



Application for

# **RESIDENTIAL DWELLING PERMIT**

**King George County  
Department of Community  
Development**

10459 Courthouse Drive, Suite 104  
King George, VA 22485

Office: (540) 775-7111  
[www.kinggeorgecountyva.gov](http://www.kinggeorgecountyva.gov)

**The Following Information is required for a residential building permit:**

- ALL Owners information including Address, phone numbers, email
- Site Address information including Tax Map, Acreage, and Zoning
- Description of work(Dimensions, with or without electric, Amp Service, ect)
- ALL signatures
- **Contractors-building permits will NOT be issued without ALL required information:**
  - Owner Builder Affidavit Signed and notarized if applicable. Affidavit can be notarized in the Community Development office.
  - Unexpired General Contractors License
  - King George Business License Slip or Receipt for General Contractors
  - Electrical, Mechanical/HVAC, Plumbing trades must sign Tradesman Affidavit
  - All trades must submit Unexpired Contractors license and/or Tradesman Cards
- **Land Disturbance:**
  - Complete Form with Correct Signatures
- **Storm Water Pollution prevention:**
  - Storm Water Pollution Prevention Plan
  - Agreement in Lieu of a Storm Water Management Plan
- **VDH Permit and/or Service Authority Deposit Receipt:**
  - VDH Well and/or Septic Permit
  - Service Authority Deposit Receipt-**25% of fee must be paid upon application for permit and all new connections must be approved in advance by County Administration, with a 10-14 day approval time.**
- **Site Plan (one (1) physical copy and one (1) digital copy for review.) to include:**
  - Location of Structure, all existing structures, drain field location, and the distance from all 4 property lines, driveway location and limits of clearing.
  - Setbacks are measured from furthest projection of the structure, i.e. roof overhangs, porches, steps, decks, etc.
  - Indicate the location of waterways, streams, wetlands, and resource protection areas.
  - Area of disturbance and square footage of area to be disturbed.
  - Include the Following notes on the site plan: 1) undisturbed and vegetated 100-foot wide RPA buffer areas are to be retained; 2) on-site septic systems are pumped out every five years; 100% reserve drainfields are required for on-site septic systems, and; 3) permitted development in RPAs is limited to water dependent facilities or redevelopment.
- **VDOT Permit:**
  - Any State Road/Route will need a VDOT permit submitted with application
- **Building Plans (one (1) physical copy and one (1) digital copy for review.) to include but not limited to:**
  - Plans to be a min of 1/8 scaled and the font shall be legible.
  - Detailed Footing and foundation plan.
  - Detailed architectural plans, label all rooms for intended use.
  - Structural plans for, floors, walls, headers, roof, beams etc.
  - Location of all smoke and carbon monoxide alarms.
  - Size and location of all doors and windows.
  - Appliance locations; ie: water heater, furnace, panel board location.
  - Elevation plans.
  - Wall section details.
  - Bracing plan with compliance chart.
  - Provide specs for all engineered wood products; ie: lvl, floor, roof, posts.
  - Insulation values of footing, wall, floors, basement and crawl walls, ceiling.
  - U-factors for window and doors.
  - HVAC manual J with KG County forms completed. (forms are included in the application packet)

\*\*\*\*\***Incomplete Application Packages will NOT be accepted**\*\*\*\*\*

Note: Required information may vary based on the scope of work.

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## **CERTIFICATION OF REAL ESTATE TAX PAYMENT**

In accordance with Section 2-6-1 of the King George County Zoning and Subdivision Ordinance:

Pursuant to the Code of Virginia § 15.2-2286 (B), as amended, prior to the initiation of an application by the owner of the subject property, the owner's agent, or any entity in which the owner holds an ownership interest greater than 50%, for a Special Exception, Variance, Rezoning, or other land disturbing permit, including Building Permits and Erosion and Sediment Control Permits, or prior to the issuance of final approval, the authorizing body may require the applicant to produce satisfactory evidence that any delinquent real estate taxes, nuisance charges, stormwater management utility fees, and any other charges that constitute a lien on the subject property, that are owned to the locality and have been properly assessed against the subject property, have been paid, unless otherwise authorized by the treasurer. Upon receipt of an application, together with supplementary materials and payment of the application fee and provision of proof that all outstanding payments set forth in this section have been paid and satisfied. The Zoning Administrator or Agent may waive this requirement for reasons of health, safety, or public welfare, provided that the applicant or owner has entered into a plan with the County Treasurer to pay all delinquent taxes, fees and charges as set for the in this Ordinance.

Tax Map # \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

I certify that Real Estate Taxes have been paid in full for the above referenced property, as required by Section 2-6-1 of the King George County Zoning and Subdivision Ordinance.

Property Owner/Applicant Signature: \_\_\_\_\_

\_\_\_\_\_

King George County Treasurer Staff Name: \_\_\_\_\_

King George County Treasurer Verified Date: \_\_\_\_\_

Application Date: \_\_\_\_\_

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

Received By: _____	Construction Code Year: _____
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**ALL APPLICABLE INFORMATION MUST BE COMPLETED OR APPLICATION WILL BE RETURNED. (Please Print)**

☐ Residential
 ☐ Commercial
 ☐ Building Permit
 ☐ Zoning Permit
 ☐ Amendment

Owner Information	Name _____		Daytime Telephone No. _____
	Mailing Address _____		
	_____		
	E-mail Address _____	Fax Number _____	Cell Number _____

Builder/ Applicant	Name _____		Telephone No. _____
	Mailing Address _____		
	_____		
	E-mail Address _____	Fax Number _____	

☐ same as owner

Property Information	Address / Road Name _____		
Subdivision	_____	Tax Map # _____	Section _____ Parcel _____
	Zoning: _____	Total Acres: _____	Acres Disturbed: _____ RPA: <input type="checkbox"/> Yes <input type="checkbox"/> No

Description of work:	_____
	_____
	_____

**Permit Type:**

- ☐ Single Family Dwelling    ☐ Shed/ Metal Carport    ☐ Electric Service Upgrade    ☐ Demo  
☐ Deck    ☐ Demo    ☐ Electric    ☐ Antenna  
☐ Garage    ☐ Plumbing    ☐ Mechanical    ☐ Retaining Wall  
☐ Pool    ☐ Construction/ Office Trailer    ☐ Alarms/ Fire Protection System  
☐ In Ground    ☐ Above Ground    ☐ Other (Please specify) \_\_\_\_\_

**PLEASE FILL IN ALL AREAS RELEVANT TO THE PERMIT BEING REQUESTED**

<b>Construction</b>	<input type="checkbox"/> Framed	<input type="checkbox"/> Modular	<input type="checkbox"/> SWMH	<input type="checkbox"/> DWMH	Serial# _____	YEAR _____
<b>Foundation</b>	<input type="checkbox"/> Masonry	<input type="checkbox"/> Concrete	<input type="checkbox"/> Wood	<input type="checkbox"/> Pre-Cast Concrete	<input type="checkbox"/> On Frame	<input type="checkbox"/> Off Frame
<b>Square Footage</b>	1 <sup>st</sup> floor sq. ft. _____		2 <sup>nd</sup> floor sq. ft. _____		Total sq. ft. _____	
<b>Foundation</b>	<input type="checkbox"/> Crawl space	<input type="checkbox"/> Basement	<input type="checkbox"/> Unfinished	<input type="checkbox"/> Finished.	Total Sq. ft. _____	
<b>Walls</b>	<input type="checkbox"/> Wood Frame	<input type="checkbox"/> Steel	<input type="checkbox"/> CMU	<input type="checkbox"/> Concrete	<input type="checkbox"/> Log	<input type="checkbox"/> Other
<b>Exterior</b>	<input type="checkbox"/> Brick	<input type="checkbox"/> Wood	<input type="checkbox"/> Vinyl	<input type="checkbox"/> EIFS	<input type="checkbox"/> Stone	<input type="checkbox"/> Other
<b>Roof</b>	<input type="checkbox"/> Shingle	<input type="checkbox"/> Metal			<input type="checkbox"/> Other	

