

County of Shenandoah



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

NEW RESIDENTIAL 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: Application Checklist. This document is to assist you in providing all the required information and approvals in order for our department to issue a permit.

Page 2: Agreement In-Lieu of Plan. This form is to be completed by the agent responsible for the excavation or clearing of property, who will oversee the Erosion & Sediment Control for the construction of the new home.

Page 3: Energy Code Compliance Sheet. This form is to be completed to show the method of compliance with the 2015 Energy Code. This is also to be accompanied by a Manual S or Manual J.

Page 4: VDOT Entrance Permit Application. This form is provided and to be completed, submitted, and approved by VDOT. VDOT approval is required prior to the issuance of a building permit. If the entrance to the property is from a private road, VDOT approval is still required to be notified and a statement from VDOT showing that no entrance permit is required.

Page 5: 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 6: Site Plan for Zoning Permit. If the deck is being constructed outside of any township, this zoning form is to be completed. Fill out this application completely and also draw where the deck is to be located on the property and show the dimensions from the property lines. It is also helpful to show the dwelling 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 7: 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 8 & 9: 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.



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RESIDENTIAL BUILDING 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. Foundation Plan - Footing size, width, rebar size, depth, and placement. Foundation wall size, height, width, minimum backfill height and drainage.
 2. Floor System - Provide a floor system layout showing material size, species, or specific products, lumber grade and spacing.
 3. Roof System – Provide a roof system layout. If using conventional framing, show a layout of all framing members. Beam load calculations are to be included showing proper load path.
 4. Floor Plan – Provide a detailed floor plan of all interior space, label all rooms, and mark all door and window sizes.
 5. Cross Section – Provide a building cross section of the structure from the footing to the roof.
 6. Elevations – Show all exterior elevations to convey how the building is designed.
 7. 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).
- **Complete the Erosion & Sediment In-lieu of Form (Residential Land Disturbance Permit)**
 - Complete this form and sign accordingly.
 - \$30 fee to be paid at time of permit application.
 - An E&S inspection with County Building Inspector is required prior to the issuance of a building permit.
 - Any questions regarding this form or the requirements can be directed to the E&S Administrator Jason Smith at 540-459-6194 or jsmith@shenandoahcountyva.us
- **Complete the VDOT driveway entry packet and completed/ signed by VDOT.**
 - VDOT packet is included in this residential application packet.
 - Any questions regarding this form or requirements can be directed to VDOT Land Development Department, Travis Duncan at 540-984-5633 or travis.duncan@vdot.virginia.gov
- **Approval by the Health Department (VDH) for onsite sewage disposal systems and wells.**
 - Contact Amy Moyers at 540-459-6952 or amy.moyers@vdh.virginia.gov
- **Approval from the town 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. There is a fee of \$100 and a site plan or plat is to be provided.

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

SHENANDOAH COUNTY
AGREEMENT IN LIEU OF AN EROSION AND SEDIMENT CONTROL PLAN
600 North Main Street, Suite 107, Woodstock, VA 22664
(540)459-6185

Applicant (print): _____ Date: _____

Address: _____

Project Name: _____

Project Address: _____

In lieu of submission of an Erosion and Sediment Control Plan, I agree to comply with any reasonable requirements determined necessary by the Erosion and Sediment Control Program Administrator of Shenandoah County. Such requirements shall be based on the conservation standards contained in the Virginia Erosion & Sediment Handbook and the County Erosion and Sediment Control Ordinance, and shall represent the minimum practices necessary to provide adequate control of erosion and sedimentation on or resulting from this project. As a minimum, the following shall be complied with:

1. An appropriate construction entrance shall be constructed prior to site development. The entrance shall be constructed of stone and placed at an appropriate length to keep sediment from entering the street.
2. Silt fence shall be placed in areas deemed necessary by the County Inspector and cleaned when sediment reaches one-half the height of the fence.
3. All denuded areas on the lot shall be stabilized within seven (7) days of final grading with permanent vegetation or a protective ground cover suitable for the time of year.
4. Temporary Sediment Trapping measures shall be removed once permanent stabilization of all denuded areas is achieved.

I further understand that failure to comply with such requirements within three (3) working days following notice by the representative of Shenandoah County could result in citation for violation of the Shenandoah County Erosion and Sediment Control Ordinance.

Other measures specified by the E&S Program Administrator and/or the Plan Approving Authority:

Signature of Landowner/ Applicant: _____ Date: _____

Party responsible for E&S Control: _____ Date: _____

Building Permit No. _____ Tax Map No: _____

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.*

<u>Building Assemblies</u>	<u>Minimum R-Value</u>	<u>Insulation Type & R-Value Installed</u> <i>(insulation you are installing)</i>	
		<u>R - Value</u>	<u>Insulation Type</u> ^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 continuous 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

Signature

X

Print



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: _____

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 Shenandoah County Government Center
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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"/> Vented Crawlspace
Electric: \$ _____	_____	<input type="checkbox"/> Private Septic	<input type="checkbox"/> Unvented Crawlspace
Plumbing: \$ _____	Type of Heat/AC _____ _____	<u>Type of Water Supply</u>	
Heat/AC: \$ _____		<input type="checkbox"/> Public Water	<input type="checkbox"/> Unfinished Basement
Other: \$ _____		<input type="checkbox"/> Private Well	<input type="checkbox"/> Finished Basement
Total: \$ _____		<input type="checkbox"/> Other _____	<input type="checkbox"/> Slab on Grade
			<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
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Site Plan for Zoning Permit - NEW SFD

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 _____

Proposed Structure

Height: _____ Size: _____ Located in Floodplain: Y / N

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 PROPERTY LINE

LEFT PROPERTY LINE

RIGHT PROPERTY LINE

**FOR A NEW SINGLE FAMILY DWELLING A PLAT OR MAP SHOWING THE PROPOSED LOCATION MUST BE PROVIDED IN ADDITION TO THIS APPLICATION PAGE. PLEASE SEE STAFF FOR ASSISTANCE OR ADVICE IN OBTAINING NECESSARY DOCUMENTATION.

**PLEASE NOTE: THE FRONT OF A PROPERTY IS ALONG THE ROAD OR, IN CASES WHERE THE PROPERTY IS NOT BESIDE A ROAD, THE FRONT OF THE PROPERTY IS THE SIDE WHERE THE DRIVEWAY ENTERS THE OPERTY. THIS IS NOT TO BE CONFUSED WITH THE FRONT OF THE STRUCTURE.PLEASE ASK FOR CLARRIFICATION IF YOU ARE UNSURE.

FRONT PROPERTY LINE

I certify the above information provided is correct and true.

Signature _____ Date _____

OFFICE USE ONLY

Permit # _____ Date Rec'd _____ Floodplain? Y \ N Firm Panel# _____ Zoning _____



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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 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: _____



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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)