



# CULPEPER COUNTY, VIRGINIA - MECHANICAL PERMIT

Building Department • 302 N. Main St., Culpeper VA 22701 • 540-727-3405 [www.culpepercounty.gov](http://www.culpepercounty.gov)

### JOB (SITE) LOCATION IF DIFFERENT THAN OWNER ADDRESS

STREET ADDRESS \_\_\_\_\_ Permit # \_\_\_\_\_ - \_\_\_\_\_  
CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_ Tax Map # \_\_\_\_\_

### OWNER INFORMATION

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_ EMAIL: \_\_\_\_\_  
City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### CONTRACTOR INFORMATION OWNER/ LESSEE if owner is the contractor Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_

BUSINESS NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_  
City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

VA STATE CONTRACTOR'S LICENSE # \_\_\_\_\_ CLASS \_\_\_\_\_ EXPIRATION \_\_\_\_\_

VA STATE MASTERS LICENSE # \_\_\_\_\_ EXPIRATION \_\_\_\_\_

Online verification by Permit Tech \_\_\_\_\_ initial

### CONTACT PERSON: Person to answer Plan Review Questions & Pickup Permit

NAME \_\_\_\_\_ DAY PHONE # \_\_\_\_\_

E-MAIL \_\_\_\_\_ CELL PHONE # \_\_\_\_\_

### DESCRIPTION OF WORK CONTRACT AMOUNT: \_\_\_\_\_ RESIDENTIAL 2012 IRC COMMERCIAL 2012 IBC / VMC

TYPE OF IMPROVEMENT:  New  Addition  Alteration/ Repair  Tenant Layout  Other \_\_\_\_\_

TYPE OF CONSTRUCTION:  Residential  Com/ Office  Com/ Mercantile  Industrial  Public/ Institutional  Other

**RESIDENTIAL:**  Heat Pump  Generator  Gas  Gas/Fuel Lines  Furnace \_\_\_ Natural Gas \_\_\_ Propane

Gas Appliance  Tank Install # \_\_\_  Tank Removal # \_\_\_  Storage Tanks # \_\_\_ AST # \_\_\_ UST # \_\_\_ Install # \_\_\_ Removal

Wood Stove  Exhaust Fans  Gas Logs  Gas Fireplace/ Direct Vent

**COMMERCIAL:**  Install HVAC  Boiler  Tank install # \_\_\_  Tank Removal # \_\_\_  Fuel Lines  Type 2 Hood  Generator

DESCRIBE IN DETAIL WORK TO BE PERFORMED (WRITE LEGIBLY):

### AFTER HOURS PLAN REVIEW REQUESTED - YES OR NO (ADDITIONAL FEES WILL APPLY)

I hereby certify that I have the authority to make the foregoing application, that the information given is correct, and that all construction will comply with the Virginia Uniform Statewide Building Code and applicable ordinances. The permit holder is the responsible party for compliance with the VUSBC and other ordinances. The permit holder is responsible to call for an inspection when construction reaches a stage of completion that requires an inspection per Section 113.1.2 of the USBC. The permit holder is responsible to provide any ladder, scaffolding or test equipment necessary to conduct or witness a requested inspection per Section 113.1.1 of the USBC.

Print Name: \_\_\_\_\_  Owner  Contractor  Authorized Agent

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

Application reviewed and accepted by \_\_\_\_\_ Permit Tech.

**FEE SCHEDULE TO BE COMPLETED BY ADMINISTRATIVE STAFF**

All Commercial jobs require 3 sets of plans upon submission and \$75.00 Administrative Fee if project is less than 15,000 SF OR \$250.00 if over 15,000 Sf. The individual responsible for the design, including the individual's occupation & address MUST sign the plans submitted.

**FEE SCHEDULE TO BE COMPLETED BY ADMINISTRATIVE STAFF (attach to page one)**

Permit Fee Schedule	√	Fee Schedule	Actual Sq. Ft. Provided by Plan Review	Actual Permit Fee	Comments
<b>COMMERCIAL FEES</b>					
New Construction		\$.03/ SF			
New Construction Min.		\$125.00			
Tenant/ Remodel/ Repairs		\$.03/ SF			
Amendment fees-Additional		\$.03/ SF			
Minimum Amendment		\$50.00			
Code Modification Request		\$50.00			
Generator (gas lines)		\$50.00			
Minimum Permit Fee		\$125.00			
Plan Review		\$250.00			
Plan Review Minimum		\$125.00			
Fire Dampers		\$20 ea.			
Fire Damper Minimum		\$80.00			
Smoke Dampers		\$20 ea.			
Smoke Dampers Minimum		\$80.00			
Solar Panels		\$125.00 each			
Working w/o Permit		\$200.00 each			
Renewal fees each 6-months		\$25.00			
Change of Contractor		\$100.00 each			
<b>RESIDENTIAL FEES</b>					
New/Repair/Replace		\$50.00			
Change of Contractor		\$50.00 each			
Solar Panels		\$125.00 each			
Working w/o Permit		\$125.00 each			
Renewal fees each 6-months		\$25.00			
Generator		\$50.00			
Generator Tank/ Lines		\$50.00			
			<b>TOTAL</b>	\$	
			State Levy 2%		
			Less Admin Fee	\$ (      )	
			<b>TOTAL</b>	\$	