



# KING GEORGE COUNTY BUILDING PERMIT APPLICATION

DEPARTMENT OF COMMUNITY DEVELOPMENT

10459 COURTHOUSE DRIVE, SUITE 104

KING GEORGE, VA 22485

PHONE: (540) 775-7111 FAX: (540) 775-3139

APPLICATION FOR BUILDING AND ZONING PERMITS

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

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

<b>Received By:</b>	<b>Construction Code Year:</b>
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ALL APPLICABLE INFORMATION MUST BE COMPLETED OR APPLICATION WILL BE RETURNED. (Please Print)

<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Building Permit	<input type="checkbox"/> Zoning Permit	<input type="checkbox"/> Amendment
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<b>Owner Information</b>	Name _____		Daytime Telephone No. _____	
	Mailing Address _____			
	_____			
	E-mail Address _____	Fax Number _____	Cell Number _____	

<b>Builder/ Applicant</b>	Name _____		Telephone No. _____	
	Mailing Address _____			
<input type="checkbox"/> same as owner	_____			
	E-mail Address _____		Fax Number _____	

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

<b>Description of work:</b>	_____
	_____
	_____

**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. \_\_\_\_\_

Mechanic Lien Agent \_\_\_\_\_  
 Name \_\_\_\_\_ Telephone No. \_\_\_\_\_  
 Not Designated \_\_\_\_\_  
 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** \_\_\_\_\_

**OFFICE USE:** FEMA MAP PANEL: \_\_\_\_\_ FLOOD ZONE: \_\_\_\_\_  
 HYDRALOGIC 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: \_\_\_\_\_

**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.

# King George County, Virginia



## 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.

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Signature

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Date

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



# KING GEORGE VIRGINIA

Department of  
Community Development  
10459 Courthouse Drive, Suite 104  
King George, VA 22485

Louis Pancotti, CZA, Interim Director  
Rick Herron, CBO, Building Official  
(540)775-7111 (office)  
(540)775-3139 (fax)

**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**

# Payment of Real Estate Taxes Form

Department of Community Development  
10459 Courthouse Drive, Suite 104  
King George, VA 22485  
540-775-7111

*In accordance with 1.7.1.a of the King George County Zoning Ordinance. 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 percent, for a special exception, special use permit, 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 this section have been paid and satisfied. The zoning administrator 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 Owners Name: \_\_\_\_\_*

*I certify that Payment of Real Estate taxes have been paid in full, for the above referenced property; as required by 1.7.1a of the King George County Zoning Ordinance.*

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

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

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