



Culpeper County
Building Department
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Master File Plans

The County wide Master file program in accordance with the Virginia Uniform Statewide Building Code, the Culpeper County Building Department allows one set of plans to be used throughout the town and county of each model house type. Master plans are valid until the adopted code in which they were designed under expires.

Follow the steps listed below for the first time a master file plan is submitted to the county for permit & plan approval. Further details on residential requirements for submittal can be found on the residential checklist included with your building application. All residential requirements are required in addition to these for master file review.

Your submission must include the following:

- Zoning permit with (2) copies of approved site plan. (2) copies of the approved elevations if you are building within the Town of Culpeper.
- (3) Complete sets of building plans that include the Culpeper County standards for residential submission including Culpeper County's design criteria.
- (1) completed application for the original master & (1) completed application for each applicable lot.
- If applicable, engineered roof truss design & layout. Review copies are not required to be professionally sealed and can be submitted electronically. If using an engineered floor system, layout of floor system.
- ANSI Z765 Square Footage Certification based per ANSI Z765 standard. All available options must be listed.

<http://www.nahb.org/page.aspx/generic/sectionID=96/fromGSA=1>. Due to copyright, this standard must be purchased through NAHB/ Home Innovation Research Labs.

Plans on the Job Site

A set of approved building and grading plans along with sealed set of roof/floor truss designs must be available at each lot. **Plans located at the job site trailer are not acceptable; the plans must be located at each lot.** Copies, no smaller than 11 x 17 inches, may be substituted to ensure plans are available at each location. The plans must be legible, protected from the weather, and available to the inspector during the construction process. Inspectors are authorized to fail an inspection when a complete set of plans are not available.

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