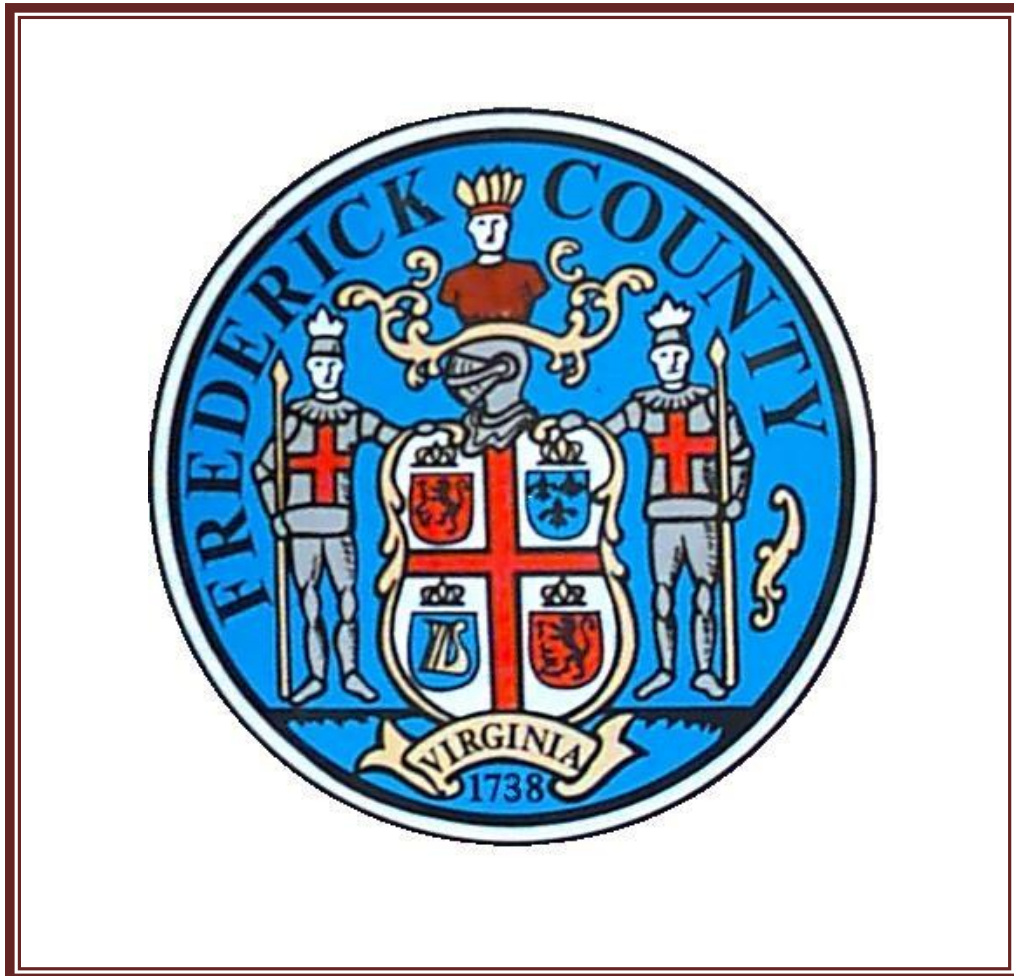


# COMMERCIAL/INDUSTRIAL



## PERMIT APPLICATION INFORMATION

Revised 03/29/2023

## Table of Contents

<b>Inspections Department Contact/Mailing Address</b> .....	<b>1</b>
<b>Current Model Codes</b> .....	<b>2</b>
<b>Design Criteria</b> .....	<b>2</b>
Ground Snow Load.....	2
Wind Speed.....	2
Exposure Category/Seismic Design Category .....	2
Frost Depth .....	2
<b>Technical Review Committee</b> .....	<b>3</b>
<b>Existing Commercial Structures (Renovations, Change of Use, and Building Additions)</b> .....	<b>3</b>
<b>Permit Application Requirements</b> .....	<b>4</b>
<b>Construction Document Requirements/Checklist</b> .....	<b>6</b>
<b>Special Inspection Sheet</b> .....	<b>9,10</b>
<b>Frederick County Building Permit Application</b> .....	<b>11</b>
<b>Modification Request Form</b> .....	<b>14</b>
<b>Frederick County Permit Fee Schedule</b> .....	<b>15</b>
<b>Commerical Building</b> .....	<b>15</b>
<b>Residential Building</b> .....	<b>15</b>
<b>Miscellaneous Fees</b> .....	<b>16</b>
<b>Residential Electrical</b> .....	<b>18</b>
<b>Commercial Electrical</b> .....	<b>19</b>
<b>Plumbing Fees</b> .....	<b>20</b>
<b>Mechanical Fees</b> .....	<b>20</b>
<b>Lord Fairfax Environmental Health Notice</b> .....	<b>22</b>
<b>Inspection Scheduling Sheet</b> .....	<b>23</b>
<b>Subdivision &amp; Commercial/Industrial Land Disturbance Information</b> .....	<b>24</b>
<b>Sign Permit Application Requirements</b> .....	<b>25</b>
<b>Commercial Energy Compliance Sheet</b> .....	<b>26</b>

## **Frederick County Department of Inspections**

107 North Kent Street, Suite 200

Winchester, Virginia 22601

Phone: 540 665-5650

Fax: 540 678-0682

### **CONTACT PERSONNEL**

Mark A. Fleet

Building Code Official

540-722-8234

[mfleet@fcva.us](mailto:mfleet@fcva.us)

Jerry Elliott

Commercial Plan Review

540-722-8271

[jerry.elliott@fcva.us](mailto:jerry.elliott@fcva.us)

Stephen Marcus

Residential Plan Review

540-722-8242

[steven.marcus@fcva.us](mailto:steven.marcus@fcva.us)

Barbara Patton

Residential Plan Review

540-722-8243

[barbara.patton@fcva.us](mailto:barbara.patton@fcva.us)

Kirby B. Place

Electrical Plan Review

540-722-8239

[kplace@fcva.us](mailto:kplace@fcva.us)

Kim Dellinger

Mechanical, Plumbing, and

Fire Protection Plan Review

540-722-8260

[kdelling@fcva.us](mailto:kdelling@fcva.us)



# COUNTY of FREDERICK

## Inspections Department

Mark A. Fleet, Building Code Official

540/665-5650

Fax 540/678-0682

### CURRENT CODES

2018 Virginia Uniform Statewide Building Code, Part I Virginia Construction Code:  
Chapters 2 - 35 of the 2018 International Building Code.

Note: The IBC references the whole family of International Codes including the following major codes:

- |   |  |
|---|--|
| 2018 International Plumbing Code              | 2018 International Mechanical Code         |
| 2017 NFPA 70 -National Electrical Code        | 2018 International Fuel Gas Code           |
| 2018 International Residential Code           | 2009 ICC/ANSI A117.1-03 Accessibility Code |
| 2018 International Energy Conservation Code   |  |
| 2018 International Swimming Pool and Spa Code |  |