**Water:** ☐ Private ☐ Public

**Sewer:** ☐ Private ☐ Public

**Health Permit No:** \_\_\_\_\_

**No. of Bedrooms** \_\_\_\_\_

**No. of Baths** \_\_\_\_\_

**Stories** \_\_\_\_\_

<b>Garage</b>	<input type="checkbox"/> Detached	<input type="checkbox"/> Attached	Length		Width		Sq. ft.	
<b>Porch</b>	<input type="checkbox"/> Front	<input type="checkbox"/> Rear	Length		Width		Sq. ft.	
<b>Deck</b>	<input type="checkbox"/> Front	<input type="checkbox"/> Rear	Length		Width		Sq. ft.	
<b>Ramp</b>	<input type="checkbox"/> Front	<input type="checkbox"/> Rear	Length		Width		Sq. ft.	
<b>Shed</b>	<input type="checkbox"/> Framed	<input type="checkbox"/> Pre-Manufactured	Length		Width		Sq. ft.	
<b>Carport</b>	<input type="checkbox"/> Framed	<input type="checkbox"/> Pre-Manufactured	Length		Width		Sq. ft.	

<b>Electrical</b>	Amps _____	<input type="checkbox"/> DOM <input type="checkbox"/> NNEC	<input type="checkbox"/> New	<input type="checkbox"/> Existing	<input type="checkbox"/> Upgrade	<input type="checkbox"/> Temporary
<b>Mechanical</b>	Type Heat _____	Fuel Type _____		<input type="checkbox"/> Replacement	<input type="checkbox"/> Hood	
<b>Fireplace</b>	<input type="checkbox"/> Wood	<input type="checkbox"/> Electric	<input type="checkbox"/> Gas Logs	<input type="checkbox"/> Wood Stove	<input type="checkbox"/> Chimney	<input type="checkbox"/> Flue
<b>Plumbing</b>	Full Bath # _____	Half Bath# _____		<input type="checkbox"/> Replace well	<input type="checkbox"/> Repairs	
<b>Water Heater</b>	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Solar	<input type="checkbox"/> Other	<input type="checkbox"/> Replacement	
<b>Tank / Gas lines</b>	<input type="checkbox"/> New	<input type="checkbox"/> Replacement	<input type="checkbox"/> Above ground	<input type="checkbox"/> Underground		
<b>Generator</b>	Type _____	Fuel Source _____		<input type="checkbox"/> Permanent	<input type="checkbox"/> Portable	

<b>Sign</b>	<input type="checkbox"/> Freestanding	<input type="checkbox"/> Attached to Bldg.	<input type="checkbox"/> Illuminated	<input type="checkbox"/> Non-Illuminated	Size _____
<b>Tent</b>	Size _____	Occupant Load _____		<input type="checkbox"/> Cooking	

Estimated Cost of Work to be Performed \$ \_\_\_\_\_ Total Sq. Ft. \_\_\_\_\_

<b>Mechanic Lien Agent</b>  <input type="checkbox"/> Not Designated	Name	Telephone No.
	Mailing Address	

Contractor Information	Attach copies of all VA Contractors License and Tradesman License	Phone Number
General Contractor		
Electrical Contractor		
Mech/HVAC Contractor		
Plumbing Contractor		
LP Tank/Line Contractor		

I certify that all licenses and certifications required by the State of Virginia and King George County are current at the time of application. Please notify this office immediately of any changes to the above-noted subcontractors.

Print Name	Contractor Signature	Date
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OFFICE USE: FEMA MAP PANEL: _____	FLOOD ZONE: _____
HYDROLOGIC FLOOD ZONE: _____	

#### Applicant Certification

I hereby certify that I have the authority to make the foregoing application and that the information given is correct. I shall conform to the Zoning Ordinance, Building Codes, Erosion Ordinance, Chesapeake Bay Preservation Ordinance and the Water and Sewer Specifications of King George County. NOTICE: Permits must be displayed on the premises so that it is visible from public right of way. The permits are void if construction is not started within six (6) months of permit issuance. **Revocation of Permit:** The code official may revoke a permit or approval issued under the provisions of the USBC in case of any false statement, misrepresentation of fact or incorrect information supplied by the applicant in the application or construction documents on which the permit or approval was based.

Please Print name	Owner or Applicant Signature	Date
Home Phone: _____	Work Phone: _____	Fax: _____
Email: _____		

Office Use:

Zoning Review Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Building Review Approval: \_\_\_\_\_ Date: \_\_\_\_\_



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## Tradesman Affidavit

I, \_\_\_\_\_ am installing Electrical/Plumbing/Mechanical/Gas  
at \_\_\_\_\_. I have all Licenses and Certifications required by  
the State of Virginia and County of King George. Below are copies of my applicable licenses and  
Certifications.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**(Attach a copy of Virginia License and Tradesman Certification Card)**

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**THIS DOCUMENT CONTAINS IMPORTANT INFORMATION REGARDING CONTRACTOR LICENSURE LAWS AS DEFINED IN  
TITLE 54.1 CHAPTER 11 CODE OF VIRGINIA. PLEASE READ CAREFULLY BEFORE SIGNING.**

Owner's Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Daytime Telephone Number: \_\_\_\_\_

**TITLE 54.1-1111.** Prerequisites to obtaining building, etc., permit. Any person applying to the building official or any other authority of a county, city, or town in this Commonwealth, charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, or structure, or any removal, grading or improvement shall furnish prior to the issuance of the permit, either (i) satisfactory proof to such official or authority that he is duly licensed or certified under the terms of this chapter to carry out or superintend the same, or (ii) file a written statement, that he is not subject to licensure or certification as a contractor or subcontractor pursuant to this chapter. The applicant shall also furnish satisfactory proof that the taxes or license fees required by any county, city, or town have been paid to be qualified to bid upon or contract for the work for which the permit has been applied.

**TITLE 54.1-1101 (Exemptions)-**The provisions of this chapter shall not apply to: **(Please check the appropriate box).**

- ☐ Any person who performs or supervises the construction, removal, repair, or improvement of no more than one primary residence owned by him and for his own use during any 24-month period.
- ☐ Any person who performs or supervises the construction, removal, repair, or improvement of a house upon his own real property as a bona fide gift to a member of his immediate family provided such member lives in the house. For purposes of this section, "immediate family" includes one's mother, father, son, daughter, brother, sister, grandchild, grandparent, mother-in-law and father-in-law.
- ☐ Any person who performs or supervises the repair or improvement of industrial or manufacturing facilities, or a commercial or retail building, for his own use.
- ☐ Any Person who performs or supervises the repair or improvement of residential dwelling units owned by him that are subject to the Virginia Residential Landlord and Tenant Act (§55.1-1200 et seq.)
- ☐ Work undertaken by students as part of a career and technical education project as defined in § 22.1-228 established by any school board in accordance with Article 5 (§ 22.1-228 et seq.) of Chapter 13 of Title 22.1 for the construction of portable classrooms or single family homes;

**NOTICE:**

I hereby affirm that I have read Title 54.1-1111 Code of Virginia above and fully understand the contents thereof; that I am not subject to licensure as a contractor or subcontractor. I **further affirm that I will be solely responsible for all construction on the described property allowed by the permit(s) hereby issued.** If the work is performed by any other person or firm employed by me, that person or firm must comply with state and local contractor licensing laws.

