

County of Middlesex, Virginia

Department of Planning and Community Development



Zoning and Building Permit Application

OFFICE USE ONLY

Date: _____

Date: _____

Zoning Permit #: _____

E & S Agreement #: _____

Fee: \$40.00 Approval Denial

Fee: \$50.00 Approval Denial

Zoning Administrator

E & S Administrator

See Comments if Checked

See Comments if Checked

Any person aggrieved by this notice may have the right of appeal. Any appeal shall be filed within thirty (30) days and be in accordance with Section 15.2-2311 of the Code of Virginia. This decision shall be final and unappealable if not appealed within thirty (30) days.

Date: _____

Approval

Denial

Building Official

See Comments if Checked

Building Permit #: _____

Fee: _____

#: _____

Fee: _____

#: _____

Fee: _____

Parcel Number: _____

Permitted Use Regulation: _____

Hydric Soil (per ACOE): Yes No

Zoning District: _____

Magisterial District: _____

CBPA: _____

Septic Permit #: _____

Flood Zone: _____

Land to be Disturbed: _____

Hydrologic Unit: _____

Date Complete Application Submitted: _____

Requires E911 Addressing: Yes No

TO BE COMPLETED BY APPLICANT:

Parcel Size: _____ Current Use: _____

Project Description / Proposed Use: _____

E911 Address / Directions to Site: _____

Property Owner: _____

Mailing Address: _____ Email: _____

City, State, Zip: _____ Daytime Phone #: _____

Contractor: _____

Contractor's Address: _____ Email: _____

City, State, Zip: _____ Daytime Phone #: _____

License Number: _____ Expiration Date: _____

Responsible Land Disturber: _____

Certification Number: _____ Expiration Date: _____

Property Owner: Mail Call When Ready

Contractor: Mail Call When Ready

Agent: _____
 Agent Address: _____
 City, State, Zip: _____
 Email: _____
 Daytime Phone: _____
 Mechanics Lien Agent: _____
 Mechanics Lien Address: _____
 Telephone: _____
 Mechanics Lien Agent – None Designated: _____

Manufactured Homes Only

Make: _____ Length: _____ Width: _____ Year: _____
 Serial #: _____ Value of Manufactured Home: _____
 Manufactured Home Purchased From: _____

Zoning

I hereby certify that I have the authority to make the foregoing application, that the application is correct and that construction and use will conform to the Middlesex County Zoning Ordinance, Subdivision Ordinance or any other applicable laws of Middlesex County. I understand approval of this permit is contingent upon approvals of necessary Federal and State agencies.

Erosion and Sediment Control Agreement

In lieu of performing an E&S plan, I agree to comply with any reasonable requirements determined necessary by the Erosion and Sediment Program Administrator or agent.

Building

I hereby certify that I have the authority to make the foregoing application, that the application is correct and that construction conforms to all applicable laws of this jurisdiction.

CHECK ONE OF THE FOLLOWING: IBC IRC

Attach Copy of State Contractor’s License (Required)

Proposed Construction Meets Minimum V.D.H. Setback Requirements for Separation from Well and Septic Systems

 Signature Date Date Permit Issued

Fees Paid: \$ _____ Check #: _____ Cash

Comments: _____

Conditions:
 VMRC #: _____
 CBPA Exc. #: _____
 Variance #: _____
 Site Plan #: _____
 Other #: _____

