

# **ATTENTION PERMIT APPLICANTS!!**

## **MINIMUM SCALE FOR HOUSE PLANS – 3/16”**

***ISSUANCE OF PERMIT (S), WILL BE DELAYED AND POSSIBLY REJECTED, IF ALL REQUIRED INFORMATION IS NOT DOCUMENTED ON PLANS.***

**PLANS SHALL REFLECT EXACTLY WHAT IS BEING CONSTRUCTED IN THE FIELD.**

***ALL CONSTRUCTION REQUIRING INSULATION (HOMES, COMMERCIAL, ADDITIONS, HEATED SUN ROOMS OR REMODEL) MUST BE ACCOMPANIED BY AN ENERGY EFFICIENCY COMPLIANCE SHEET UPON APPLICATION FOR A PERMIT.***

**ALL FRAMING SHALL BE DETAILED WITH; TYPE, GRADE, SIZE, AND ON-CENTER SPACING OF FRAMING MEMBERS. IN ADDITION, PLAN SHALL INDICATE DIRECTION OF RUN FOR FRAMING MEMBERS.**

### **ROOF FRAMING**

**PLANS SHALL INDICATE WHETHER ROOF IS CONVENTIONALLY FRAMED OR PRE-ENGINEERED TRUSSES. FOR CONV. FRAMED SYSTEM, PLAN SHALL SHOW ENTIRE ROOF WITH; RIDGES, RAFTERS, CEILING JOIST AND/OR COLLAR TIES, GABLES, HIPS, VALLEYS, AND BEARING POINTS.**

### **WALL FRAMING**

**PLANS SHALL INDICATE ALL BEARING AND NON-BEARING WALLS, SHOW HEADER SIZES FOR ALL OPENINGS, WINDOWS AND DOORS.**

### **FLOOR FRAMING**

**PLANS SHALL SHOW ENTIRE FLOOR SYSTEM ON EACH LEVEL OF STRUCTURE. SHOW ALL BEAMS, HEADERS, GIRDERS AND LOAD BEARING WALLS SUPPORTING FLOORS.**

### **FOUNDATION**

**PLAN SHALL INDICATE THE FOUNDATION TYPE, SIZE, AND FOOTPRINT DIMENSIONS.**

### **FOOTINGS**

**PLAN SHALL SHOW ALL FOUNDATION WALL, COLUMN, AND PIER FOOTINGS AS WELL AS THICKENED SLABS FOR LOAD BEARING WALLS. DETAIL SHALL SHOW SIZE AND THICKNESS.**

### **FLOOR PLANS**

**PLAN SHALL SHOW AN OVERVIEW OF EACH LEVEL OF THE STRUCTURE INCLUDING BASEMENTS. PLAN SHALL SHOW ROOM SIZES AND INDICATE INTENDED USE OF EACH ROOM.**

### **ELEVATIONS**

**PLAN SHALL INCLUDE EXTERIOR ELEVATIONS**

DATE: \_\_\_\_\_

PERMIT # \_\_\_\_\_

(For Office Use Only)

**APPLICATION FOR PERMIT**

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

• **Owner's are allowed to act as their own contractor provided DPOR Title 54 Owner Contractor**

**Definition is met.**

\*Contractor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**\*NOTE:** If you have never obtained permits in Frederick County please attach a copy of your state contractor's license. Any jobs over \$25,000 will also need a Frederick County Business License unless you are building in the Town of Middletown or the Town of Stephens City. You would then need that town's business license. All businesses in Frederick County are required to have a Frederick County Business Licenses regardless of the job value. Please note that all permits in the Town of Middletown are handled at the Town Office in Middletown.

**MECHANICS LIEN AGENT:** \_\_\_\_\_ **yes** \_\_\_\_\_ **no** (if yes, please complete below)

Mechanics Lien Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number \_\_\_\_\_

**LOCATION OF PROPERTY**

Subdivision: \_\_\_\_\_ Lot Number \_\_\_\_\_

Street Name: \_\_\_\_\_

Tax Map Identification Number of the Property: \_\_\_\_\_

Directions to the job site: \_\_\_\_\_

**SETBACKS**

Front \_\_\_\_\_ Rear \_\_\_\_\_ Left \_\_\_\_\_ Right \_\_\_\_\_

**TYPE OF PERMIT APPLYING FOR:**

\_\_\_\_\_ Building \_\_\_\_\_ Electrical \_\_\_\_\_ Mechanical \_\_\_\_\_ Plumbing \_\_\_\_\_ Sign

**\*NOTE\*** Under Freedom of Information Act plans can be secured upon request.

PERMIT FOR: \_\_\_\_\_

JOB VALUE: \_\_\_\_\_

I hereby agree to comply with all provisions of the Virginia Uniform Statewide Building Code and the Zoning Ordinance as adopted by the County of Frederick.