\_\_\_\_\_  
**Signature of Owner**

Signed and acknowledged before me by \_\_\_\_\_ in the  
county of \_\_\_\_\_, \_\_\_\_\_ on this \_\_\_\_\_  
day of \_\_\_\_\_, \_\_\_\_\_.  
My commission expires:

\_\_\_\_\_  
**Notary Public**



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**Agreement In Lieu of an  
Erosion and Sediment Control Plan for a  
Single Family Residence**

Landowner: \_\_\_\_\_ Building Permit# \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Address: \_\_\_\_\_

Tax Map# \_\_\_\_\_

Phone# \_\_\_\_\_ Fax# \_\_\_\_\_ Email \_\_\_\_\_

In lieu of submission of an erosion and sediment control plan for the construction of this single family dwelling (including all land disturbing activities), I agree to comply with any reasonable requirements determined necessary by employees of King George County, Virginia. Such requirements shall be based on the requirements contained in the King George 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.

I further grant the right-of-entry onto this property to the designated personnel of King George County for the purpose of inspections and monitoring for compliance with the aforesaid Ordinance. I understand that failure to comply with such requirements within 48 hours following notice by the representatives of King George County could result in citation for violation of the King George County Erosion and Sediment Control Ordinance, and shall be subject to the penalties and legal action as provided in said Ordinance.

- **No work may occur outside the limits of disturbance shown on the approved plans. Working outside of the limits of disturbance shown on the approved plans will result in a Stop Work Order being issued with the potential for fines being levied.**
- **Erosion and sediment control measures shall be constructed and installed as a first step in any land-disturbing activity and shall be made functional before upslope land disturbance takes place. Initial clearing must be the minimum required to install erosion and sediment control measures and devices.**
- **During construction of the project, soil stockpiles shall be stabilized or protected with sediment trapping measures. Stabilization measures shall be applied to earthen structures such as dams, dikes, and diversions immediately after installation.**

- **Permanent or temporary soil stabilization shall be applied to denuded areas within seven days after final grade is reached on any portion of the site. Temporary soil stabilization shall be applied within seven days to denuded areas that may not be at final grade but will remain dormant for longer than 14 days. Permanent stabilization shall be applied to areas that are to be left dormant for more than one year.**
- **All projects will require a construction entrance meeting the requirements of the Virginia Erosion and Sediment Control Handbook. This entrance will be a stabilized stone pad (2 to 3-inch stone) that is at least six inches thick, with a filter fabric under-liner. A minimum of three inches of stone shall be placed in a cut section to give the entrance added stability and to secure the under-liner. The entrance should be located at the point of vehicular ingress and egress to reduce the amount of mud transported onto public roads. It must extend the full width of the vehicular ingress and egress area and have a minimum width of 12 feet and a minimum length of 70 feet.**

In order to issue a certificate of occupancy, an E&S Bond must be posted, or permanent or temporary stabilization of the site is required. Permanent stabilization will be comprised of vegetation that is uniform, mature and inhibits erosion. Temporary and permanent stabilization will require proper preparation and grading of the soil to support mature vegetation, and seed and mulch must be properly applied to all disturbed areas.

The homeowner must be given the attached Fact Sheet explaining the need for, and benefits of, final stabilization.

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Signature of Landowner: \_\_\_\_\_

Party responsible for Erosion Control): \_\_\_\_\_  
(If different from landowner)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

# Soil Stabilization Fact Sheet

In order to receive a Certificate of Occupancy in King George County, one of the following erosion and sediment control requirements must be met:

- A permanent vegetative cover must be established on all disturbed areas; or
- Temporary soil stabilization must be applied; or
- An E&S bond must be posted to ensure permanent vegetation is established.

Both temporary and permanent soil stabilization require the proper preparation and grading of the soil to support mature vegetation.

Mature permanent vegetation is important to stabilize the soil, prevent erosion, filter rainwater to remove sediment and pollutants, and protect our waterways.

Erosion washes away valuable topsoil and makes landscaping more difficult. It also carries soil, nutrients and other pollutants into streets, gutters and ditches, where it can travel untreated to lakes, rivers, streams or wetlands. Polluted runoff can cause excessive growth of weeds and algae in water bodies and reduce recreational opportunities such as swimming and fishing. Sediment-laden runoff can also clog ponds, rivers and wetlands and reduce floodwater retention.

Providing proper moisture, nutrients and fertilization are important to establish permanent vegetation. Fertilization is site specific and should be chosen after a soil test is completed. Final soil stabilization is achieved when a groundcover is established that is uniform, mature enough to survive and inhibits erosion. Simply seeding and mulching is not considered acceptable cover for final stabilization.

Sod is commonly used for permanent stabilization and for immediate visual aesthetics on a bare site. Sod can provide immediate stabilization around drop inlets and in swales, ditches, and channels.

Erosion control blankets and turf reinforcement mats are often useful to provide structural stability to bare surfaces and slopes. Blankets and mats are often used in conjunction with seed mixes to promote vegetation establishment.

*Please also consider the following as you make your landscaping decisions:*

- Keep and protect existing native trees, bushes and plants on your property.
- Plant fast-growing annual and perennial grasses.
- Water new seed or sod adequately to ensure it becomes well established.
- Use well adapted native plants that reduce runoff and require little maintenance.
- Plant plenty of trees and shrubs to reduce runoff.
- Route downspouts and other drainage to heavily vegetated areas.

## Basic Storm Water Pollution Prevention

1. Clearing, grading and excavating areas in stages and stabilizing within 7 days.
2. Concrete washout station during construction
  - a. Typically made of a continuous plastic liner and straw bales. Reference the EPA website: <http://water.epa.gov/polwaste/npdes/swbmp/upload/concretewashout.pdf> for examples.
  - b. This should include paint supply washing, as well as other chemicals.
3. Building materials that could create a pollution potential should be stored in a covered area that cannot leak into the ground.
4. Material usage during the building process, must be handled to prevent pollution. Keep trash/solid waste contained onsite in a proper container and dispose of correctly.
5. Sanitary waste, to include Port-a-johns, hand washing stations etc. must be onsite and placed in an area that should spillage occur it can be contained and disposed of appropriately.
6. Storage of fuels onsite must be stored so that leakage is contained and does not present a possible pollution site.
  - a. Storage of fuels/gasoline on work vehicles must be also leak proof.  
Example: Leak proof bed liners.

Should you have questions please contact:  
Phone: 540-775-7111



# *COMMONWEALTH of VIRGINIA*

## *DEPARTMENT OF ENVIRONMENTAL QUALITY*

### **AGREEMENT IN LIEU OF A STORMWATER MANAGEMENT PLAN**

#### **SINGLE-FAMILY DETACHED RESIDENTIAL STRUCTURE**

##### **Construction Activity Operator:**

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address (if available): \_\_\_\_\_

##### **Location of Single-Family Detached Residential Structure:**

Address (if no address description of location): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County (if not located within a City): \_\_\_\_\_

In place of a Stormwater Management Plan for the construction of this single-family detached residential structure, I agree to comply with the requirements of this "Agreement in Lieu of a Stormwater Management Plan" (or other requirements as established by the Department when necessary) to ensure compliance with the applicable post-construction stormwater management provisions of the Virginia Stormwater Management Program (VSMP) Regulations.

##### **REQUIREMENTS**

- ☐ As required by the Construction General Permit (VAR10), a copy of this signed and dated "Agreement in Lieu of a Stormwater Management Plan" shall be maintained in my Stormwater Pollution Prevention Plan (SWPPP) for the construction activity.

