



# CULPEPER COUNTY, VIRGINIA PRE-WORK REQUEST APPLICATION

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/ TENANT INFORMATION

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

### OWNER REPRESENTATIVE INFORMATION

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

### COMPLETE THE FOLLOWING STATEMENT IF YOU WISH A REPRESENTATIVE TO ACT ON YOUR BEHALF

As Owner of the Site Address listed, I authorize \_\_\_\_\_  
to act on my behave for this Pre-Work Request. **Print Legibly Full Name of Authorized Agent**

Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Residential  Commercial

### Scope of Work:

- Change of Use<sup>1</sup>: Current use: \_\_\_\_\_ Changing use to: \_\_\_\_\_ Zoning Approval \_\_\_\_\_
- Certificate of Occupancy
- Occupancy Load
- Previous work performed without proper permit inspections.
- Fire or Structural Damage (Complete a description in detail where indicated below.)
- Other (Complete a description in detail where indicated below.)

Specific Description of action needed (write legibly): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**<sup>1</sup>If Change of Use is a Day Care Center or Child Care w/infants up to 2 ½ years; a Certificate of Occupancy is required.**

\_\_\_\_\_  
Signature of Owner/Authorized Representative **Print name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Pre-work Fee Schedule

<i>Select</i> ✓	<i>Description</i>	<i>Fee</i>	<i>Actual Fee</i>
<b>Commercial</b>			
✓	Pre-work Inspection	\$50.00	<b>\$ 50.00</b>
	Certificate of Occupancy	\$50.00	\$
	Change of Use Group	\$50.00	\$
	Occupancy Load	\$50.00	\$
<b><i>SUB-TOTAL PERMIT FEE</i></b>			\$
	Virginia State Levy Fee 2%		\$
<b><i>TOTAL ALL FEES</i></b>			<b>\$</b>
<b>Residential</b>			
✓	Pre-work Inspection	\$25.00	<b>\$ 25.00</b>
	Certificate of Occupancy	\$10.00	\$
<b><i>SUB-TOTAL PERMIT FEE</i></b>			\$
	Virginia State Levy Fee 2%		\$
<b><i>TOTAL ALL FEES</i></b>			<b>\$</b>