2018 Virginia Uniform Statewide Building Code, Part II Virginia Rehabilitation Code

2018 Virginia Uniform Statewide Building Code, Part III Virginia Maintenance Code

2018 Virginia Uniform Statewide Building Code, Virginia Amusement Device Regulations

2018 Virginia Uniform Statewide Building Code, Virginia Statewide Fire Prevention Code

2018 Virginia Uniform Statewide Building Code, Virginia Industrialized Building Safety Regulations

2018 Virginia Uniform Statewide Building Code, Virginia Manufactured Home Safety Regulations

### DESIGN CRITERIA

- Ground Snow Load (pg) 35 lb/ft<sup>2</sup>
  - Higher elevations (North Western parts of Frederick County) require 40 lb/ft<sup>2</sup>
  - Section 1608 Uniform Statewide Building Code (USBC)/Virginia Building Code (VBC). T1608.2 lists Frederick County as a 'CS' Case Study. Loading is based on historical performance and Figure 1608.3(1) of the BOCA Building Code as published in the 1996 edition.
- Basic Wind Speed: Section 1609.3 ([www.atcouncil.org/windspeed](http://www.atcouncil.org/windspeed))
  - Risk Category I – 101 mph
  - Risk Category II – 110 mph
  - Risk Category III – 117 mph
  - Risk Category IV – 123 mph
- Exposure Category: C, unless Exposure B definition applies. See USBC/VBC 1609.4.3
- Seismic Design Category: B, Section 1613 USBC/VBC 2018 edition
- Frost Line Depth: 24" below grade



**Inspections Department**

**Mark A. Fleet, Building Code Official**  
**540/665-5650**  
**Fax 540/678-0682**

**Technical Review Committee**

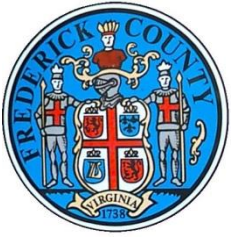
The *Technical Review Committee* (TRC) allows applicants approximately thirty minutes to discuss site plan concepts and design issues with all relevant review agencies prior to a formal submission of a site plan application. Applicants are not required to meet with the TRC; however, the TRC serves as a mechanism that helps streamline the site plan review process by providing instant feedback on potential design issues. The TRC is open to anyone who wishes to present a concept or site plan design; however, meeting with the TRC does not substitute for individual agency reviews that are necessary for a site plan approval.

The Technical Review Committee meets virtually every first and third Thursday of each month. The cut-off date for all agenda items is the Wednesday one week prior to the meeting date. Applicants must contact Tyler Klein with Planning and Development at 540-665-5651 to be placed on the first available agenda.

**Existing Commercial Structures (Renovations, Change of Use, and Building Additions)**

*Upon request by the Property Owner or the Contractor {with agreement from the Property Owner}*

The Frederick County Building Code Official offers an onsite evaluation prior to applying for the permits for existing structures undergoing a renovation. The on-site evaluation may help answer some concerns/questions on code requirements as it relates to existing buildings under the Virginia Rehabilitation Code. The Property Owner or contractor (with agreement from the Property Owner) may make the request by contacting The Building Code Official at 540 665-5650.



## COUNTY of FREDERICK

---

### Inspections Department

Mark A. Fleet, Building Code Official  
540/665-5650  
Fax 540/678-0682

#### Commercial/Industrial

#### Building Permit Application Requirements

- The name of the current owner of the property, location of the property with lot number and the tax map identification number (this number may be found on your real estate bill) and specific directions to include the street name.
- A valid health permit for well and septic system, (Virginia Department of Environmental Health 540-722-3480), or if on public water and sewer, a confirmation of available hookup by either site plan approval or other written confirmation from Frederick Water 540-868-1061.
- An approved site plan, if necessary (please verify requirements of site plan with the Planning and Development Department at 540-665-5651).
- An Erosion and Sediment Control Plan, if necessary (please verify requirements with the Public Works Department at 540-665-5643).
- Please provide a copy of the Virginia State Contractors License (Class A, Class B, or Class C), if applicable. Please contact Virginia Department of Professional and Occupational Regulations (DPOR) <http://www.dpor.virginia.gov>.
- Please provide a copy of the County (or Stephens City/Town of Middletown) County Business License, if applicable. Please contact Frederick County Commissioner of Revenue Office, Town of Stephens City or Town of Middletown for additional information on licensing.
- ***Building Construction Documents/Plans – Two Complete Sets of Building Construction Documents & Four Complete Sets of Fire Protection/Fire Signaling/Alarm Plans*** - This includes Pre-Engineered Metal Building Plans. Engineered details for the building and the erection details are required.

- Plumbing, Mechanical, Electrical, and Fire Protection systems are not reviewed at the time the building application is processed. Please make your Virginia licensed subcontractors aware that they will be required to submit a separate application and the required sets of plans when they apply for the appropriate permit. Equipment being installed shall be detailed on a list and submitted with the plans at the time of application.
- **DIAGRAMS AND SPECIFICATIONS CONTAINING THE FOLLOWING:**
  - Plumbing – include all equipment, pipe size, location, etc.
  - Mechanical – include all equipment, BTU rating and tonnage per unit, location, and gas piping details.
  - Electrical – include all equipment, location, amperage and horsepower for motors, etc.

For more details on the Building Plan requirements, please see Construction Document requirements.

---

Submit this information, as well as, any additional information that may be required by the Building Official to determine compliance with the Virginia Uniform Statewide Building Code and the Virginia Building Code.

The permit & application will be reviewed by:

The Planning & Development Department to ensure compliance with setback requirements.

The Inspection Department to ensure compliance with The Uniform Statewide Building Code.

You will be contacted when your permit has been approved and is ready to be issued, or if there is additional information required to complete the review process.

**Applications are taken Monday - Friday 8 am- 4:30 pm.**

**Permits are issued Monday - Friday from 8 am – 3 pm by appointment only.**

## CONSTRUCTION DOCUMENT REQUIREMENTS FOR SUBMITTAL

All information provided on the construction plans shall be clear and legible

Plans review will be delayed if all the required information is not documented on the plans  
Residential and Commercial plans shall include the following details:

### DRAWING SIZE/PLANS

- Clear and legible plans – minimum 3/16” scale or equivalent
- Plans must be signed by the individual (not company) responsible for the design, including the individual’s occupation and address (§54.1-402 Code of Virginia)

### FOOTING:

- Width and thickness of the footing
- details shall include foundation wall information
- location of all columns, pier footings
- Piers footings and columns shall be sized to accommodate all point loads
- slab thickness if applicable

### FOUNDATION:

- Type (i.e. Poured, CMU, etc.)
- Foundation wall width, height, and footprint dimension
- Details shall include reinforcement size/location and drainage system type and details
- Amount of backfill against basement walls
- All point loads shall be identified

### FLOOR FRAMING:

- Type, Lumber Grade, Nominal Size, and on-center spacing required for all framing members
- Direction of run for framing members
- Plan details shall show entire floor framing system of each floor level. All beam, girders and the location of bearing points
- Provide copies of all manufactures *beam* details, if applicable
- Provide copy of manufactures floor system showing each floor level, if applicable
- Habitable attics require a minimum of 30 lb per square foot floor loading
- All point loads shall be identified

### WALL FRAMING

- Stud nominal size, height, and on center spacing
- Bearing and nonbearing wall locations
- Opening sizes/door and window sizes
- All wall headers identified
- Window and Door Schedule
- Wind bracing plan identifying design approach, wall identification and length, panel location, nailing patterns, and wall headers identified
- Walls more than 12’ in height requires an Virginia Registered Design Professional to design the wall framing for wind bracing
- All point loads shall be identified



## Construction Document Requirements

### ROOF FRAMING

- Rafter nominal size, on center spacing, and length
- Direction of run for framing members
- Collar ties and/or ceiling joist nominal size, spacing, and length
- Ridge(s) identified
- All hips, valleys, gables, and bearing points identified
- Manufactures design showing truss location and design for Engineered Roof Truss System.
- Detailed individual truss details are required for all roof designs with more than one ridge line
- Overbuild(s) rafter size and spacing
- All point loads shall be identified

### FLOOR PLANS:

- Floor plan(s) show each level of the structure, including basements, unfinished areas, habitable attics, and bonus rooms.
- All rooms/areas labeled to identity the use, i.e. bedroom, kitchen, recreation rooms
- All interior rooms clearly dimensioned.
- Dimensions provided for overall layout, length & width
- All window and door locations clearly marked
- Habitable Attic areas 70 square foot or larger *and* 7' ceiling heights require code compliant stairs

### ELEVATIONS:

- Details shall include exterior elevations indicating wall/floor heights. Elevations shall include windows and door locations.

