County of Shenandoah

DEPARTMENT OF BUILDING INSPECTIONS
Shenandoah County Government Center
600 N. Main Street, Suite 107
Woodstock, VA 22664
540-459-6185

RESIDENTIAL RENOVATIONS APPLICATION PACKET

County of Shenandoah

BUILDING DEPARTMENT
600 N. Main Street, Ste 107
WOODSTOCK, VA 22664
www.shenandoahcountyva.us

CONTENTS OF PACKET & DESCRIPTION OF EACH FORM

Page 1: Residential Renovations Application Checklist. This document is to assist you in providing all the required information and approvals in order for our department to issue a building permit.

Page 2: Virginia Department of Health (VDH)Request. The Building Department is required by State Law to engage VDH on all additions or alterations that may affect existing sanitary facilities and water supplies. Along with this form, a site plan showing the location of the house and the addition, existing septic tank, drain-field area, water supply, and the estimated distances between the components and proposed addition. This form, and site plan, is to be signed by the Building Department. The form and site plan is then to be submitted, by you the applicant, to VDH.

Page 3: Residential Energy Compliance Form. This form is to be completed showing how the structure will be in compliance with the energy efficiency requirements of the residential code.

Page 4: Universal Application for Permits. This document is required to be completed for any permit application. Check each box that pertains to what you are specifically applying for. For the installation of the deck, check "building". Be sure that you fill this application out completely.

Page 5: Site Plan for Zoning Permit. If the home is being constructed outside of any township, this zoning form is to be completed. Fill out this application completely and also draw where the home is to be located on the property and show the dimensions from the property lines. It is also helpful to show the well and septic on you site plan as well. If you are within the town limits of any township, zoning approval from that town is required and to be submitted with your permit application.

Page 6: Owners Affidavit. This document is required to be filled out if you, the owner of the property, are conducting any portion of the installation of the deck yourself. If you are hiring a licensed contractor to perform all work, this form is not to be completed.

Page 7 & 8: Contractor List Form/Permit Authorization Affidavit. Complete the Contractor List Form to show who will be performing the work. The Affidavit to be completed if the permit applicant is any person other than the licensed contractor performing the work. The contractor whom will be performing the work is required to complete this form. If the contractor is applying for the permits themselves, this form is not to be completed.

** Please ask one of our staff members if you have any questions. **

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RESIDENTIAL RENOVATIONS PERMIT APPLICATION CHECKLIST

○ Complete the building permit application
- Please include the job value for each of the building, mechanical, plumbing, electric if applying for all permits at the same time
- Include a copy of the Virginia State Contractors license and/or the Shenandoah County Contractors license for verification.
- Include a daytime phone number and email address so that we may contact you for any additional information or questions pertaining to your application.

○ Include two complete sets of construction plans that are clearly legible.
- Plans must include, but not limited to, the following:
  1. Before & After Floor Plans – Provide a detailed floor plan of all interior spaces for your scope of work. Floor plans are to include:
     Room labels, square footage of each room, and description of new framing members used, and mark all door and window sizes.
  2. All drawings must be signed by the individual (not company) responsible for the design, and must show the address and contact information.

○ Complete the Energy Code Compliance Sheet.
- This compliance sheet is to be completed and signed by the permit applicant prior to the issuance of a building permit.
- The supporting documents (Manual S or Manual J) must be submitted to the Building Code Official (M1401.3).
- Ducts and air handlers outside the building thermal envelope shall be pressure tested to determine air leakage. The testing results shall be submitted to the Building Code Official (N1103.3.3).

○ Approval by the Health Department (VDH) for the onsite sewage disposal systems and wells.
- This is required to ensure compliance with the setbacks from the well and sanitary facilities. (If hooked to a public utility, this is not required)
- A walkover request form is the be generated by the Building Department and given to the applicant to be submitted to VDH.

○ Approval from the Zoning Department. (Must be approved prior to issuance of a building permit)
- Contact the town in which the structure will be constructed in order to gain approval.
- If located outside any town limit, Shenandoah County zoning can be applied for at the time of permit application.

**All agency approvals are to be submitted prior to the issuance of a building permit. **

Shenandoah County Building Inspection

Request for Health Department Review

To Be Completed By Property Owner or Agent:

Owner Name: _____ _____ _____
(Phone) (e-mail address)

Mailing Address: _____ _____ _____ _____
(Street or PO Box) (City/Town) (State) (Zip Code)

Contractor/Agent: _____ _____ _____
(Phone) (e-mail address)

Mailing Address: _____ _____ _____ _____
(Street or PO Box) (City/Town) (State) (Zip Code)

Property Physical Address: _____

Tax Map #: _____ Current Number of Bedrooms:_____ Number of Bedrooms Added (if applicable): _____

PLEASE READ CAREFULLY:

This report is only intended to address the above referenced request and does not address evaluation procedures for sewage systems being sold through real estate transfers, or systems and water supplies being re-used as part of a subdivision process. This document specifically addresses VDH's implementation of §32.1-165 of the *Code of Virginia* and is not to be used for any unauthorized use.

The property boundaries and building locations are clearly marked or identified at the property. I give permission to the Virginia Department of Health to enter the property described, if necessary, for the purpose of processing this application. An accurate sketch of the property, existing structures, wells, sewage disposal systems, and proposed structure(s) is attached.

