



# 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: \_\_\_\_\_

Received By: \_\_\_\_\_

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. \_\_\_\_\_

same as  
owner

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

E-mail Address \_\_\_\_\_ Fax Number \_\_\_\_\_

Property  
Information

Address / Road Name \_\_\_\_\_

Subdivision \_\_\_\_\_ Tax Map # \_\_\_\_\_ Section \_\_\_\_\_ Parcel \_\_\_\_\_

Zoning: \_\_\_\_\_ Total Acres: \_\_\_\_\_ Acres Disturbed: \_\_\_\_\_ RPA:  Yes  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. \_\_\_\_\_

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:**

- **Complete Application:**
  - 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 (2 Copies) 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.
- **VDOT Permit:**
  - Any State Road/Route will need a VDOT permit submitted with application
- **Building Plans (2 copies) to include but not limited to:**
  - HVAC System Design Packet (included in permit application) and required attachments
  - Floor Layout with dimensions and square footage
  - Use of each room (Bonus room is not a room use.)
  - Footing Plan-show all piers and beams, indicate size and location of any rebar
  - Foundation plan-indicate size and location of any reinforcement.
  - Specify the size, spacing and location of all floor joist, beams, headers, rafters, ceiling joists, ect.
  - If using engineered wood product (ex. TGI, LVL, Floor truss, roof truss) provide a layout and shop drawings. The stamped set of drawings will be required onsite at the framing inspections.
  - Show the location of smoke and carbon monoxide detectors
  - Window and door location and sizes
  - Show the location and specify the support for all point loads and how they transfer to the foundation.
  - Wall Section view
  - Wall Bracing Details and Compliance Chart
  - Insulation Values

\*\*\*\*\***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 County, Virginia

## Owner / Builder Affidavit

Section 54.0-1111. Prerequisites to obtaining building permit – Any person applying to the building inspector or any other authority of a city, county 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 inspector or authority that he is duly licensed or registered under the terms of this chapter to carry out superintend the same, or (ii) file a written statement, supported by an affidavit, that he is not subject to licensure or registration as a contractor or subcontractor pursuant to this chapter. The applicant shall also furnish satisfactory proof that the taxes or license required by any city, county, or town have been paid so as to be qualified to bid upon or contract for the work for which the permit has been applied.

It shall be unlawful for the building inspector or other authority to issue or allow the issuance of such permits unless the applicant has furnished evidence of being either exempt from the provisions of this chapter or licensed or registered under this chapter to carry out or superintend the work for which such permits have been applied.

The building inspector, or other such authority, violation the terms of this section shall be guilty of Class 3 misdemeanor. (Code 1950, Section 54-138; 1970, c. 319; 1980, c. 634; 1988, c. 765.)

Cross reference- As to punishment for Class 3 misdemeanors, see Section 18.2-11.

### AFFIDAVIT

I, \_\_\_\_\_, of \_\_\_\_\_ affirm that I am the owner of a certain tract or parcel of land located at \_\_\_\_\_ and that I have applied for a building permit. I affirm that I am familiar with the prerequisites of Section 54.0-1111 of the Code of Virginia and I am not subject to licensure as a contractor or subcontractor.

\_\_\_\_\_  
Affiant

Signed and acknowledged before me by \_\_\_\_\_  
in the County of King George, Virginia, this \_\_\_\_\_ day of \_\_\_\_\_,

My Commission expires: \_\_\_\_\_

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