### ENERGY CODE REQUIREMENTS

- All projects (new & remodels) for all heated/conditioned areas require an Energy Efficiency Compliance form to be completed and submitted and shall include the R-value of the proposed insulation and the U-Factor for all glazing (door, windows, skylights, etc.)
- Unheated structures and areas such as garages, sunrooms, and seasonal structures that are not conditioned shall be clearly identified as such
- Basement remodeling projects shall clearly identify any existing insulation and any additional or new insulation being installed. Complete the Energy Efficiency Compliance form and indicate the new and existing insulation R-values

### MODULAR HOMES

- Plans must be approved by a compliance assurance agency
- Plans must will be labeled and dated with the approval date
- All work performed on-site or by others shall be detailed as required for new construction listed above (basements, porches, crawlspaces, unfinished area, garages etc)

### ACCESSORY STRUCTURE

- Structures 256 square feet and larger require a permanent foundation detail
- Virginia Registered Design required on all metal building structures and carports
- Pole buildings exceeding 400 square foot in area requires a registered design professional to design the structure

## Construction Document Requirements

### **COMMERCIAL BUILDING PLANS (not required for Single Family Dwellings)**

In addition to the above requirements, commercial projects shall include

- Current Model Code edition
- Design Loads of the structure (Section 1603)
  - Ground Snow Load ( $p_g$ ) 35 lb/ft<sup>2</sup>
  - Higher elevations (Northwestern parts of Frederick County) require 40 lb/ft<sup>2</sup>
  - Section 1608 Uniform Statewide Building Code (USBC)/Virginia Building Code (VBC). T1608.2 lists Frederick County as a 'CS' Case Study. Loading is based on historical performance and Figure 1608.3(1) of the BOCA Building Code as published in the 1996 edition
  - Basic Wind Speed: Section 1609.3 ([www.atcouncil.org/windspeed](http://www.atcouncil.org/windspeed))
    - Risk Category I – 101 mph
    - Risk Category II – 110 mph
    - Risk Category III – 117 mph
    - Risk Category IV – 123 mph
  - Exposure Category: C unless Exposure B definition applies. See USBC/VBC 1609.4.3
  - Seismic Design Category: B, Section 1613 USBC/VBC 2018 edition
  - Frost Line Depth: 24" below grade
- Floor Live Loads
- Use Group as defined in Virginia Construction Code Section 302
- Type of Construction as defined in Virginia Construction Code Section 601
- Height and area (proposed and allowed) per Virginia Construction Section 503
- Required fire protection systems as listed in Virginia Construction Code Section 901
- Plans are sealed by a Virginia Registered Design Professional as required in Virginia Code §54.1-402
- Occupant load of tenant area(s) and total building occupant load (T1004.5)
- Floor design loads as required for the use of the space
- Fire exiting plan that clearly identify's the required exits, number of occupants traveling to the exit, and total travel distance for the occupants
- Floor Plan indicating the use of each area/room; Dimensions of all rooms, hallways, and doors measured from finished materials
- Fire resistive construction and fire protection systems. Full details of firewalls, fire partitions, etc. (ex: UL Design details for nailing patterns, drywall installation, size of air space, etc.)
- Door Schedule indicating size of door, hardware, and rating
- ICC ANSI A117.1 Accessible Provisions:
  - Dimension the floor plan and provide measurements from finished materials for hallways, corridors, ramps, stairways etc..
  - Restroom floorplan and elevations (min 3/16" scale or larger; please provide dimensions if not to scale)
  - Depth and width, measured from finished material to finished material on restroom partitions, if provided.
  - On-Center spacing of fixtures from finished walls to other fixtures or walls
  - Provide a 60" turning radius inside restroom
  - Provide clear floor space for required accessible fixtures including water closets, sinks, urinals
  - Interior wall elevation detailing mirror height, sink height, grab bar locations
  - Clear floor approach for all doors (404.2.3.2)
  - Customer Service Counters maximum height is 36" for a minimum of 36" length



**VBC Section 1703.1 Approved agency.** An approved agency responsible for laboratory testing or special inspections, or both, must comply with the qualification, certification and experience requirements of ASTM E 329 or the alternatives listed herein.

**VBC Section 1703.1.1 Independent.** An approved agency shall be objective and competent. The agency shall also disclose possible conflicts of interest so that objectivity can be confirmed. The special inspector and their agents shall be independent from the person, persons or contractor responsible for the physical construction of the project requiring special inspections.

**VBC Section 1703.1.3 Personnel.** An approved agency shall employ experienced personnel educated in conducting, supervising and evaluating tests or inspections, or both. Upon request by the building official, documentation shall be provided demonstrating the applicable agency's accreditation as noted in ASTM E 329 and individuals' resumes indicating pertinent training, certifications and other qualifications for special inspection personnel associated with the proposed construction requiring special inspections. The building official may prescribe the manner of qualification documentation and frequency of updating information regarding agency or individual inspector approval. Firms providing special inspection services or individual inspectors seeking approval of alternative certifications or qualifications, or both, listed in ASTM E 329 may submit documentation demonstrating equivalency. This documentation may include evidence of meeting other recognized standards or alternative certifications to demonstrate that the minimum qualifications, certification and experience intended by ASTM E 329 have been met. The building official may, if satisfied that equivalency has been demonstrated, approve the credentials of the firm or individual.

**VBC Section 1703.4 Performance.** Specific information consisting of test reports conducted by an approved testing agency in accordance with standards, or other such information as necessary, shall be provided for the building official to determine that the product, material or assembly meets the applicable code requirements.

**VBC Section 1703.4.1 Research and investigation.** Sufficient technical data shall be submitted to the building official to substantiate the proposed use of any product, material or assembly. If it is determined that the evidence submitted is satisfactory proof of performance for the use intended, the building official shall approve the use of the product, material or assembly subject to the requirements of this code. The costs, reports and investigations required under these provisions shall be paid by the owner or the owner's authorized agent.

**VBC Section 1704.2 Special Inspections.** Where application is made for construction as described in this section, the *owner* shall employ one or more special inspectors to provide inspections during construction on the types of work listed under Section 1705. All individuals or agents performing special inspection functions shall operate under the direct supervision of an RDP in responsible charge of special inspection activities; also known as the "special inspector." The special inspector shall ensure that the individuals under their charge are performing only those special inspections or laboratory testing that are consistent with their knowledge, training and certification for the specified inspection or laboratory testing.

**VBC Section 1704.3 Statement of Special Inspections.** Where special inspection or testing is required by Section 1705, the registered design professional in responsible charge shall prepare a statement of special inspections in accordance with Section 1704.3.1 for submittal by the applicant in accordance with 1704.2.3

**VBC Section 1704.3.1 Content of statement of special inspections.** The statement of special inspections shall identify the following:

1. The materials, systems, components and work required to have special inspection or testing by the building official or by the registered design professional responsible for each portion of the work.
2. The type and extent of each *special inspection*.
3. The type and extent of each test.
4. Additional requirements for special inspection or testing for seismic or wind resistance as specified in Section 1705.11, 1705.12 and 1705.13.
5. For each type of special inspection, identification as to whether it will be continuous special inspection, periodic special inspection, or performed in accordance with the notation used in the referenced standard where the inspections are defined

**PLEASE REFER TO CHAPTER 17, VIRGINIA BUILDING CODE FOR ADDITIONAL SPECIAL INSPECTION INFORMATION**

DATE: \_\_\_\_\_

PERMIT # \_\_\_\_\_

**APPLICATION FOR PERMIT**  
**(please complete the *Deck Application Permit* if applying for a deck only)**

**Owner's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**\*Owner's can act as their own contractor provided DPOR Title 54 Owner Contractor definition is met)**

**Contractor's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**\*NOTE:** If you have never obtained permits in Frederick County please attach a copy of your **state contractor's** license. Any jobs over \$25,000 will also need a **Frederick County Business License** unless you are building in the Town of Middletown or the Town of Stephens City. You would then need that town's business license. All businesses in Frederick County are required to have a Frederick County Business Licenses regardless of the job value.

