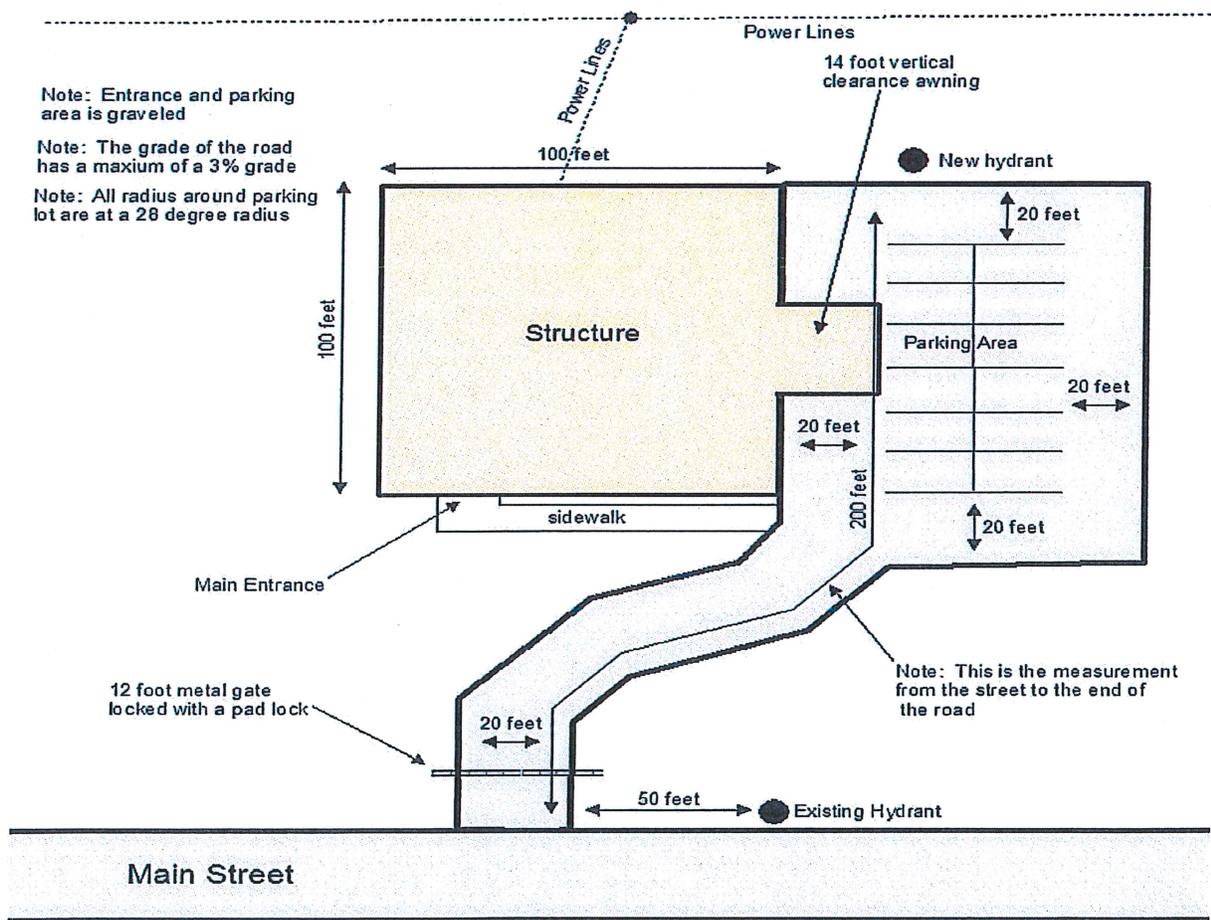
SPECIAL NOTE:

The review form should be submitted to the Shenandoah County Department of Fire and Rescue Office at least one week prior to the required deadline submission for Planning and Zoning and/or obtaining a permit from Shenandoah County Building Inspection Department.

If at any time you are having difficulty in filling out the application please do not hesitate to contact me at the following contacts;

E-Mail dferguson@shenandoahcountyva.us / Direct office phone #: 540-459-6177 / Cell phone # 540-481-0435

EXAMPLE OF HAND DRAWN MAP:



This document is in a draft form, should you notice ways to improve this document please do not hesitate to contact the department at dferguson@shenandoahcountyva.us or 540-459-6177.



County of Shenandoah



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APPLICATION FOR BUILDING PERMIT

PERMITS APPLIED FOR Building Electric Plumbing HVAC Gas
 Zoning Alarm Suppression Demo Other _____

Owner: _____ Phone: _____ Email: _____

Mailing Address: _____

Location of Jobsite: _____ Location In: Town County

Directions from County Office: _____

Purpose of Permit: New Building Addition Alteration Remodel Other _____

Use of Proposed Structure or Building: _____

Size of Proposed Structure or Building (Includes Basement) (Square Feet): _____ Ridge Height of Purposed Structure of Building _____ Ft.