☐ Post-construction runoff from the property shall be minimized to the maximum extent practicable and shall be controlled to prevent flooding or erosion damage from occurring on adjacent or downstream properties. In meeting this requirement, I agree to direct:

- runoff from rooftops as non-erosive sheet flow to well-vegetated areas on the property to the maximum extent practicable,
- runoff from on-lot impervious surfaces (e.g., driveways, parking areas, sidewalks) as non-erosive sheet flow to well-vegetated areas on the property to the maximum extent practicable, and
- runoff from lawns as non-erosive sheet flow to undisturbed naturally-vegetated areas on the property to the maximum extent practicable.

I fully understand that not complying may result in the revocation of this “Agreement in Lieu of a Stormwater Management Plan” and that the submission of a project-specific Stormwater Management Plan in accordance with 9VAC25-870-55 of the VSMP Regulations may be required.

This “Agreement in Lieu of a Stormwater Management Plan” does not authorize land disturbance. Land-disturbing activities cannot begin until the applicable local Virginia Erosion and Sediment Control Program (VESCP) Authority provides authorization.

Printed Name:

Title:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(Please sign in INK. This certification must be signed by the operator of the construction activity identified above)**



**SINGLE FAMILY RESIDENCE  
COMMON PLAN of DEVELOPMENT or SALE  
STORMWATER POLLUTION PREVENTION PLAN (SWPPP)**

**For Construction Activities At:**

\_\_\_\_\_  
Project/Site Name

\_\_\_\_\_  
Insert Project/Site Location & Address

\_\_\_\_\_  
Insert City, State, Zip Code

Latitude: \_\_ . \_\_ \_\_ \_\_ N (decimal degrees)

Longitude: \_\_ . \_\_ \_\_ \_\_ W (decimal degrees)

**Construction Activity Operator:**

\_\_\_\_\_  
Insert Company/Organization Name

\_\_\_\_\_  
Insert Name

\_\_\_\_\_  
Insert Address

\_\_\_\_\_  
Insert City, State, Zip Code

\_\_\_\_\_  
Insert Telephone Number

\_\_\_\_\_  
Insert Email Address

\_\_\_\_\_  
Insert 24-hour Emergency Contact

\_\_\_\_\_  
**SWPPP Preparation Date**

**CERTIFICATION**

"I certify under penalty of law that I have read and understand this document and that this document and all attachments were prepared in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Operator Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 1.0 SWPPP Documents Located Onsite & Available for Review

SWPPP Document Type	Located Onsite & Available for Review?	
Registration Statement	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> NA
Notice of Coverage Letter	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Construction General Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Site Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Erosion & Sediment Control Plan (or agreement in lieu of)	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Stormwater Management Plan (or agreement in lieu of)	<input type="checkbox"/> Yes	<input type="checkbox"/> NA

## 2.0 Authorized Non-Stormwater Discharges

Type of Authorized Non-Stormwater Discharge	Likely Present at Your Project Site?	
External buildings wash down	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Uncontaminated foundation or footing drains	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Uncontaminated excavation dewatering	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Landscape irrigation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Others [describe]	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## 3.0 Pollution Prevention Awareness

Employees will be given a "walk through" of the site identifying areas of possible pollution and will be shown Erosion and Sediment Controls and Pollution Prevention Practices (identified in Sections 4.0 and 5.0 of this SWPPP) that are applicable to their assigned job duties. A refresher meeting and "walk through" will be conducted on an as needed basis.

## 4.0 Erosion & Sediment Controls

Select all that apply	Erosion & Sediment Control	Estimated Installation Date	Estimated Removal Date	Responsible Party
<input type="checkbox"/>	Construction Entrance (Std. & Spec. 3.02)			Construction Activity Operator (See Cover Page of this SWPPP)
<input type="checkbox"/>	Silt Fence (Std. & Spec. 3.05)			
<input type="checkbox"/>	Culvert Inlet Protection (Std. & Spec. 3.08)			
<input type="checkbox"/>	Outlet Protection (Std. & Spec. 3.18)		NA	
<input type="checkbox"/>	Temporary Seeding (Std. & Spec. 3.31)	As required by 3.31	NA	
<input type="checkbox"/>	Permanent Seeding (Std. & Spec. 3.32)		NA	
<input type="checkbox"/>	Sodding (Std. & Spec. 3.33)		NA	
<input type="checkbox"/>	Mulching (Std. & Spec. 3.35)		NA	
<input type="checkbox"/>	Others [describe]			

## 5.0 Potential Sources of Pollution & Pollution Prevention Practices

Pollutant-Generating Activity	Pollutants										Pollution Prevention Practice	Responsible Party
	Likely Present at your Project Site?	Sediment	Nutrients	Heavy Metals	pH (acids and bases)	Pesticides & Herbicides	Oil & Grease	Bacteria & Viruses	Trash, Debris, Solids	Other Toxic Chemicals		
Clearing, grading, excavating, and un-stabilized areas	<input type="checkbox"/> Yes <input type="checkbox"/> No	X							X		(1)	Construction Activity Operator (See Cover Page of this SWPPP)
Paving operations	<input type="checkbox"/> Yes <input type="checkbox"/> No	X					X		X		(2)	
Concrete washout and cement waste	<input type="checkbox"/> Yes <input type="checkbox"/> No			X	X				X		(3)	
Structure construction, stucco, painting, and cleaning	<input type="checkbox"/> Yes <input type="checkbox"/> No			X	X				X	X	(4)	
Dewatering operations	<input type="checkbox"/> Yes <input type="checkbox"/> No	X	X						X		(5)	
Material delivery and storage	<input type="checkbox"/> Yes <input type="checkbox"/> No	X	X	X	X		X		X	X	(6)	
Material use during building process	<input type="checkbox"/> Yes <input type="checkbox"/> No		X	X	X		X		X	X	(7)	
Solid waste disposal	<input type="checkbox"/> Yes <input type="checkbox"/> No								X	X	(8)	
Sanitary waste	<input type="checkbox"/> Yes <input type="checkbox"/> No		X		X			X			(9)	
Landscaping operations	<input type="checkbox"/> Yes <input type="checkbox"/> No	X	X			X			X	X	(10)	
Others [describe]	<input type="checkbox"/> Yes <input type="checkbox"/> No	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	(11)	