**LOCATION OF JOBSITE**

**Subdivision:** \_\_\_\_\_ **Lot Number:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **Tax Map #:** \_\_\_\_\_

**Directions to the job site:** \_\_\_\_\_

\_\_\_\_\_

**SETBACKS** (Indicate the actual distance measured from the structure to the property lines not the minimum requirements)

**Front:** \_\_\_\_\_ **Rear:** \_\_\_\_\_ **Right:** \_\_\_\_\_ **Left:** \_\_\_\_\_

**TYPE OF PERMIT APPLYING FOR:**

\_\_\_\_\_ Building \_\_\_\_\_ Electrical \_\_\_\_\_ Mechanical \_\_\_\_\_ Plumbing \_\_\_\_\_ Sign

\_\_\_\_\_ Fire Alarm (*electrical*) \_\_\_\_\_ Fire Suppression System (*mechanical*)

**\*NOTE\***Commercial permits must separate plans by trade. See page 2, footnote 1.

**PERMIT FOR:** \_\_\_\_\_

***I hereby agree to comply with all provisions of the Virginia Uniform Statewide Building Code and the Zoning Ordinance as adopted by the County of Frederick.***

**Applicant (*signature*):** \_\_\_\_\_

**(*print*):** \_\_\_\_\_

**Applicant is:** \_\_\_\_\_ Contractor \_\_\_\_\_ Owner \_\_\_\_\_ Agent\* \_\_\_\_\_ Engineer/Architect

\*Agents, please note that a signed authorization from the owner or contractor must be attached.

\*Agent Name (*print*): \_\_\_\_\_ \*Agent Contact Number: \_\_\_\_\_

\*Agent Address (*print*): \_\_\_\_\_

**Name \_\_\_\_\_ and daytime phone number \_\_\_\_\_ for questions on the permit application and/or construction documents/plans.**

**EMAIL ADDRESS:** \_\_\_\_\_

**Permit Application**

Page Two

**BUILDING INFORMATION NEEDED FOR PERMITS**

**WATER SUPPLY/SEWAGE DISPOSAL SYSTEM**

\_\_\_\_ Public Water/Sewer System      \_\_\_\_ Private Well/Septic

**MECHANICS LIEN AGENT:** \_\_\_\_\_ yes \_\_\_\_\_ no      (if yes, please complete below)

Mechanics Lien Agent: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_ Phone Number \_\_\_\_\_

**RESIDENTIAL JOB VALUE:** \_\_\_\_\_

- New One & Two Family Dwelling       New Mobile/Manufacturer Home       Revision to Existing permit
- New Modular/Industrialized Home       Residential Remodeling       Residential Addition
- Residential Demolition (requires a letter from the utility providers (gas/electric) confirming the electric/gas has been removed)

Master Plan Number (if applicable) \_\_\_\_\_

Building Size (Dimensions) \_\_\_\_\_

Total Square Footage of Living Space \_\_\_\_\_

    First Floor \_\_\_\_\_      Second Floor \_\_\_\_\_      Bonus Room \_\_\_\_\_

Total Square Footage of Basement \_\_\_\_\_

    Unfinished Square Footage \_\_\_\_\_      Finished Square Footage \_\_\_\_\_

Number of Stories \_\_\_\_\_      Number of Bedrooms \_\_\_\_\_      Number of Bathrooms \_\_\_\_\_      Total Number of Rooms \_\_\_\_\_

**Garage**     Detached       Attached

Dimensions of Garage: \_\_\_\_\_      Total Square Footage: \_\_\_\_\_

Deck 1 – Length \_\_\_\_\_      Width \_\_\_\_\_      Total Square Footage \_\_\_\_\_

Deck 2 – Length \_\_\_\_\_      Width \_\_\_\_\_      Total Square Footage \_\_\_\_\_

Porch – Length \_\_\_\_\_      Width \_\_\_\_\_      Total Square Footage \_\_\_\_\_

- Masonry Chimney       Masonry Fireplaces

**MOBILE HOMES**

Make \_\_\_\_\_      Model \_\_\_\_\_

Year \_\_\_\_\_      Serial Number \_\_\_\_\_

Length \_\_\_\_\_      Width \_\_\_\_\_      Number of Bedrooms \_\_\_\_\_

Number of Bathrooms \_\_\_\_\_      Type of Heat \_\_\_\_\_

**COMMERCIAL JOB VALUE:** \_\_\_\_\_

- New     Addition       Remodeling
- Demolition (requires a letter from the utility providers (gas/electric) confirming the electric/gas has been removed. Additionally, Demolition/Additions/Remodeling permits on buildings constructed prior to January 1, 1985 requires an Asbestos affidavit)

Total Square Footage of Building: \_\_\_\_\_

Building Size (dimensions): \_\_\_\_\_

Number of Stories: \_\_\_\_\_      Number of Bathrooms: \_\_\_\_\_

Total Number of Rooms: \_\_\_\_\_      Use Group: \_\_\_\_\_

Occupant Load: \_\_\_\_\_

<sup>1</sup>All commercial jobs for building, signs, electrical, plumbing and mechanical will need to **submit 2 sets of plans. Please separate plans by trade.** Sprinkler plans and fire suppression systems **require 4 sets.** Residential building permits will need to submit 1 set of plans.

**Permit Application**

Page Three

**SIGNS** (please provide the following information for each sign): Job Value: \_\_\_\_\_

Type of Sign:  Wall Sign Size (dimensions): \_\_\_\_\_ Square Footage of Front of Structure: \_\_\_\_\_  
 Freestanding Sign Size (dimensions): \_\_\_\_\_ Height from Ground to Top: \_\_\_\_\_ Feet  
(freestanding signs require a plat/drawing showing the location of the sign and the distances from the property lines/  
roadway (s). All lighted signs shall be labeled and listed)  
Sign Reads: \_\_\_\_\_

**ELECTRICAL PERMIT JOB VALUE:** \_\_\_\_\_ **CONTRACTOR:** \_\_\_\_\_  
(Must have authorization if different from General Contractor)

**RESIDENTIAL**

Amp Service \_\_\_\_\_  New  Upgrade  Reconnection  
For Additions/Remodeling: Number of Switches \_\_\_\_\_ Lights \_\_\_\_\_ Receptacles \_\_\_\_\_ Total Number: \_\_\_\_\_  
Size of sub-panel (if applicable) \_\_\_\_\_

**COMMERCIAL** (please list equipment below and provide 2 sets of plans<sup>1</sup>): JOB VALUE: \_\_\_\_\_

Amp Service \_\_\_\_\_ Number of Switches \_\_\_\_\_ Lights \_\_\_\_\_ Receptacles \_\_\_\_\_ Total Number: \_\_\_\_\_  
(Quantities are required for permit submittal and shall be received prior to review of plans)  
Size of sub-panel (if applicable) \_\_\_\_\_

Fire Alarm (please provide 4 sets of plans\* and equipment specifications)  
(Commercial - List all equipment, motors, and wiring – attach sheet if needed)  
\_\_\_\_\_  
\_\_\_\_\_

**PLUMBING PERMIT: JOB VALUE:** \_\_\_\_\_ **CONTRACTOR:** \_\_\_\_\_  
(Must have authorization if different from General Contractor)