Description of Work: _____

Single Family Dwelling Mobile Home Modular Townhouse Commercial Industrial Multi-Family Dwelling

<u>Cost of Improvement</u>	<u>Type of Construction</u>	<u>Type of Sewage Disposal</u>	<u>Type of Foundation</u>
Building: \$ _____	_____	<input type="checkbox"/> Public Sewer	<input type="checkbox"/> Crawlspace
Electric: \$ _____	_____	<input type="checkbox"/> Private Septic	<input type="checkbox"/> Unfinished Basement
Plumbing: \$ _____	Type of Heat/AC _____ _____	<u>Type of Water Supply</u>	
Heat/AC: \$ _____		<input type="checkbox"/> Public Water	<input type="checkbox"/> Finished Basement
Other: \$ _____		<input type="checkbox"/> Private Well	<input type="checkbox"/> Slab on Grade
Total: \$ _____		<input type="checkbox"/> Other _____	<input type="checkbox"/> Post to Footing

of Stories: _____ # of Bedrooms: _____ # of Full Baths: _____ # of Half Baths: _____ Garage: Attached Detached None

Contractor: _____ Phone #: _____ Cell #: _____

Email: _____ VA Contractor License #: _____ VA Class: A B C County License

Mechanic's Lien Agent: _____ None Designated

I Certify the Above Information is True and Correct to the best of my knowledge:

Owner Lessee Contractor Agent Architect/Engineer

Applicant Signature: _____ Phone #: _____ Email: _____

Print Name: _____ Date: _____ Best way to contact you: _____



Shenandoah County
 Office of Community Development
 600 N. Main St., Suite 107
 Woodstock, VA 22664
 540-459-6185

Site Plan for Zoning Permit - Minor

APPLICANT / OWNER

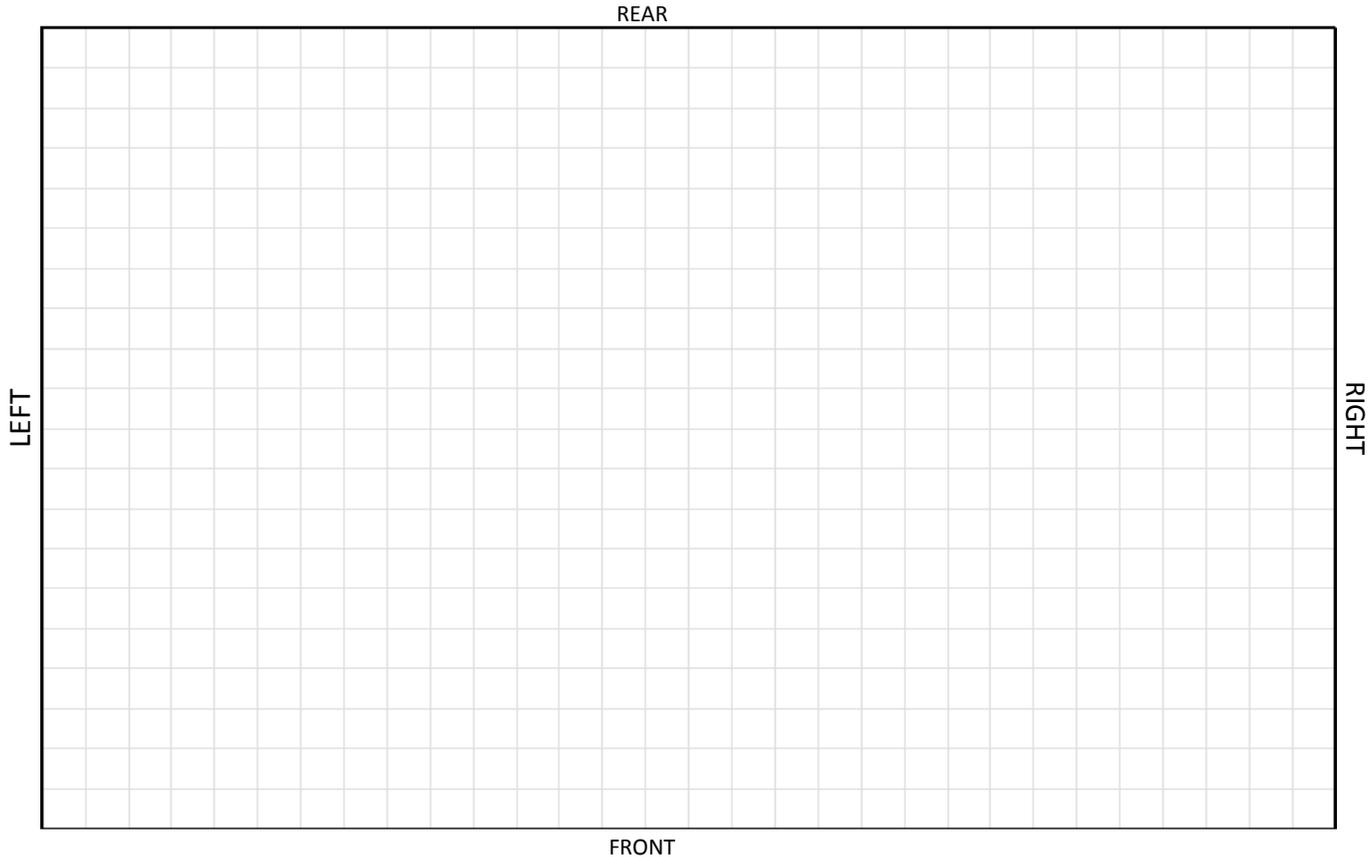
Name _____ Address _____
 Daytime Telephone _____
 E-Mail _____