### Pollution Prevention Practices:

- (1) **Clearing, grading, excavating and un-stabilized areas** – Utilize erosion and sediment controls to prevent sediment laden or turbid runoff from leaving the construction site. Dispose of clearing debris at acceptable disposal sites. Apply permanent or temporary stabilization, sodding and/or mulching to denuded areas in accordance with the erosion and sediment control specifications and the general VPDES permit for discharges of stormwater from construction activities.
- (2) **Paving operations** – Cover storm drain inlets during paving operations and utilize pollution prevention materials such as drip pans and absorbent/oil dry for all paving machines to limit leaks and spills of paving materials and fluids.
- (3) **Concrete washout and cement waste** – Direct concrete wash water into a leak-proof container or leak-proof settling basin that is designed so that no overflows can occur due to inadequate sizing or precipitation. Hardened concrete wastes shall be removed and disposed of in a manner consistent with the handling of other construction wastes.
- (4) **Structure construction, stucco, painting and cleaning** – Enclose, cover or berm building material storage areas if susceptible to contaminated stormwater runoff. Conduct painting operations consistent with local air quality and OSHA regulations. Mix paint indoors, in a containment area or in a flat unpaved area. Prevent the discharge of soaps, solvents, detergents and wash water from construction materials, including the clean-up of stucco paint, form release oils and curing compounds.
- (5) **Dewatering operations** – Construction site dewatering from building footings or other sources may not be discharged without treatment. Sediment laden or turbid water shall be filtered, settled or similarly treated prior to discharge.
- (6) **Material delivery and storage** – Designate areas of the construction site for material delivery and storage. Place near construction entrances, away from waterways, and avoid transport near drainage paths or waterways.
- (7) **Material use during building process** – Use materials only where and when needed to complete the construction activity. Follow manufacturer's instructions regarding uses, protective equipment, ventilation, flammability and mixing of chemicals.
- (8) **Solid waste disposal** – Designate a waste collection area on the construction site that does not receive a substantial amount of runoff from upland areas and does not drain directly to a waterway. Ensure that containers have lids so they can be covered before periods of rain, and keep containers in a covered area whenever possible. Schedule waste collection to prevent the containers from overflowing.
- (9) **Sanitary waste** – Prevent the discharge of sanitary waste by providing convenient and well-maintained portable sanitary facilities. Locate sanitary facilities in a convenient location away from waterways.
- (10) **Landscaping operations** – Maintain as much existing vegetation as practicable. Apply permanent or temporary stabilization, sodding and/or mulching to denuded areas in accordance with the erosion and sediment control specifications and the general VPDES permit for discharges of stormwater from construction activities. Apply nutrients in accordance with manufacturer's recommendations and not during rainfall events.
- (11) **Others** – [If applicable, describe your Pollution Prevention Practice.](#)

### 6.0 Stormwater Management Controls

Select all that apply	Stormwater Management Control	Estimated Installation Date	Responsible Party
<input type="checkbox"/>	Post-development Stormwater Management Controls provided by a Larger Common Plan of Development or Sale	NA	Common Plan Construction Activity Operator
<input type="checkbox"/>	Rooftop Disconnection		Construction Activity Operator (See Cover Page of this SWPPP)
<input type="checkbox"/>	Sheetflow to Vegetated Filter (1 or 2)		
<input type="checkbox"/>	Grass Channel		
<input type="checkbox"/>	Rainwater Harvesting		
<input type="checkbox"/>	Permeable Pavement (1 or 2)		

Select all that apply	Stormwater Management Control	Estimated Installation Date	Responsible Party
<input type="checkbox"/>	Infiltration (1 or 2)		Construction Activity Operator (See Cover Page of this SWPPP)
<input type="checkbox"/>	Bioretention (1 or 2)		
<input type="checkbox"/>	Others [describe]		

## 7.0 Spill Prevention & Response

Most spills can be cleaned up following manufacturer specifications. Absorbent/oil dry, sealable containers, plastic bags, and shovels/brooms are suggested minimum spill response items that should be available at this location.

- 1<sup>st</sup> Priority: Protect all people  
2<sup>nd</sup> Priority: Protect equipment and property  
3<sup>rd</sup> Priority: Protect the environment

1. Check for hazards (flammable material, noxious fumes, cause of spill) – if flammable liquid, turn off engines and nearby electrical equipment. If serious hazards are present leave the area and call 911. LARGE SPILLS ARE LIKELY TO PRESENT A HAZARD.
2. Make Sure the spill area is safe to enter and that it does not pose an immediate threat to health or safety of any person.
3. Stop the spill source.
4. Call co-workers and supervisor for assistance and to make them aware of the spill and potential dangers.
5. If possible, stop spill from entering drains (use absorbent or other material as necessary).
6. Stop spill from spreading (use absorbent or other material)
7. If spilled material has entered a storm sewer; contact locality's storm water department.
8. Clean up spilled material according to manufacturer specifications, for liquid spills use absorbent materials and do not flush area with water.
9. Properly dispose of cleaning materials and used absorbent material according to manufacturer specifications.

### Emergency Contacts:

#### Normal Working Hours

DEQ Blue Ridge Regional Office (Roanoke)	540-562-6700
DEQ Blue Ridge Regional Office (Lynchburg)	434-582-5120
DEQ Northern Regional Office	703-583-3800
DEQ Piedmont Regional Office	804-527-5020
DEQ Southwest Regional Office	276-676-4800
DEQ Tidewater Regional Office	757-518-2000
DEQ Valley Regional Office	540-574-7800

#### Nights, Holidays & Weekends

VA Dept. of Emergency Management 24 Hour Reporting Service	804-674-2400
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#### Local Contacts

Local Fire Department: \_\_\_\_\_

Local Police Department: \_\_\_\_\_

## 8.0 Inspections & Corrective Action Log (make additional copies as necessary)

### Qualified Inspector

Company/Organization: \_\_\_\_\_  
Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Qualifications: \_\_\_\_\_

### Inspection Schedule

#### Discharges to surface waters:

- ☐ Once every 5 business days; or  
☐ Once every 10 business days and no later than 48 hours following a measurable storm event.

#### Discharges to impaired waters, surface waters within a TMDL watershed, or exceptional waters:

- ☐ Once every 4 business days; or  
☐ Once every 5 business days and no later than 48 hours following a measurable storm event.

Inspection Date \_\_\_\_\_

Measurable Storm Event (if applicable) \_\_\_\_\_

Best Management Practices (BMPs)	In Compliance with SWPPP?	Corrective Action Needed; Responsible Party	Date Corrective Action Taken
Erosion & Sediment Controls (Section 4.0)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Pollution Prevention Practices (Section 5.0)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Stormwater Management Controls (Section 6.0)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		

### Certification

"I certify under penalty of law that I have read and understand this document and that this document and all attachments were prepared in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Operator Name: \_\_\_\_\_

Inspector Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**9.0 Grading & Stabilization Activities Log**

Date Grading Activity Initiated	Description of the Grading Activity (including location)	Date Grading Activity Ceased	Date Stabilization Measures Initiated	Description of the Stabilization Measure (including location)

**10.0 SWPPP Modification & Update Log**

Modification Date	Description of the Modification / Update	Modification Prepared By (name & title)

### **General**

A Stormwater Pollution Prevention Plan (SWPPP) must be developed prior to submitting a registration statement for coverage under the General VPDES Permit for Stormwater Discharges from Construction Activities.

### **Cover Page**

For a construction activity, enter the project/site name and physical address (if available), including city (or town), state and zip code. Enter the latitude and longitude in decimal degrees of the construction activity.

Enter the Construction Activity Operator's company/organization name, the Operator's name and mailing address, including city (or town), state, and zip code, telephone number, email address (if available), and a 24-hour emergency contact.

Enter the SWPPP preparation date.

The Construction Activity Operator identified on the cover page of the SWPPP is responsible for certifying the information contained therein. Please sign the certification in INK. Please note that state statutes require the SWPPP to be signed as follows:

- (1) For a corporation: by a responsible corporate officer;
- (2) For a partnership or sole proprietorship: by a general partner or the proprietor, respectively;
- (3) For a municipality, state, federal, or other public agency: by either a principal executive officer or ranking elected official.

### **Section 1.0 SWPPP Documents Located Onsite & Available for Review**

Utilize the provided checklist to ensure that the required SWPPP documents are located onsite and are available for review, if applicable.

### **Section 2.0 Authorized Non-Stormwater Discharges**

Identify the authorized non-stormwater discharges likely to be present at the project site. If an unlisted authorized non-stormwater discharge is likely to be present at the project site, provide it here.

### **Section 3.0 Pollution Prevention Awareness**

Provide employees with a "walk through" of the project site and identify areas of possible pollution, erosion and sediment controls, and pollution prevention practices which are applicable to their assigned job duties. Conduct refresher meetings and perform additional "walk throughs" on an as needed basis.