**COMMERCIAL** (list number of fixtures & provide 2 sets of plans<sup>1</sup>)  **RESIDENTIAL** (list number of fixtures)

\_\_\_\_\_ Bathroom Sink/Basins \_\_\_\_\_ Dishwasher \_\_\_\_\_ Floor Drains \_\_\_\_\_ Fountains  
\_\_\_\_\_ Garbage Disposal \_\_\_\_\_ Grease Traps \_\_\_\_\_ Laundry Tub \_\_\_\_\_ Lawn Faucets  
\_\_\_\_\_ Sewer Pump \_\_\_\_\_ Sewer Service \_\_\_\_\_ Shower Stall only \_\_\_\_\_ Kitchen Sinks  
\_\_\_\_\_ Sump Pumps \_\_\_\_\_ Tub/Shower Combo \_\_\_\_\_ Urinals \_\_\_\_\_ Wash Machine  
\_\_\_\_\_ Toilet/Water Closet \_\_\_\_\_ Water Heater (elect) \_\_\_\_\_ Water Service \_\_\_\_\_ Tub Only  
\_\_\_\_\_ PRV \_\_\_\_\_ Backflow (irrigation) Other \_\_\_\_\_

**MECHANICAL PERMIT: JOB VALUE:** \_\_\_\_\_ **CONTRACTOR:** \_\_\_\_\_  
(Must have authorization if different from General Contractor)

**COMMERCIAL** (list number of fixtures & provide 2 sets of plans<sup>1</sup>)  **RESIDENTIAL** (list number of fixtures)

\_\_\_\_\_ Heat Pump \_\_\_\_\_ Gas Furnace \_\_\_\_\_ A C Unit \_\_\_\_\_ Gas Piping \_\_\_\_\_ Gas Range  
\_\_\_\_\_ Gas Logs \_\_\_\_\_ Gas Water Heater Other \_\_\_\_\_  
\_\_\_\_\_ Size of Tanks Under 500 Gal. \_\_\_\_\_  
\_\_\_\_\_ <sup>1</sup>Sprinkler System (list type) \_\_\_\_\_ (please provide 4 sets of plans\* and equipment specifications)  
(list all equipment giving btu's and tons, attach sheet if needed)  
\_\_\_\_\_  
\_\_\_\_\_

**1,000 GALLON TANK:** Job Value: \_\_\_\_\_ **CONTRACTOR:** \_\_\_\_\_  
 ABOVE GROUND  INGROUND (Must have authorization if different from General Contractor)

SETBACK: Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Right: \_\_\_\_\_ Left: \_\_\_\_\_



**Inspections Department**

**Mark A. Fleet, Building Code Official**  
540/665-5650  
Fax 540/678-0682

**VIRGINIA UNIFORM STATEWIDE BUILDING CODE  
MODIFICATION REQUEST**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Permit Number

Dear Sir:

In accordance with Section 106.3 of the Virginia Uniform Statewide Building Code, we respectfully submit this request for a variation/modification to the Code as it applies to Section \_\_\_\_\_.

This section states the following:

We request a variance/modification to allow the following:

**Note:** Attached sketch if necessary for clarification.

It is understood that the above referenced variance/modification applies only to this specific situation and does not vary or modify any other portion of the code, permit or approved plans. If additional information is required on the variance/modification requested above, please contact me at the numbers listed below:

\_\_\_\_\_  
HOME  
\_\_\_\_\_  
WORK  
Requested by:

Date: _____
Request:           ___ Approved
___ Denied
_____ Building Code Official

\_\_\_\_\_  
Owners Signature

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Contractors Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

107 North Kent Street • Winchester, Virginia 22601

107 North Kent Street • Winchester, Virginia 22601



COUNTY OF FREDERICK, INSPECTIONS DEPARTMENT  
 FEE SCHEDULE  
 updated November 1, 2019

RESIDENTIAL FEES	COMMERCIAL BUILDING FEES
<ul style="list-style-type: none"> <li>• <b>RESIDENTIAL FEES (R-5)</b></li> <li>• Accessory Buildings, Pole Buildings, Garages, Carports, and Shelters (detached or additions to detached accessory buildings, pole buildings, garages, carports, and shelters)               <ul style="list-style-type: none"> <li>257 square feet - 600 square feet \$90.00</li> <li>above 600 sq ft - base fee plus additional fee per square footage \$0.10 per square foot</li> </ul> </li> <li>• Additions &amp; Remodeling (upgrades or relocation of service due to addition/remodeling will be no additional fee if done at time of addition/remodeling) includes all permits - plumbing, electrical, &amp; mechanical *****porches, garages, and decks are additional fees               <ul style="list-style-type: none"> <li>up to 200 square feet \$100.00</li> <li>200 square feet - 600 square feet \$240.00</li> <li>over 600 square feet \$0.40 per square foot</li> </ul> </li> <li>• Basements               <ul style="list-style-type: none"> <li>Finished (includes all permits - plumbing, electrical, &amp; mechanical) \$0.40 per square foot</li> <li>Unfinished \$0.10 per square foot</li> </ul> </li> <li>• Footing Foundation \$50.00</li> </ul>	<ul style="list-style-type: none"> <li>• <b>COMMERCIAL FEES</b></li> <li>• Minimum Fee \$120.00- unless stated otherwise \$120.00 minimum</li> <li>• Churches and Schools - IBC Use Group A-3 and E \$0.15 per square foot</li> <li>• Commercial/Industrial - IBC Use Groups R-1, R-2, B, H, F, I, A-1, A-2, A-4 and all other A-3 \$0.22 per square foot</li> <li>• Warehouses and Utility - IBC Use Groups S, U, and A-5               <ul style="list-style-type: none"> <li>first 250,000 square feet \$0.18 per square foot</li> <li>additional square feet over 250,000 square feet \$0.15 per square foot</li> </ul> </li> <li>• Remodeling /Alteration \$0.18 per square foot</li> <li>• Shell Building Constructed in Phases               <ul style="list-style-type: none"> <li>Foundation/Shell Only (without a Certificate of Occupancy and no interior slab) \$0.12 per square foot</li> <li>Foundation and Shell Only (without a Certificate of Occupancy and interior slab placed) \$0.14 per square foot</li> </ul> </li> <li>• Remodeling Only               <ul style="list-style-type: none"> <li>one half of the sq.ft fee for New construction (IBC Use Group) \$75.00 per</li> </ul> </li> <li>• Temporary Occupancy</li> <li>• Industrial Buildings/Manufactured Homes with Third Party Inspection Seal               <ul style="list-style-type: none"> <li>See Use Group Classification Fees</li> </ul> </li> </ul>

