



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 (Sanitation Authority 540-868-1061)
- An approved site plan, if necessary (please verify requirements of site plan with Planning and Zoning Department 540-665-5651)
- An Erosion and Sediment Control Plan, if necessary (please verify requirements with the Public Works Department 540 665-5643)
- Please provide a copy of the Virginia 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, 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 Protections 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 horse power 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 International Building Code.

The permit & application will be reviewed by:

The Planning & Zoning 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 Mon - Fri 8 am- 4:30 pm. Permits are issued Mon - Fri from 8 am – 3 pm