

County of Shenandoah



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

PRE-FABRICATED STORAGE BUILDINGS & METAL CARPORTS 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: 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 2: 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 shed or metal building, check "building". If you are also applying for the electrical work, check "electric". Be sure that you fill this application out completely.

Page 3: Site Plan for Zoning Permit. If the structure is being constructed outside of any township, this zoning form is to be completed. Fill out this application completely and also draw where the structure is to be located on the property and show the dimensions from the property lines. It is also helpful to show the dwelling or other structures and show the dimensions of how far away the structure is from each. 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 4: 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 pool yourself. If you are hiring a licensed contractor to perform all work, this form is not to be completed.

Page 5 & 6: 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.

Page 7: Storage Building Affidavit. This form is an agreement between the owner/applicant and the Shenandoah County Zoning Department that is required only if you are installing a storage building on a piece of property that contain no dwelling. This agreement states that the propose storage structure is not going to be used for livable or dwelling purposes. Please follow the instructions on this form.

Page 8 & 9: Pre-fabricated storage shed and metal building guidelines. This document contains the various code requirements for these types of structures. As this is a guide, manufacturers specifications shall be followed.

** Please note that any structure is to be designed in accordance with 40psf ground snow loading & 115 mph wind loads. These are pre-engineered buildings and you will be required to submit the engineered documents from the manufacturer at time of permit application for review. **



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



County of Shenandoah



DEPARTMENT OF COMMUNITY DEVELOPMENT
 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"/> Crawlspace
Electric: \$ _____	_____	<input type="checkbox"/> Private Septic	<input type="checkbox"/> Unfinished Basement
Plumbing: \$ _____	Type of Heat/AC _____ _____	<u>Type of Water Supply</u>	<input type="checkbox"/> Finished Basement
Heat/AC: \$ _____		<input type="checkbox"/> Public Water	<input type="checkbox"/> Slab on Grade
Other: \$ _____		<input type="checkbox"/> Private Well	<input type="checkbox"/> Post to Footing
Total: \$ _____	_____	<input type="checkbox"/> 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: _____



Shenandoah County
 Office of Community Development
 600 N. Main St., Suite 107
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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 _____