RESIDENTIAL FEES	RESIDENTIAL FEES
<ul style="list-style-type: none"> <li>• <b>RESIDENTIAL FEES</b></li> </ul>	<ul style="list-style-type: none"> <li>• One &amp; Two Family Dwelling, &amp; Townhouses (includes all permits - plumbing, electrical, and mechanical) (this includes all attached garages, carports, decks, porches, storage units, chimneys, fireplaces, woodstoves, indoor swimming pools/whirlpools &amp; retaining walls) Basements; See basement fee</li> <li>• Industrial Buildings/Manufactured Homes with Third Party Inspection Seal (includes all permits - plumbing, electrical, and mechanical)</li> <li>• Finished Basements (includes all permits - plumbing, electrical, and mechanical)</li> <li>• Unfinished Basements</li> </ul> <p><i>Construction pole service requested before the building permit has been issued will have to pay fee for electrical permit, however, if requested after the permit has been issued there will be no additional fee</i></p> <ul style="list-style-type: none"> <li>• Solar Panels \$100.00</li> <li>• Temporary Occupancy \$50.00</li> </ul>
<ul style="list-style-type: none"> <li>• <b>MISCELLANEOUS FEES</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>MISCELLANEOUS FEES</b></li> <li>• Annual Elevator Inspection Fee \$30.00 per elevator</li> <li>• Additional Fee for Beyond 30 days and written notification is sent \$25.00</li> <li>• Annual Permit (4 inspections per year) \$150.00 annually</li> <li>• Carnivals (amusement rides) - Per Location (not to exceed VUSBC cost per ride) \$100.00 per location</li> <li>• Certification of Occupancy for Existing Buildings Under USBC, Part III, Maintenance of Existing Structures</li> <li>• Residential (IRC) \$75.00</li> <li>• Commercial (IBC) \$120.00</li> <li>• Change of Use \$120.00</li> <li>• Decks/Porches/Accessible Ramps/Awnings (not associated with new homes) \$50.00 min</li> <li>• Each additional square foot \$0.10 per square foot</li> <li>• First 120 square feet \$0.00</li> <li>• Decks/Landings 16 square feet or less (permit is required but fee exempt) \$50.00</li> <li>• Demolition (regardless of how many tanks/structures) \$50.00</li> <li>• IRC (per parcel) \$65.00</li> <li>• IBC (per parcel) \$25.00 per floor</li> <li>• Escalator or Elevators (per floor) \$50.00</li> <li>• Fences (Only required for pools and safety issues) \$75.00 per hour</li> <li>• Inspection of work started prior to permit issuance (per hour or portion thereof) \$55.00</li> <li>• Masonry Fireplaces, Chimneys, Relining \$25.00</li> <li>• Additional flue liner within Masonry Fireplace, Chimneys</li> </ul>

## MISCELLANEOUS FEES

<b>MISCELLANEOUS FEES</b>	
<ul style="list-style-type: none"> <li>• Minimum Fees (Unless Stated Otherwise) Or as determined by the Building Code Official</li> </ul>	\$50.00
<ul style="list-style-type: none"> <li>• Pro-rates of Permits Issued</li> </ul>	
<ul style="list-style-type: none"> <li>• \$50 per remaining inspection; not to exceed cost of permit</li> </ul>	
<ul style="list-style-type: none"> <li>• Radio Towers &amp; like structures</li> </ul>	\$50.00 per each
<ul style="list-style-type: none"> <li>• 50' in height or less</li> </ul>	\$300.00 per each
<ul style="list-style-type: none"> <li>• Above 50' in Height or 50' in Diameter</li> </ul>	\$50.00 per each antenna
<ul style="list-style-type: none"> <li>• Each Antenna connected to Existing (Regardless of Height)</li> </ul>	
<ul style="list-style-type: none"> <li>• Refunds - Due to the cost of processing permit applications, the non-refundable processing fee for all permit is 20% of permit fees paid/Minimum of \$35.00</li> </ul>	\$35.00 <i>minimum fee</i>
<ul style="list-style-type: none"> <li>• Re-inspection Fee</li> </ul>	\$75.00
<ul style="list-style-type: none"> <li>• Renewal of Permits</li> </ul>	
<ul style="list-style-type: none"> <li>• First year</li> </ul>	\$50.00
<ul style="list-style-type: none"> <li>• Each six month period after expiration (not to exceed permit fee)</li> </ul>	\$30.00
<ul style="list-style-type: none"> <li>• Re-review of plans and stamping of additional plans</li> </ul>	
<ul style="list-style-type: none"> <li>• first 25 pages</li> </ul>	\$25.00
<ul style="list-style-type: none"> <li>• Each additional page beyond 25</li> </ul>	\$1.00
<ul style="list-style-type: none"> <li>• Re-roofing</li> </ul>	
<ul style="list-style-type: none"> <li>• First 10,000 square feet</li> </ul>	\$75.00
<ul style="list-style-type: none"> <li>• Each additional 10,00 square feet or portion thereof</li> </ul>	\$50.00
<ul style="list-style-type: none"> <li>• Re-shingling and Residing -IBC Structures (IRC structures permitted upon request)</li> </ul>	
<ul style="list-style-type: none"> <li>• First 10,000 square feet</li> </ul>	\$50.00
<ul style="list-style-type: none"> <li>• Each additional 10,00 square feet or portion thereof</li> </ul>	\$30.00
<ul style="list-style-type: none"> <li>• Retaining Walls</li> </ul>	
<ul style="list-style-type: none"> <li>• Each 100' length of wall or portion thereof</li> </ul>	\$75.00
<ul style="list-style-type: none"> <li>• Return Check Fee (per Treasurer's Office)</li> </ul>	\$35.00
<ul style="list-style-type: none"> <li>• Signs</li> </ul>	\$50.00
<ul style="list-style-type: none"> <li>• Signs - Engineer Design Required</li> </ul>	\$75.00
<ul style="list-style-type: none"> <li>• State surcharge - currently 2%</li> </ul>	2%
<ul style="list-style-type: none"> <li>• Swimming Pools</li> </ul>	
<ul style="list-style-type: none"> <li>• Residential (Private)</li> </ul>	\$120.00
<ul style="list-style-type: none"> <li>• In-ground</li> </ul>	\$50.00
<ul style="list-style-type: none"> <li>• Above Ground</li> </ul>	\$0.10 per square foot
<ul style="list-style-type: none"> <li>• Commercial (Public) Minimum \$120</li> </ul>	

MISCELLANEOUS	RESIDENTIAL ELECTRICAL
<ul style="list-style-type: none"> <li>• Tanks               <ul style="list-style-type: none"> <li>ASTM Listed &amp; labeled Above Ground/In-ground Tanks over 500 Gallons</li> <li>Each additional ASTM listed &amp; labeled tank</li> <li><i>Non-listed Tanks constructed on site are Utility Use Group (Commercial Fee)</i></li> <li><i>(Tanks 500 gallons or less are included with the mechanical permit for gas/fuel piping permit; tank over 500 gallon are required to have a separate building permit as structures)</i></li> </ul> </li> <li>• Tents               <ul style="list-style-type: none"> <li>900 square feet and under</li> <li>Over 900 square feet (Per Tent)</li> </ul> </li> <li>• Woodstoves               <ul style="list-style-type: none"> <li><i>(Solid Fuel furnaces or boiler with ducts or hydronic piping require a mechanical permit)</i></li> </ul> </li> </ul>	<p><b>ELECTRICAL FEES</b></p> <p><b>RESIDENTIAL</b></p> <ul style="list-style-type: none"> <li>• Base fee (includes 1-5 fixtures) \$40.00</li> <li>• Minor Alterations and Additions (includes appliance and/or appliance outlets)               <ul style="list-style-type: none"> <li>1-25 outlets \$40.00</li> <li>Each additional 25 outlets or appliances \$10.00</li> </ul> </li> <li>• Generator, Upgrade, and Reconnect; Single Family Dwelling, Townhouse, Apartment, Detached               <ul style="list-style-type: none"> <li>Structure                   <ul style="list-style-type: none"> <li>not over 100 amp service \$40.00</li> <li>not over 200 amp service \$55.00</li> <li>Not over 400 amp service \$60.00</li> <li>not over 600 amp service \$85.00</li> </ul> </li> <li>Over 2 Apartments - Each \$35.00</li> <li>Construction Pole Service \$25.00</li> </ul> </li> <li>• Swimming Pools               <ul style="list-style-type: none"> <li>Private Residential Inground Pool \$20.00</li> <li>Private Residential Above Ground Pool \$10.00</li> </ul> </li> </ul>