Signature of Applicant \_\_\_\_\_

**APPLICANT PLEASE PRINT** \_\_\_\_\_

\_\_\_\_\_ Contractor \_\_\_\_\_ Owner \_\_\_\_\_ Agent \_\_\_\_\_ Engineer/Architect

\*Agents, please not that a signed authorization from the owner or contractor must be attached.

**Please list a daytime telephone number in which you can be reached incase of questions.**

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**BUILDING INFORMATION NEEDED FOR PERMITS**

**RESIDENTIAL**

\_\_\_ New  
\_\_\_ Addition  
\_\_\_ Remodeling  
\_\_\_ Demolition

**COMMERCIAL**

\_\_\_ New  
\_\_\_ Addition  
\_\_\_ Remodeling  
\_\_\_ Demolition

**Residential Demolition** - Requires a letter from the Power Co. verifying power has been removed and a letter from the Gas Co. verifying gas has been removed.

**Commercial Demolition/Additions/Remodelings** - Requires the same information as Residential and in addition to that information requires Asbestos affidavit if built prior to January 1, 1985.

List what is being constructed:

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**RESIDENTIAL**

Master Plan Number (if applicable) \_\_\_\_\_  
Building Size (Dimensions) \_\_\_\_\_  
Total Square Footage of Living Space \_\_\_\_\_  
Square Footage of Basement \_\_\_\_\_  
\_\_\_ Unfinished \_\_\_ Finished  
Number of Stories \_\_\_\_\_  
Number of Bedrooms \_\_\_\_\_  
Number of Bathrooms \_\_\_\_\_  
Total Number of Rooms \_\_\_\_\_  
Garage - (Size of Garage) \_\_\_\_\_  
Deck - (Size of Deck) \_\_\_\_\_  
Porch - (Size of Porch) \_\_\_\_\_  
Masonry Chimney/Fireplaces \_\_\_\_\_

**MOBILE HOMES**

Make \_\_\_\_\_ Model \_\_\_\_\_  
Year \_\_\_\_\_ Serial Number \_\_\_\_\_  
Length \_\_\_\_\_ Width \_\_\_\_\_ Number of Bedrooms \_\_\_\_\_  
Number of Bathrooms \_\_\_\_\_ Type of Heat \_\_\_\_\_

**COMMERCIAL**

Total Square Footage of Building \_\_\_\_\_  
Building Size \_\_\_\_\_  
Number of Stories \_\_\_\_\_  
Number of Bathrooms \_\_\_\_\_  
Total Number of Rooms \_\_\_\_\_  
Use Group \_\_\_\_\_  
Occupant Load \_\_\_\_\_

**Permit Application**

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**SIGNS**

Type of Sign \_\_\_\_\_

Sign Size (Dimensions) \_\_\_\_\_

Sign Reads \_\_\_\_\_

Height From Ground To Top Of Sign \_\_\_\_\_

Other Signs On Property \_\_\_\_\_

Input Amps \_\_\_\_\_ Input Volts \_\_\_\_\_

Marking & Listing Number \_\_\_\_\_

Square Footage of Front of Structure (if wall sign) \_\_\_\_\_

**ELECTRICAL PERMIT**

**RESIDENTIAL:**

Amp Service \_\_\_\_\_ (this is the only thing needed for new dwellings)

For Additions/Remodeling: Number of Switches \_\_\_\_ Lights \_\_\_\_ Receptacles \_\_\_\_

Size of sub-panel if adding one: \_\_\_\_\_

Upgrading service to \_\_\_\_\_

**COMMERCIAL:** (List all equipment, motors, and wiring)

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

**PLUMBING PERMIT:** Residential & Commercial (list number of fixtures by each)

____ Basins	____ Dishwasher	____ Floor Drains	____ Fountain
____ Garbage Disposal	____ Grease Traps	____ Laundry Tub	____ Lawn Faucets
____ Sewer Pump	____ Sewer Service	____ Showers	____ Sinks
____ Sump Pumps	____ Tubs/Whirlpools	____ Urinals	____ Wash Machine
____ Water Closets	____ Water Heater	____ Water Service	____ Well Pump
____ Other _____			

**MECHANICAL PERMIT**

**RESIDENTIAL:** (list number of fixtures installing)

\_\_\_\_ Heat Pump \_\_\_\_ Gas Furnace \_\_\_\_ A C Unit \_\_\_\_ Gas Piping \_\_\_\_ Gas Range

\_\_\_\_ Gas Logs \_\_\_\_ Gas Water Heater \_\_\_\_ Other \_\_\_\_\_

\_\_\_\_ Size of Tanks Under 500 Gal. \_\_\_\_\_

**COMMERCIAL:** (list all equipment giving btu's and tons)

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

**NOTE:**

All commercial jobs for building, electric, plumbing and mechanical will need to submit 2 sets of plans (sprinkler plans and fire suppression systems require 4 sets).

All building permits for residential jobs will need to submit 1 set of plans.