### **Section 4.0 Erosion & Sediment Controls**

Identify the erosion and sediment controls to be implemented at the project site. For each erosion and sediment control, enter the estimated installation date and estimated removal date. If an unlisted erosion and sediment control will be implemented at the project site, provide the applicable information here.

### **Section 5.0 Potential Sources of Pollution & Pollution Prevention Practices**

Identify the pollutant-generating activities likely to be present at the project site; implement and maintain the corresponding pollution prevention practices. If an unlisted pollutant-generating activity is likely to be present at the project site, describe it, identify the associated pollutant(s), and provide the corresponding pollution prevention practice(s) to be implemented and maintained.

### **Section 6.0 Stormwater Management Controls**

Identify the stormwater management controls to be implemented at the project site, if applicable. For each stormwater management control, enter the estimated installation date. If an unlisted stormwater management control will be implemented at the project site, provide the applicable information here.

### **Section 7.0 Spill Prevention & Response**

Most spills can be cleaned up following manufacturer specifications. The priority should be to protect all people, equipment, property, and the environment. Enter the telephone number of your local fire and police departments.

### **Section 8.0 Inspections & Corrective Action Log**

Enter the qualified inspector's company/organization name, the inspector's name, telephone number, and qualifications. Select the applicable inspection schedule, enter the construction activity inspection date, and enter the date and rainfall amount of the last measurable storm event (if applicable). Identify if the implemented best management practices are in compliance with the SWPPP. Enter corrective actions needed; the party responsible for implementing the corrective actions, and the date corrective actions were taken, if applicable. Make additional copies of the inspection and corrective action log as necessary.

### **Section 9.0 Grading & Stabilization Activities Log**

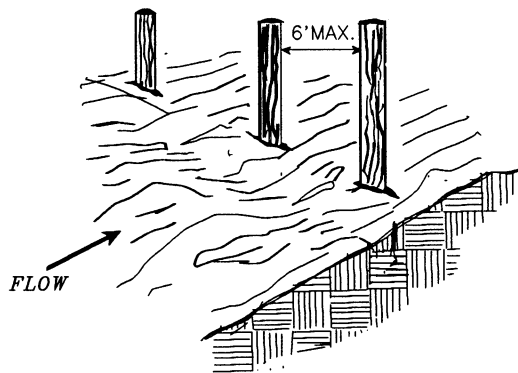
Enter the date grading activities were initiated, a description of the grading activities including location, the date grading activities ceased, the date stabilization measures were initiated, and a description of the stabilization measures including location.

### **Section 10.0 SWPPP Modification & Update Log**

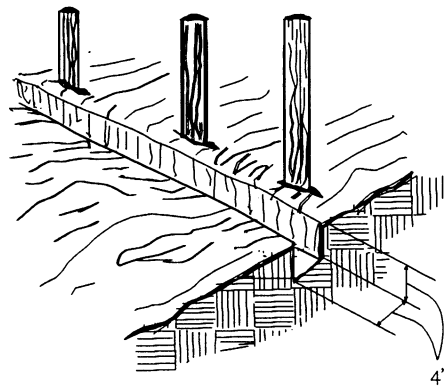
Enter the SWPPP modification date, description of the SWPPP modification/update, and the name and title of the SWPPP modification preparer, if applicable.

## CONSTRUCTION OF A SILT FENCE (WITHOUT WIRE SUPPORT)

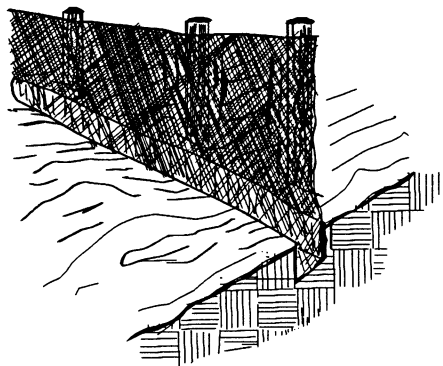
1. SET THE STAKES.



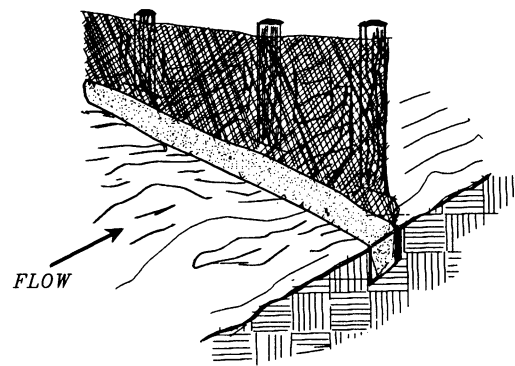
2. EXCAVATE A 4" X 4" TRENCH UPSLOPE ALONG THE LINE OF STAKES.



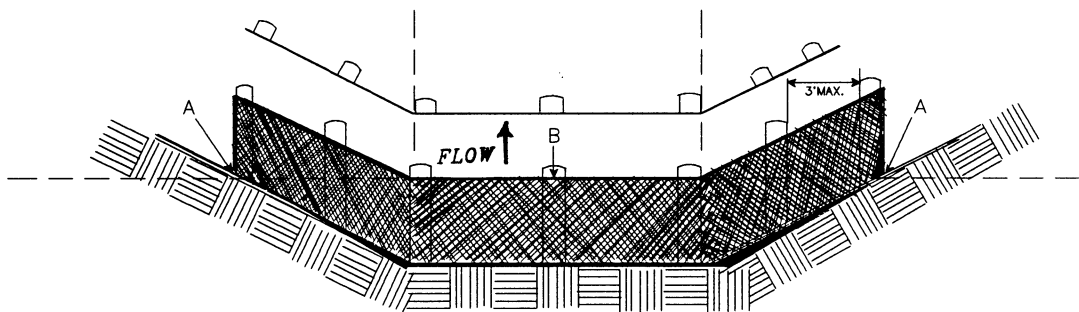
3. STAPLE FILTER MATERIAL TO STAKES AND EXTEND IT INTO THE TRENCH.



4. BACKFILL AND COMPACT THE EXCAVATED SOIL.



SHEET FLOW INSTALLATION  
(PERSPECTIVE VIEW)



POINTS A SHOULD BE HIGHER THAN POINT B.  
DRAINAGEWAY INSTALLATION  
(FRONT ELEVATION)

Source: Adapted from Installation of Straw and Fabric Filter Barriers for Sediment Control, Sherwood and Wyant

Plate 3.05-2

# King George County Community Development

## Residential Plans Examiner Review Form For HVAC System Design (Loads, Equipment, Ducts) Provided by Mechanical Contractor

Contractor \_\_\_\_\_  
Mechanical License # \_\_\_\_\_  
Building permit # \_\_\_\_\_  
Home Address (street or lot #, block, subdivision)  
\_\_\_\_\_  
\_\_\_\_\_

### REQUIRED ATTACHMENTS

Manual J Form (and supporting worksheets):

**ATTACHED**

Yes \_\_\_\_ No \_\_\_\_

Air Distribution worksheet must be available to inspector on mechanical Rough-in inspection of duct work

### HVAC LOAD CALCULATION (IRC M1401.3)

#### Design Conditions

##### **Winter Design Conditions**

Outdoor Temperature \_\_\_\_\_ F  
Indoor Temperature \_\_\_\_\_ F  
Total Heat loss \_\_\_\_\_ Btu

##### **Summer Design Conditions**

Outdoor Temperature \_\_\_\_\_ F  
Indoor Temperature \_\_\_\_\_ F  
Grains difference \_\_\_\_\_ GR @ \_\_\_\_\_ % Rh  
Sensible heat gain \_\_\_\_\_ Btu  
Latent heat gain \_\_\_\_\_ Btu  
Total heat gain \_\_\_\_\_ Btu

#### Building Construction Information (this information must match information provided by builder)

##### **Building**

Orientation (Front door faces) \_\_\_\_\_  
North, East, West, South, Northeast, Northwest, Southeast, Southwest

Number of bedrooms \_\_\_\_\_

Conditioned floor area \_\_\_\_\_ Sq Ft

Number of occupants \_\_\_\_\_

##### **Windows**

Eave overhang depth \_\_\_\_\_ Ft

Internal Shade \_\_\_\_\_  
blinds, drapes, etc.