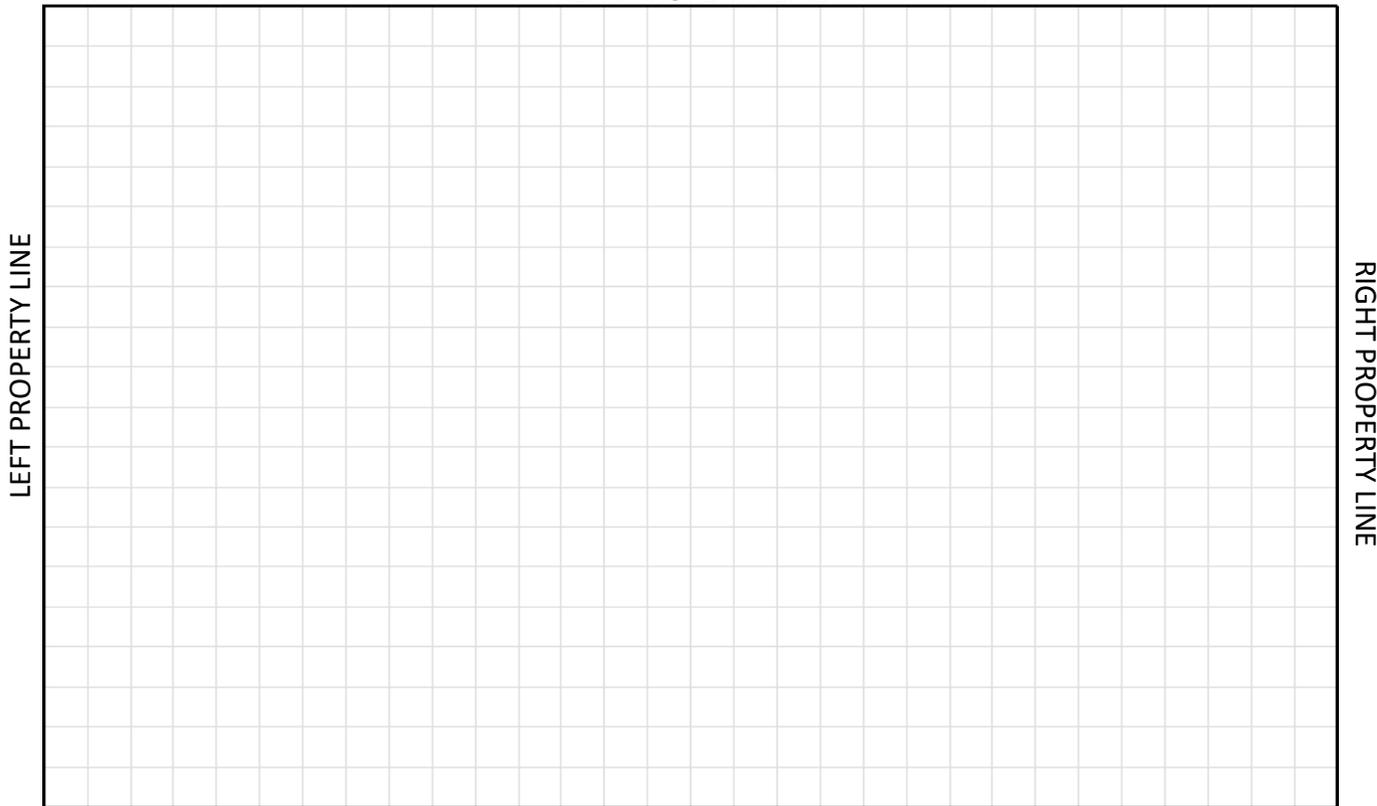
Proposed Structure

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



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)



County of Shenandoah
 SHENANDOAH COUNTY ZONING DEPARTMENT
 600 N. Main Street, Ste 107
 WOODSTOCK, VA 22664
www.shenandoahcountvva.us

AFFIDAVIT FOR USE OF A STORAGE BUILDING

The Shenandoah County Zoning Department requires this affidavit for use of a storage building for all storage buildings constructed on parcels that contain no dwellings. This form is to be completed in the presence of a Public Notary and a copy is to be submitted to the Shenandoah County Zoning Administrator. If you need a Public Notary, there are several county employees that are Public Notaries if you should need one.

The Shenandoah County Zoning Ordinance defines a storage building (shed) as:

A building either erected on the premises or assembled elsewhere and brought to the premises and used for storage purposes. It shall have no kitchen or bathroom facilities and shall not be used for living quarters nor used for dwelling purposes, or occupied overnight.

I, _____, certify that the building or structure located at tax map number _____ shall only be used for storage purposes. It shall have no kitchen or bathroom facilities and shall not be used for living quarters nor used for dwelling purposes, or occupied overnight, or I will be subject to all of the following penalties of law:

1. Violations of the State Health Code, per 32.1-27(A). Each day that a violation is committed is a separate offense. Each offense is a Class 1 Misdemeanor. Each offense is punishable by up to a \$2500 fine and/or up to 12 months in jail.
2. Violations of the Uniform Statewide Building Code, per 36-106. Each offense is a Class 1 Misdemeanor. Each offense is punishable by up to \$2500 fine and/or up to 12 months in jail.
3. Violations of Chapter 22, Article 7, Zoning of the Code of Virginia, per 15.2-2286.5. Each offense is a misdemeanor punishable by not less than \$10 no more than \$1000, per 30 day period.

I understand that the Zoning Administrator or his/her representative will inspect my land at least two times, once before a zoning permit for the storage shed or building is issued, and at least once after the storage shed or building has been installed will be announced and will be for compliance purposes. I understand that if I am using the storage shed in an illegal manner, I will be prosecuted to the fullest extent of the law. My signature on this affidavit constitutes consent for the Zoning Administrator or his/her representative to inspect my property.

Landowner 1 Signature _____ Landowner 2 Signature _____

STATE OF _____ CITY/COUNTY OF _____, To-wit:

The foregoing instrument was acknowledged before me in the city/county aforesaid, this _____ day of _____, 20____, by _____.

 Notary Public



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A GUIDE FOR PRE-FAB SHEDS AND ENGINEERED CARPORTS

Zoning Permit: Regardless of size, zoning approval is ALWAYS required prior to the placement of the structure on your property. If the property is located within a town municipality, zoning approval shall be obtained from that locality prior to the issuance of a building permit. If not located within a town municipality, zoning approval shall be obtained with the Shenandoah County Zoning Department.

Building Permits: A building permit is NOT required for one story detached accessory structures used as tool or storage sheds, playhouses, or similar uses, provided the floor area does not exceed 256 square feet of building area., provided that ALL of the following conditions are met:

1. The building eave height is 10 feet or less measured from finished grade.
2. The maximum height from the finished floor level to grade does not exceed 18 inches.
3. The supporting structural elements in direct contact with the ground shall be placed on level, firm soil and when such elements are wood, they shall be approved material for ground contact use.
4. The structure shall be of light framed construction with walls and roof of light weight material, not slate, tile, brick or masonry.
5. The structure is anchored or approved to withstand wind loads of 115 MPH as required by the Uniform Statewide Building Code.

For structures that do not meet any of the above requirements, the structure is to be placed on a permanent foundation meeting the requirements of the Uniform Statewide Building Code for depth, widths, and thickness. Certified plans and footing diagrams shall be submitted with the permit application for review and approval.

All structures regardless of size shall be anchored to earth or footing to prevent overturning, unless otherwise approved by a VA Licensed Engineer or Architect.

If you have any further questions, please feel free to contact the Building Department at 540-459-6185.