PROPERTY

Address / Location _____
 Tax Map # _____ Parcel size _____ ac \ sf
 Proposed Setbacks: Front _____ Right Side _____ Left Side _____ Rear _____

SITE PLAN INSTRUCTIONS

The site plan must show: the proposed structure(s); all existing structures; all roads and waterways; and the distance from the proposed structures to all property lines. **Be as accurate as possible.**



I certify the above information provided is correct and true.

Signature _____ Date _____

OFFICE USE ONLY

Permit # _____ Fee _____ Date Rec'd _____ Floodplain? Y \ N
 Zoning _____ Electoral Dist. _____ Magisterial Dist. _____

County of Shenandoah



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OWNER'S AFFIDAVIT

I, _____ of (address) _____

_____ affirm that I am the legal owner of a certain tract or parcel of the
land located at: _____.

I understand that I am applying for a building permit as owner of the above referenced property and I am acting as my own contractor. I further understand that if I hire or enter into a contractual agreement with any person(s) on this project, they must be licensed with Shenandoah County and the Commonwealth of Virginia. If I decided to use a licensed contractor, I will notify the Shenandoah County Community Development office prior to the contractor starting any work.

Owner's signature

SIGNED AND ACKNOWLEDGED IN SHENANDOAH COUNTY, VIRGINIA ON THE
_____ DAY OF _____, 20____, IN THE PRESENCE OF THE UNDERSIGNED WITNESS.

Witness' signature

Please note that if you are not the owner of the property, owner must sign and give written permission to perform work, prior to the issuance of any permit.



DEPARTMENT OF COMMUNITY DEVELOPMENT

600 N. Main St., Suite 107

Woodstock, VA 22664

(540)-459-6185

CONTRACTOR LISTING FORM

Owner's Name: _____ Date: _____

In accordance with §81-1 License Required of the Code of Shenandoah County, I understand the person, firm, or corporation, providing the following services must be licensed. Please indicate who will be doing the following:

GENERAL CONTRACTING: _____

EXCAVATION/GRADING: _____

MASONRY: _____

FRAMING: _____

INTERIOR CARPENTRY: _____

ROOFING & GUTTERING: _____

SIDING: _____

ELECTRIC: _____

PLUMBING: _____

HEATING & A/C: _____

GAS SERVICE: _____

INSULATION: _____

DRYWALL: _____

PAINTING: _____

SEPTIC INSTALLATION: _____

WELL DRILLING: _____

I CERTIFY THE ABOVE INFORMATION IS TRUE AND CORRECT. I AM AUTHORIZED BY THE CONTRACTORS LISTED ABOVE TO MAKE APPLICATION FOR THIS PROJECT.

Signature (Owner or Agent): _____ Date: _____

County of Shenandoah

OFFICE OF COMMUNITY DEVELOPMENT
600 N. Main Street, Suite 107
WOODSTOCK, VA 22664

Brandon Davis
Director

Michael Dellinger
Building Code Official



Inspectors:
Tim Ferguson
Don Williams
Robert Baker

Plans Examiner:
Mark Griffey

Tel: 540.459.6185 Fax: 540.459.6193
www.shenandoahcountyva.us

PERMIT AUTHORIZATION AFFIDAVIT

§ 54.1-1111. Prerequisites to obtaining business license; building, etc., permit.

It shall be unlawful for the building inspector or other authority to issue or allow the issuance of such permits unless the applicant has furnished his license or certificate number issued pursuant to this chapter or evidence of being exempt from the provisions of this chapter.

I, _____ do hereby authorize the following person, _____ the right to act as my agent to obtain a(n) _____ permit in my absence and that I will be performing the work associated with the above permit located at _____
_____ Virginia.

*Any misrepresentation of submitted data may result in legal prosecution.