## COMMERCIAL ELECTRICAL

COMMERCIAL	
Base fee	\$50.00
• Electrical signs - incandescent and electric discharge lighting systems	\$30.00 <i>each sign or system</i>
• Heating, Cooking Equipment and Similar Appliance	
1-5 outlets/fixtures	\$45.00
Each additional outlet/fixture	\$9.00
Motors (each)	\$9.00
• Primary transformer vaults - enclosures sub-stations ( <i>Each bank of transformers</i> )	
Not over 100KVA	\$55.00
Over 100 to 500 KVA	\$65.00
Over 500 KVA	\$110.00
• Protective Signaling Systems	
1-15 devices	\$50.00
for each additional device	\$1.00
• Rough Wiring: all switches, lighting, and receptacles to be counted as outlets	
1-5 outlets/fixtures	\$30.00
1-50 outlets/fixtures	\$95.00
Each additional 25 outlets/fixtures	\$35.00
• Service - Meter Equipment and Feeders up to 600 volts	
Not over 225 amps	\$45.00
Over 225 amps to 400 amps	\$55.00
Over 400 amps to 1000 amps	\$85.00
Over 1000 amps	\$135.00
• Swimming Pools	
Public	\$100.00
• Telephone Wiring	
First telephone outlet	\$15.00
Each additional outlet	\$3.00

MECHANICAL FEES	PLUMBING
<p><b>MECHANICAL - Residential, Commercial, and Industrial</b></p> <ul style="list-style-type: none"> <li>• Base fee <ul style="list-style-type: none"> <li>IRC Residential \$40.00</li> <li>IBC Commercial \$50.00</li> </ul> </li> <li>• Automatic Sprinkler Systems, NFPA Residential (per floor) \$25.00 <i>per floor</i></li> <li>Limited (up to 20 heads) \$35.00</li> <li>NFPA Systems 13 20 or more heads \$75.00</li> <li>Additional heads above 20 \$1.00 <i>per head</i></li> <li>Hood Systems \$75.00</li> <li>Fire Pump (each) \$75.00</li> <li>Dry Pump add on (each) \$75.00</li> <li>Standpipe system only (each) \$75.00</li> <li>Underground fire line (each) \$50.00</li> <li>Chemical systems (each) \$75.00</li> <li>Each device above 20 in systems \$1.00</li> </ul>	<p><b>PLUMBING - Residential, Commercial, &amp; Industrial</b></p> <ul style="list-style-type: none"> <li>• Base fee <ul style="list-style-type: none"> <li>IRC Residential \$40.00</li> <li>IBC Commercial \$50.00</li> </ul> </li> <li>• Fixtures (Commercial &amp; Residential unless otherwise listed) \$7.00 <i>per each</i></li> <li>• Irrigation System/Lawn Sprinkler \$7.00</li> <li>• Installation of air conditioning requiring water connections \$7.00</li> <li>• Sewer Service, pump, interceptor or separators \$15.00</li> <li>• Storm Sewer Inspection <ul style="list-style-type: none"> <li>Roof drains \$7.00 <i>per each</i></li> <li>Outside leader (each) \$7.00 <i>per each</i></li> <li>Manhole \$7.00 <i>per each</i></li> <li>Area drain (each) \$7.00 <i>per each</i></li> </ul> </li> <li>• Water Service (New) \$15.00</li> <li>• Water supply to heating systems \$7.00</li> <li>• Well Pumps and Pressure Tanks \$7.00</li> </ul>

MECHANICAL FEES	MECHANICAL FEES
<ul style="list-style-type: none"> <li>• Generators - Electric - See Transfer Switch Electrical Fees</li> <li>• Generators - LP or natural gas - Additional Gas Piping Fee applies <i>Refer to amp service chart under Residential or Commercial for Electric fee. Large packaged units are equipment, not modular and need electrical permit only.</i></li> <li>• Wood Burning Furnace Residential (will also need an electrical permit if high voltage, over 50 watts)</li> </ul>	<p><b>MECHANICAL - Residential, Commercial, and Industrial</b></p> <ul style="list-style-type: none"> <li>• Central Air Condition, Refrigeration's and Refrigeration Cycle of Air Conditioning Systems: Residential, per unit (per floor) Heat Pumps (each) \$30.00 Geo Thermal Systems Well ( <i>water supplied needs DEQ/Health Department Approval</i>) \$30.00 Commercial, first 5 tons (<i>Maximum fee per unit \$120.00</i>) \$30.00 each additional ton \$5.00</li> <li>• Central heating, furnace, boiler or incinerator (<i>Electric/Solar Hot water heaters</i> ) Residential - each fixture includes solar panels \$15.00 Up to 5 fixtures/units \$70.00 Up to 10 fixtures/units \$125.00 Commercial - First 100,000 BTU's (<i>Maximum fee per unit \$130.00</i>) \$25.00 Each Additional 100,00 BTU's \$5.00</li> <li>• Commercial Hoods and Fans \$50.00</li> <li>• Fans up to 400 CFM \$20.00 over 400 CFM \$30.00</li> <li>• Fire damper or sub-ducts \$5.00 each</li> <li>• Fire hydrants (each) \$10.00</li> <li>• Gas Piping \$10.00 Residential/Mobile Homes Commercial \$15.00</li> </ul>



# Lord Fairfax Health District

Frederick / Winchester Environmental Health

107 North Kent Street - Suite # 201

Winchester, Virginia 22601

Tel. (540) 722-3480 ~ Fax (540) 722-3479

[www.vdh.virginia.gov](http://www.vdh.virginia.gov)



## NOTICE TO COMMERCIAL DEVELOPERS, ENGINEERS, ARCHITECTS AND BUILDERS

January 5, 2012

The Health Laws of Virginia require the local Health Department to review and approve plans and specifications for construction or remodeling of the following:

Food Service Establishments

Hotels

Motels

Bed & Breakfast Facilities

Commercial Pools

Campgrounds

Summer Camps

Migrant Labor Camps

Day Care Facilities

A plan package should be submitted to the Frederick County Health Department for review and approval prior to construction, remodeling, or conversions. The plans and specifications shall indicate the proposed layout, arrangement, mechanical plans, and the type and model of proposed fixed equipment and facilities. If you have any questions regarding this information, please contact our office. The Frederick County Health Department looks forward to working with you.

Sincerely,

A handwritten signature in blue ink that reads "Mason Allen".

Mason Allen

Environmental Health Supervisor





**COUNTY OF FREDERICK**

*ATTENTION: Inspections can now be emailed 24 hours a day at [www.co.frederick.va.us](http://www.co.frederick.va.us).  
Once the county website appears, select Building Inspections Department; next you'll see the Building Inspections Information and you select Schedule Inspections. Confirmations will be emailed back to you*

**INSPECTION SCHEDULING SHEET**

**PLEASE USE ONE FORM PER PERMIT NUMBER AND FAX TO 540-678-0682**

Permit Number \_\_\_\_\_  
Name on Permit \_\_\_\_\_ Contractors Names: \_\_\_\_\_  
Location: \_\_\_\_\_  
Lot Number \_\_\_\_\_ Subdivision: \_\_\_\_\_  
Name of Person Requesting Inspection: \_\_\_\_\_ Day Time Phone Number \_\_\_\_\_  
Fax Number \_\_\_\_\_ (confirmation of date of inspection will be faxed)