Number of skylights \_\_\_\_\_

### HVAC EQUIPMENT SELECTION (IRC M1401.3)

#### Heating Equipment Data

Equipment type \_\_\_\_\_  
Furnace, heat pump, boiler, etc.  
Model \_\_\_\_\_  
Heating output capacity \_\_\_\_\_ Btu  
Auxiliary heat output capacity \_\_\_\_\_ Btu

#### Cooling Equipment Data

Equipment type \_\_\_\_\_  
air conditioner, heat pump, etc.  
Model \_\_\_\_\_  
Sensible cooling capacity \_\_\_\_\_ Btu  
Latent cooling capacity \_\_\_\_\_ Btu  
Total cooling capacity \_\_\_\_\_ Btu

#### Blower Data

Heating CFM \_\_\_\_\_ CFM  
Cooling CFM \_\_\_\_\_ CFM

### DUCT INSPECTION OPTION (N1103.2.2.1)

Testing options for ductwork: Select one - (see page 2 for details)

- ☐ (1) Post construction test- Approved testing agency required  
☐ (2) Rough-in test- Approved testing agency required  
(3) County inspected (only when all duct work and air handler are within the conditioned space)

**All ductwork must be Tested per Section N1103.3.3 of the 2015 VRC**

**N1103.2.2 Sealing.** All ducts, air handlers, filter boxes and building cavities used as ducts shall be sealed. Joints and seams shall comply with either the *International Mechanical Code* or Section M1601.4.1 of the Virginia Residential Code. Verification of compliance with this section shall be in accordance with either Section N1103.3.3 or Section N1103.3.4.

**N1103.3.3 Testing option. Duct tightness shall be verified by one of the following:**

**1. Rough-in-Test:** The total leakage shall be less than or equal to 4 cubic feet per minute (113.3 L/min) per 100 square feet (9.29 m<sup>2</sup>) of conditioned floor area where the air handler is installed at the time of test. Where the air handler is not installed at the time of test, the total leakage shall be less than or equal to 3 cubic feet per minute (85 L/min) per 100 square feet (9.29 m<sup>2</sup>) of conditioned floor area.

**2. Post Construction Test:** Total leakage shall be less than or equal to 4 cubic feet per minute (113.3 L/min) per 100 square feet (9.29 m<sup>2</sup>) of conditioned floor area.

**Exception:** A duct air leakage test shall not be required where the ducts and air handlers are located entirely within the building thermal envelope.

When one of these options are chosen, testing shall be performed by approved qualified individuals, testing agencies or contractors. Testing and results shall be as prescribed in Section N1103.3.3 and approved recognized industry standards. **If choosing this option individual testing must be approved by Building Official. The contractor installing the HVAC can be the person who does the testing**

Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**King George County Plan Review  
Residential Data Collection Checklist  
Provided by Builder/Applicant  
2015 Virginia Energy Conservation Code  
Climate Zone 4 Except Marine**

Building permit #: \_\_\_\_\_ Date: \_\_\_\_\_

Building Contact: Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Site Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_

Building Type:    1- and 2-Family, Detached:    ☐ Single Family    ☐ Modular    ☐ Townhouse

Compliance Approach (check all that apply):

- ☐ Prescriptive (VRC Table N1102.1)
- ☐ U-factor alternative (VRC N1102.1.4)
- ☐ Total UA Alternative (VRC) 1101.13 Trade off) (RES-check)

**Please attach all information showing compliance as checked above (Res check etc.)**

**Insulation/fenestration values used in connection with the sizing of heating and cooling equipment in accordance with the Manual J must match information provided on this form**

## **NOTES**

1. VRC N1101.10 – An R-Value identification mark shall be applied to each piece of building thermal envelope insulation
2. VRC N1101.10.1.1 – The thickness of blown in or sprayed roof/ceiling insulation shall be written in inches on markers that are installed at least one for every 300 ft<sup>2</sup> throughout the attic space
3. VRC N1101.10.3 – Fenestration product rating- U-factor of fenestration products (windows, doors and skylights shall be determined in accordance with NFRC 100 by accredited, independent laboratory, and labeled and certified by the manufacturer. **(You must have each product label on during inspection)**
4. VRC 1101.11 – All materials, systems and equipment shall be installed in accordance with the manufacturer's installations instructions and the provisions of the Code
5. VRC 1103.1.1 – Programmable thermostat. The thermostat controlling the primary heating or cooling system shall be capable of controlling the system on a daily basis.
6. VRC 1104.1 – a minimum of 75 percent of the lamps in permanently installed lighting fixtures shall be high- efficacy lamps
7. VRC 303.4 – Dwelling units shall be provided with mechanical ventilation in accordance with section M1507.

### **Ductwork**

**Ductwork Shall be Pressure Tested per N1103.3.3**



Permit # RES \_\_\_\_\_

**King George County Air Distribution Worksheet**  
**Must be present at mechanical rough-in inspections**

**Air Distribution:** All ductwork shall be designed and installed per the Virginia Uniform Statewide Building Code. Separate Certification and air distribution forms are required for each zone of multiple zone houses.

Room/ Area	Area SF	Heating CFM	Cooling CFM	Quantity & Outlet size	Quantity & Feeder Duct Size	Heat Loss Btuh	Sensible Heat Gain Btuh	Return Air Duct	Return Air Grille
<b>Totals</b>									

**Mechanical Ventilation per M 1507**

- ☐ Outdoor air connected to return side of the air handler.
- ☐ Continuous Whole House Ventilation
- ☐ Intermittent Whole House Ventilation

I hereby certify as the ☐ Architect/ engineer, ☐ owner, ☐ master tradesman, that the above information is accurate and in conformance with ACCA's Manual J, the ASHRAE Handbook of Fundamentals or other approved/ recognized standards.

Name: \_\_\_\_\_ License #: \_\_\_\_\_

Company: \_\_\_\_\_ Telephone#: \_\_\_\_\_

Date \_\_\_\_\_

10459 Courthouse Drive  
Suite 104  
King George, VA 22485  
(540) 775-7111



## **Duct Leakage Certification**

Permit Number: \_\_\_\_\_ - \_\_\_\_\_

Date: \_\_\_\_\_

House Address: \_\_\_\_\_

Lot Lumber: \_\_\_\_\_

Conditioned Floor Area (ft) \_\_\_\_\_ Source: Plans Estimated Measured

**Reference: 2015 VRC Section N1103.3.3.**

- ☐ The ducts and the air handler are located within the building thermal envelope. The total leakage shall be less than or equal to 8.0 cfm per square foot of conditioned floor area

Air handler located in the conditioned space? YES \_\_\_ NO \_\_\_

Air Handler present during the test? YES \_\_\_ NO \_\_\_

**Mark all that apply**

☐ Rough-in, total duct leakage with air handler installed (floor area x.04)= \_\_\_\_\_ cfm@25 Pa ☐

Rough-in, total duct leakage with air handler not installed (floor area x.03)= \_\_\_\_\_ cfm@25 Pa ☐

Post Construction, total duct leakage (floor area x.04)= \_\_\_\_\_ cfm@25 Pa

Test result \_\_\_\_\_ cfm@25 Pa Pass Fail

**\*The Total leakage shall be less than or equal to 4 CFP 100' of conditioned space\***

Duct Tester Location \_\_\_\_\_ Pressure Tap Location \_\_\_\_\_

**I certify that these duct leakage rates are accurate and determined using standard testing protocol.**

Company Name: \_\_\_\_\_ Technician: \_\_\_\_\_

Technician Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_ License Number: \_\_\_\_\_

All inspections are required to be requested (1) day in advance by 3:00 pm (no exceptions) by calling 540-775-7111. Please provide building permit number and owner/contractor name. The building permit card must be posted in a manner so that it is visible from the public right of way. The county approved plans shall be on site at all times.