_____ (signature) _____

(date)

_____ (printed name)

_____ (DPOR license number)

County of Shenandoah



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DRAWINGS REQUIRED FOR PERMITS

- **Foundation Plan** - Show overview of all footings and indicate width, thickness, rebar size and placement (if required), frost depth and minimum concrete strength. Provide detail on foundation wall including: wall thickness, rebar size and placement (if required), wall height, minimum backfill and drainage requirements.
- **Floor System** - Provide floor system layout showing material size, species or specific products, lumber grade and spacing.
 - If you are using floor trusses or wood "I" beams, manufacturer's details/drawings must be available for site inspection. A floor system layout must be on your original drawings.
- **Floor Plan** - Provide a visual layout of all interior space; label all rooms, and mark all window and door sizes.
- **Roof System** - Provide roof system layout. If using conventional rafters (I.E., 2 X 8's) show layout of all rafters including: hip, valley, jack rafters, and ridge boards. All ridge beams must be sized and bearing to foundation indicated on plans. Show lumber species and grade, layout and spacing. Show attachment detail, special bracing, ceiling joist and collar tie detail.
 - If you are using trusses or wood "I" beams, manufacturer's details/drawings must be available for site inspection. A truss layout must be on your original drawings.
- **Cross Section** - Provide a building cross section of the structure from the footing to the roof. Sufficient detail should be provided to show how the building is to be constructed.
- **Elevations** - Show all exterior elevations showing sufficient detail to convey the building design.
 - NOTE: Two complete sets of plans MUST be submitted for approval. One set will be returned as site copy.

All drawings must be signed by the individual (not company) responsible for the design, including his/her occupation and address. All spaces, beams, headers, columns, materials, products, etc., must be labeled. Include any relevant details on the electrical, plumbing, and HVAC work.

County of Shenandoah

BUILDING AND CODE ENFORCEMENT

Shenandoah County Government Center

600 N. Main St., Suite 107

Woodstock, VA 22664

(540) 459-6185

The Code of Virginia and the Virginia Uniform Statewide Building Code (VUSBC) require the submission of an asbestos inspection certification to the local building department prior to the issuance of a building permit allowing a building for which the initial permit was issued prior to 1985 to be renovated or demolished. The asbestos inspection certification must state that the affected portions of the building have been inspected for the presence of asbestos and that appropriate response actions will be undertaken in accordance with the Code of Virginia Department of Professional Occupational Regulation. The asbestos inspection requirement does not apply to single-family dwellings, or to residential housing with four or fewer units, unless the renovation or demolition of such buildings is for commercial or public development purposes.

CERTIFICATION FORM:

THIS FORM MUST BE COMPLETED FOR ALL RENOVATIONS OR DEMOLITION PERMITS NOT EXEMPT FROM THE ASBESTOS INSPECTION PROVISIONS OF THE STATE CODE. ORIGINAL SIGNATURES ARE REQUIRED ON ALL ASBESTOS INSPECTIONS CERTIFICATIONS. THIS CERTIFICATION MUST BE SIGNED BY THE OWNER OF THE PROPERTY OR BY THE OWNER'S AUTHORIZED AGENT.

I, _____, am the owner (or owner's authorized agent) of the building listed below and I certify that the building has been inspected for the presence of asbestos in accordance with the asbestos related provisions of the Code of Virginia and the current edition of the VUSBC and that:

- No asbestos containing materials were found in the affected portions of the building.
- Asbestos containing materials were found in the affected portions of the building and that appropriate response actions will be undertaken in accordance with all applicable laws and regulations regarding asbestos abatement and further certify that the abatement area will not be reoccupied until the final clearance levels have been found to be within regulated tolerances for re-occupancy.

ADDRESS

CITY OR TOWN

ZIP CODE

SIGNATURE OF OWNER OR OWNER'S AGENT

DATE

County of Shenandoah

BUILDING AND CODE ENFORCEMENT

Shenandoah County Government Center

600 N. Main St., Suite 107

Woodstock, VA 22664

(540) 459-6185

This form is to be completed by the owner or owner's agent upon the completion of an asbestos removal or abatement project. Failure to complete this form will result in the asbestos permit to be marked as expired with no inspections made. Original signatures are required on all "asbestos removal certifications".

REMOVAL CERTIFICATION FORM:

PROJECT ADDRESS

CITY OR TOWN

ZIP CODE

PERMIT NUMBER

OWNER INFORMATION:

Name: _____

Address: _____

Phone Number: _____

I certify that the above information is true and correct and that the removal or abatement of asbestos containing material was performed in accordance with the requirements outlined in the Code of Virginia and the current edition of the Virginia Uniform Statewide Building Code:

SIGNATURE OF OWNER OR OWNER'S AGENT

DATE