Please choose from the following inspections

- |   |   |  |
|---|---|--|
| <b>BUILDING:</b>                              | <b>PLUMBING:</b>                                    | <b>ELECTRICAL</b>                                |
| <input type="checkbox"/> Construction Meeting | <input type="checkbox"/> Water & Sewer              | <input type="checkbox"/> Underground Conduit     |
| <input type="checkbox"/> Footing              | <input type="checkbox"/> Water & Sewer              | <input type="checkbox"/> Grounding               |
| <input type="checkbox"/> Foundation           | <input type="checkbox"/> Sewer                      | <input type="checkbox"/> Bonding                 |
| <input type="checkbox"/> Backfill/Drain tile  | <input type="checkbox"/> Groundworks                | <input type="checkbox"/> Service                 |
| <input type="checkbox"/> Basement Slab        | <input type="checkbox"/> Rough Plumbing             | <input type="checkbox"/> Rough Electric          |
| <input type="checkbox"/> Garage Slab          | <input type="checkbox"/> Peppermint Test            | <input type="checkbox"/> Final Electric          |
| <input type="checkbox"/> Slab                 | <input type="checkbox"/> Final Plumbing             | <input type="checkbox"/> Misc. _____             |
| <input type="checkbox"/> Wall                 | <input type="checkbox"/> Misc. _____                |  |
| <input type="checkbox"/> Pre-fab Fireplace    |   |  |
| <input type="checkbox"/> Woodstove            | <b>MECHANICAL</b>                                   | <b>POOLS</b>                                     |
| <input type="checkbox"/> Thimble              | <input type="checkbox"/> Gas Piping                 | <input type="checkbox"/> 1 <sup>st</sup> Bonding |
| <input type="checkbox"/> Throat               | <input type="checkbox"/> Gas Fireup (LP or Natural) | <input type="checkbox"/> 2 <sup>nd</sup> Bonding |
| <input type="checkbox"/> Hearth               | <input type="checkbox"/> Rough Mechanical           | <input type="checkbox"/> Final/Pool Barrier      |
| <input type="checkbox"/> Framing              | <input type="checkbox"/> Kitchen Hood Test          |  |
| <input type="checkbox"/> Insulation           | <input type="checkbox"/> Sprinkler Test             |  |
| <input type="checkbox"/> Bolt Test            | <input type="checkbox"/> Tank & Line                |  |
| <input type="checkbox"/> Rebar/Steel          | <input type="checkbox"/> Misc. _____                |  |
| <input type="checkbox"/> Final Building       |   |  |
| <input type="checkbox"/> Misc. _____          |   |  |

DATE INSPECTION REQUESTED \_\_\_\_\_  
(inspection date requested MAY NOT be the actual date the inspection was scheduled for)

**FOR OFFICE USE ONLY**

INSPECTION REQUESTED WILL BE SCHEDULED FOR : \_\_\_\_\_

INSPECTION(S) WERE UNABLE TO BE SCHEDULED DUE TO: \_\_\_\_\_

***CONFIRMATION OF INSPECTIONS WILL BE FAXED BACK AFTER 4 PM THE NEXT BUSINESS DAY***



**SUBDIVISION AND COMMERCIAL/INDUSTRIAL LAND DISTURBANCE PERMITS**

To obtain a copy of the subdivision and commercial/industrial land disturbance permit package online go to the website listed below and follow these instructions:

<http://www.fcva.us>

Select "Departments" then select "Public Works"

Click "Land Disturbance" and choose "Commercial" or "Design Reference"

Select "Commercial/Industrial Land Disturbance Permit"

***Submit the following:***

Completed land disturbance permit package to include all items indicated on page 3 of the package (submission checklist).

**DO NOT INCLUDE THE PERMIT FEE, BOND, OR LETTER OF CREDIT WITH THE APPLICATION**

**LAND DISTURBANCE PERMIT APPLICATIONS MAY BE SUBMITTED MONDAY THROUGH FRIDAY FROM 8 A.M UNTIL 4 P.M.**

**SUBDIVISION AND COMMERCIAL/INDUSTRIAL LAND DISTURBANCE PERMITS ARE ISSUED BY APPOINTMENT ONLY; YOU WILL BE NOTIFIED WHEN THE PERMIT IS READY. AT THAT TIME, YOU WILL BE INFORMED OF THE PERMIT FEE AND THE AMOUNT REQUIRED FOR THE LETTER OF CREDIT OR BOND.**

***If you have any questions, please contact Karen Orndorff at 540-722-8221.***



## COUNTY of FREDERICK

---

### Inspections Department

Mark A. Fleet, Building Code Official  
540/665-5650  
Fax 540/678-0682

#### WALLS SIGNS & FREESTANDING

#### BUILDING PERMIT APPLICATION REQUIREMENTS

1. The name of the current owner of the property, location of the property with lot number and the tax map identification number (this number may be found on your real estate bill) and specific directions to include the street name and/or State route number.
  2. A plat or drawing of the property. Please detail where the sign will be located on the plat and indicate (in feet) the distance from all property lines. Wall signs require the *square footage of the wall* the sign is being installed on.
  3. **ONE COMPLETE SET ON STRUCTURAL PLANS THAT CONTAIN THE FOLLOWING INFORMATION:**
    - Foundation detail for freestanding signs**
    - Identification of structural members for freestanding signs** Detail should include supporting structures' material, size, and height
    - Existing Building wall details** with stud material, spacing, size, and interior/exterior wall finish material details
    - Attachment Details** detailing mechanical fasteners, location/quantity, length, diameter, etc. Details shall include how the sign will be attached to the freestanding structure or the wall structure.
- 

Submit the above information as well as any additional information that may be required by the Building Code Official to determine compliance with the Virginia Uniform Statewide Building Code and adopted referenced standards: International Residential Building Code and International Building Code.

After submitting your information, your permit application and plans will be reviewed by a) the Zoning Department to ensure compliance with setback requirements; and b) the Inspections Department to ensure compliance with the standards referenced above. You will be contacted when your permit has been approved and is ready to be issued or if there is additional information required to complete the review process.

Applications are taken Monday through Friday from 8 a.m. until 4:30 p.m. Permits are issued Monday through Friday from 8 a.m. until 3 p.m.

Should you have any questions regarding your plans after the permit has been issued, please call (540) 665-5650

## 2018 Commercial Energy Efficiency Compliance Sheet

Climate Zone 4 Except Marine - Winchester, Virginia

The building thermal envelop shall meet the requirements of Tables C402.1.3 & C402.1.4 based on climate zone 4A. Group R occupancies shall use the R-values stipulated in the Group R Column. Please use the Residential Energy Compliance Sheet for R-Residential Use Groups less than 3 stories in height

	All Others Minimum R Value	Group R: 3 or more stories in height Minimum R Value	Proposed R Value (Assemblies Must meet or exceed the prescriptive R value listed)
<b>Roofs</b>			
insulated entirely above deck	R-30ci	R-30ci	
Metal Buildings (with R-5 thermal blocks)	R-19+R-11 LS	R-19+R-11 LS	
Attics and other	R-38	R-38	

### Walls Above Grade

Mass	R-9.5ci	R-11.4ci	
Metal Building	R-13+R13ci	R-13+R13ci	
Metal Framed	R-13+R7.5ci	R-13+R7.5ci	
Wood Framed and other	R-13+R3.8ci or R-20	R-13+R3.8ci or R-20	

### Walls Below Grade

Below Grade Walls	R7.5ci	R7.5ci	
-------------------	--------	--------	--

### Floors

Mass	R10 ci	R10.4ci	
Joist/Framing (steel/wood)	R-30	R-30	

### Slab On Grade Floors

Unheated Slabs	R-10 24" below grade	R-10 24" below grade	
Heated Slabs	R15-24" below grade +R-5 full slab	R15-24" below grade +R-5 full slab	

### Opaque doors

Swinging	U-0.61	U-0.61	
Roll-up or sliding	R4.75	R4.75	
Garage Doors <14% Glazing	U-0.31	U-0.31	

FOR MORE INFORMATION ON ENERGY AND THE BUILDING ENVELOPE VISIT

<https://www.energycodes.gov/comcheck>

X

Signature

X

Print

CI - Continuous Insulation without interruption of framing members.

LS= A continuous Membrane installed below the purlins and uninterrupted by framing members. Uncompressed, unfaced insulation rests on top of the membrane between the purlins