Owner or **Agent Signature**: _____ **Date**: _____

The Shenandoah County Building and Code Enforcement Department hereby requests that the Virginia Department of Health evaluate the onsite sewage system and/or water supply on the property prior to the issuance of a building permit.

Description of Proposed Work: _____

_____

Related Building Permit #: _____

Building Inspections Representative: _____ **Date**: _____

Please take this completed form to Local Health Department (See reverse for Site Sketch & contact information)

- Please attach any recent records of system maintenance (Pump-outs or Operation and Maintenance Reports).
- (To prevent potential damage to the system VDH recommends homeowners first contact Miss Utility for marking any underground utilities. The septic tank and distribution box should be carefully uncovered by hand.)

Please indicate proposed addition(s) in relation to existing structure. Also, please show location of **existing septic tank, drainfield area and water supply** and indicate actual or estimated distances between the proposed improvement and the closest septic system component(s). The footprint of proposed addition(s) must be staked or otherwise marked on the property. **Please note**: you may be required to uncover certain sewage components for evaluation.

Site Sketch (may be attached)

Shenandoah County Health Department
494 North Main Street // Suite 100
Woodstock, VA 22664
540-459-3733

LORD FAIRFAX HEALTH DISTRICT

2015 Residential Energy Efficiency Compliance Sheet

Residential Buildings (R-1, R-2, R-3, R-4, and R-5) no more than three stories in height

All construction requiring insulation (Homes, Additions, Heated Sun rooms or remodel) must be accompanied accompanied by an Energy Efficiency Compliance Sheet upon application for a permit

VRC N1101.5.1 Thermal envelope depiction: The buildings thermal envelop shall be represented on the construction drawings. *Installed type and R-Value must meet or exceed the minimum requirements.*

		Insulation Type & R-Value Installed ***(insulation you are installing)***	
Building Assemblies	***Minimum R-Value***	**R - Value**	**Insulation Type [A]**
Walls (R-value)	R-15 or R-13 +R-1[h]		
Floors (R-value)	19		
Ceiling (R-value) [B]	38		
Ceiling (R-value) [G]	30		
Basement Walls (R-value)	10 continuous or 13 cavity fill		
Crawl Space Walls (Conditioned) [C]	10 continuous or 13 cavity fill		
Concrete Slab (less than 24" below grade)	10, 2ft		
Slab (R-Value) - Heated	15, 2ft		
Mass Wall (R-value) [D]	8/13[F]		
Windows (U-factor) [E]	0.35		
Skylights (U-factor) [E]	0.55 max		
Doors (U-factor) [E]	0.35		
Hinged Vertical attic access doors	R-5		
Pull down attic access stairs	R-5 Rigid 75% of panel area		

A - Types of insulation include sheet foam, fiberglass, blown insulation and open/closed cell foam

B - Ceilings without attic space (sunroom, vaulted ceiling) where the roof/ceiling assembly does not allow sufficient space for R-38 insulation, a minimum of R-30 is allowed but shall be limited to 500 ft2 of ceiling area

C - Crawl space walls need to be insulated only if structure floor above is not insulated. (Conditioned Crawl Space)

D - Mass walls are walls of concrete block, concrete, insulated concrete form, masonry cavity, brick (not veneer), earth (adobe) or solid timber/log

E - All U - factors are per manufactures specifications and the International Energy Conservation Code.

F - Second value required when more than half the insulation is on the interior of the mass wall.

G- Full Height insulation provided, ie Raised Heel Trusses with blocking as required per code

H - First value is cavity insulation, second is the continuous, so R-13 + R-1 means R-13 cavity plus R-1 continous insulation or insulated siding. Only insulation materials can be summed to determine the component R-value

Section M1401.3 Virginia Residential Code requires heating and cooling equipment to be sized in accordance with ACCA Manual S based on building loads calculated in accordance with ACCA Manual J or other approved heating and cooling calculation methodologies. Ducts and air handlers *outside* the building thermal envelope shall be pressure tested to determine air leakage.

A written report shall be provided to the Code Official (N1103.3.3)

X _____ X _____

Signature Print

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

Cost of Improvement	Type of Construction	Type of Sewage Disposal	Type of Foundation
Building: $ _____	_____	☐ Public Sewer	☐ Crawlspace
Electric: $ _____	_____	☐ Private Septic	☐ Unfinished Basement
Plumbing: $ _____		Type of Water Supply	☐ Finished Basement
Heat/AC: $ _____	Type of Heat/AC	☐ Public Water	☐ Slab on Grade
Other: $ _____	_____	☐ Private Well	☐ Post to Footing
Total: $ _____	_____	☐ Other _____	

# 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: _____

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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.**

REAR

LEFT

RIGHT

FRONT

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. _____

Ver: 07/2014

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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.

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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. ***A Permit Authorization Affidavit must be filled out by the person performing the Plumbing, Electric, Heating & A/C, Gas Service and Foundation work***. Please indicate who will be doing the following:

GENERAL CONTRACTING: _____

EXCAVATION/GRADING: _____

FOUNDATION WORK: _____

FRAMING: _____

ELECTRIC: _____

PLUMBING: _____

HEATING & A/C: _____

GAS SERVICE: _____

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

Signature (Owner or Agent): _____

Date: _____

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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)