### **Required Residential Inspections**

1. 1<sup>st</sup> Erosion & Sediment Controls (Silt fence/Construction Entrance etc.)
2. Footing-Pier (Prior to concrete placement)
3. Foundation (Prior to backfill)
4. Retaining Wall (Prior to backfill)
5. Water Proofing and Drain Tile (Prior to backfill)
6. Plumbing Groundworks (prior to slab placement)
7. Waterline-Public & Private (prior to backfill)
8. Sewer- Public ONLY (prior to backfill)
9. All slab inspections (prior to concrete placement)
10. Rough in All (prior to insulation)  
    Veneer- Wall bracing/house wrap (prior to siding/brick)
11. Insulation (prior to drywall)
12. Drywall (FOR BRACE WALL INSPECTIONS ONLY)
13. Shower Pan, Shower walls (with tile)
14. LP Gas Tank & Line (prior to backfill)
15. Underground Electric (prior to backfill)
16. Temporary electric Service
17. Throat/Hearth on Masonry fireplaces  
    Factory fireplace/flue
18. Final Building prior to occupying any structure under permit
19. Final Erosion & Sediment Control
20. Bond Release (Well Established Vegetation)

### **OTHER INSPECTIONS MAY BE REQUIRED BY BUILDING OFFICIAL**

You may call between 8:00 and 8:30 A.M. the day of the inspection to receive a two (2) hour TIME FRAME. ***When calling please follow the prompts by selecting one (1) for inspections. You will then be prompted to select two (2) for a building inspection time window or three (3) for an erosion inspection time window.*** In addition if you need to cancel an inspection please do so by 8:30 A.M. the day of the inspection. A \$75.00 re-inspection fee will be charged if the project is not ready.

## **Final Inspection Check List**

- ☐ 4" address posted
- ☐ Amendments are up to date and paid for.
- ☐ All required inspections have been done & passed
- ☐ Final grade/ 6 & 10
- ☐ Approved duct leakage test
- ☐ Fresh air vent installed on the return air side of the air handler.
- ☐ Window and doors are flashed.
- ☐ Yard hydrants have back flow prevention up steam, labeled non potable water
- ☐ Outside equipment needs to be on a 3" pad or suspended 6" above grade
- ☐ Seal up all ext. Penetrations
- ☐ Gas line bond. Gas is connected to house. Painted
- ☐ Drain tile to daylight or sump pump installed.
- ☐ Check all exterior flashing. Side walls & doors
- ☐ GFCI outlet at grade level with extra heavy duty cover.
- ☐ Bonding termination for other systems
- ☐ Crawl space has insulation & vapor barrier.
- ☐ Supply and return air in conditioned crawl.
- ☐ No keyed dead bolts.
- ☐ Guard rails, handrails.
- ☐ Check steps for rise, run, landings.
- ☐ Garage penetration are sealed
- ☐ Anti-tip on range.
- ☐ Fire extinguisher installed in the kitchen. 2:a-10:b-c
- ☐ Box extensions on kitchen outlets
- ☐ Fall prevention on windows w sills lower than 18" above the floor
- ☐ Programmable thermostat
- ☐ Tempered glass locations. Doors, tubs, stairs
- ☐ Light in attic is protected from physical damage.
- ☐ Attic access is insulated & weather stripped
- ☐ Attic access in a hallway or readily accessible location
- ☐ Attic and basement insulation
- ☐ Smoke detectors are interconnected
- ☐ Carbon monoxide detectors
- ☐ Check all lighting
- ☐ Tamper proof outlets.
- ☐ GFCI are in the correct locations, <6 of sinks, dishwashers, laundry rooms, basement, garage, bathroom, exterior.
- ☐ Garage outlets are on a separate branch circuit.
- ☐ AFCI breakers in bedrooms.
- ☐ Panel, labels & connection
- ☐ 75% of all light fixtures need to be high-efficacy
- ☐ Air admittance valves are accessible, and be installed in a location that allows air to enter the valve
- ☐ No plumbing leaks.
- ☐ Max. water temp. 120 deg. F.
- ☐ Max. water pressure 80 psi.
- ☐ All DWV and conduits are capped
- ☐ No air admittance valves on sumps
- ☐ Metal pan for water heaters, thermal expansion, relief
- ☐ Vents & chimneys installed properly.
- ☐ Combustion air for fuel burning equipment.
- ☐ Concealed dry ducts need to have a label for the total length of vent.
- ☐ Approved duct leakage test
- ☐ Passed E&S inspection or \$2500 bond posted

**Required Submittal Documents**  
**Prior to issuance of**  
**Certification of occupancy (if applicable):**

- ☐ Health Department Approval
- ☐ VDOT Approval
- ☐ Paid in full Receipt for Service Authority
- ☐ Completed SWPPP Packet

**\*this is not a complete check list.**  
**Requirements may vary based on the project.**



## 2021 Virginia Residential Code Additional Energy Efficiency Requirements

Contractor / Owner

Address, Lot Number, tax Map number.

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### Choose compliance option:

- Prescriptive Compliance (Must also include **ONE** of 1-5)
- Total Building Performance (Must include **ONE** of 1-5 or have an annual energy cost that is less than or equal to 95% of the annual energy cost of the standard reference design.)
- Energy Rating Index (The energy rating index value shall be at least 5% less than the energy rating index target specified)
  
- **1. Enhanced thermal envelope**
  - a. The total building thermal envelope UA (the sum of the U-factor times the assembly area) shall be less than or equal to 95% of the total UA resulting from multiplying the U-factors in Table N1102.1.2 by the same assembly area.
  - b. The area-weighted average SHGC of all glazed fenestration shall be less than or equal to 95% of the maximum SHGC in Table N1102.1.2.
- **2. More efficient HVAC equipment** (Shall meet **ONE** of the following) **\*If multiple systems are used, all systems must meet the minimum efficiency requirements\***
  - a. Greater than or equal to 95 AFUE natural gas furnace and 16 SEER air conditioner.
  - b. Greater than or equal to 10 HSPF/16 SEER air source heat pump.
  - c. Greater than or equal to 3.5 COP ground source heat pump.
- **3. Reduced energy use in water heating service** (Shall meet **ONE** of the following)
  - a. Greater than or equal to 0.82 EF fossil fuel service water heating system.
  - b. Greater than or equal to 2.0 EF electric service water heating system.
  - c. Greater than or equal to 0.4 solar fraction solar water heating system.
- **4. More Efficient duct thermal distribution system** (Shall meet **ONE** of the following)
  - a. 100% of ducts and air handlers located entirely within the building thermal envelope.
  - b. 100% of ductless thermal distribution system or hydronic thermal distribution system located completely inside the building thermal envelope.
  - c. 100% of duct thermal distribution system located in conditioned space as defined by Section N1103.3.2.
- **5. Improved air sealing and efficient ventilation system.**
  - a. The measured air leakage rate shall be less than or equal to 3.0 ACH50, with either an ERV or HRV installed.

*King George Community Development*