**IN ORDER TO OBTAIN A BUILDING PERMIT, THE FOLLOWING
MUST BE SUBMITTED**

- Two (2) sets of building plans for residential, three (3) sets of building plans for commercial
- Site plan prepared by a certified land surveyor or registered Civil Engineer showing base floor and finished floor elevation if construction is within a Flood Zone.
- Approval of the County Health Officer for sewage and water system and any such information as may be required by the Building Official.
- For a manufactured home, a copy of the Manufacturer’s Installation Instruction is required.
- A plot plan for Zoning review that includes:
 - [] Acreage of the parcel
 - [] The date the parcel was recorded
 - [] The location and dimensions of all existing and proposed structure(s), driveway(s), sidewalk(s) (Label each as existing or proposed.)
 - [] The location of the **existing septic field** or the **proposed septic field**
 - [] The size of impervious area on the lot (rooftops, concrete)
 - [] The distance from the proposed structures(s) to all property lines
 - [] The delineation of the RPA and RMA
 - [] The delineation of land clearing or disturbance
 - [] The size of the area of land clearing or disturbance (in square feet)
 - [] The location of any erosion and sediment control measures (silt fence, straw bales, gravel entrance, etc.)
 - [] The location of any trees (12”+ in diameter) that will be removed outside of the building, driveway, well, and/or septic footprints(s)
 - [] The location of new plants to replace trees (12”+ in diameter) that will be removed outside of the building, driveway, well and/or septic footprint(s). {Two new plants are required for every tree (12”+in diameter) that is removed outside of the building, driveway, or septic field footprints(s).}

When preparing the plot plan, it is preferable to use a copy of a survey. If a survey is not used, be as accurate as possible when drawing property lines.

Notice: It is the responsibility of the applicant to establish the location of the front, side, and rear property lines whereby the County Officials can determine that the setback requirements noted in this plot plan have been met. It is the applicant’s responsibility to complete the plot plan.

BUILDING PERMIT WORKSHEET

TEMPORARY CERTIFICATE OF OCCUPANCY \$50 / 6 MONTHS \$ _____

MANUFACTURED HOME and MODULAR (INDUSTRIALIZED) HOMES

_____ SQ. FT. x .12 = \$ _____

BUILDING (All site built structures)

ESTIMATED VALUE OF CONSTRUCTION: \$ _____

Square feet calculations:

1st Floor _____ SQ.FT.x 0.12=_____ Porch(s) _____ SQ.FT.x 0.10= _____

2nd Floor _____ SQ.FT.x 0.12=_____ Patio(s)/Decks _____ SQ.FT.x 0.10 = _____

Loft _____ SQ.FT.x 0.12=_____ Garage/Carport _____ SQ.FT.x 0.10= _____

Basement _____ SQ.FT.x 0.12=_____ Boathouse _____ SQ.FT.X 0.10= _____

Shed _____ SQ.FT.x 0.10=_____ Relocation _____ SQ.FT.x 0.10= _____

Finish Existing space _____ SQ.FT. x 0.10 = _____

Dwelling Plans Review (Site Built Dwellings) = _____ \$50

TOTAL (This Section) \$ _____

COMMERCIAL CONSTRUCTION _____ SQ.FT. X \$0.20 = \$ _____

SIGNS

(SIZE) _____ x _____ = _____ SQ. FT. x .05 = \$ _____ + \$25 = \$ _____

REMODEL, ALTERATIONS, STRUCTURES NOT LISTED \$5/\$1000

ESTIMATED COST _____ x \$5/\$1000 of cost \$ _____ (**\$500 MAX**)

BULKHEADS, PIERS, MISCELLANEOUS MARINE STRUCTURES, SWIMMING POOLS, CHIMNEYS, FIREPLACES, ANY OTHERS:

ESTIMATED COST: _____ x \$10/\$1000 of cost = \$ _____

DEMOLITION

DEMOLITION FEE: \$25 \$ _____

PERMIT FEE - Enter Total(s) From Above (\$40 (Minimum Fee): \$ _____
(NOTE: All After-the-Fact permits fees are double)

STATE MANDATED 2% FEE LEVY (PERMIT FEE X \$0 .02) \$ _____

Valuation Fee (Job Value of \$25,000 or Less) \$20.00 \$ _____

Valuation Fee (Job Value of \$25,001 or More) \$30.00 \$ _____

TOTAL DUE: \$ _____

Effective Fee Date: 6/06/2017

County of Middlesex, Virginia

Department of Planning and Community Development

Zoning and Building Permit Application Addendum Agreement In Lieu of an Erosion and Sediment Control Plan

Application # _____	Parcel Number(s): _____
Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Hydrologic Unit: _____
Signature: _____	Date: Tax Query: <input type="checkbox"/> Current <input type="checkbox"/> Delinquent
Conditions/Comments: _____ _____ _____	

This agreement is for land disturbance associated with single family residence construction. This agreement is required for 2500 square feet or more of land disturbance in a Chesapeake Bay Preservation Area or 10,000 square feet or more of land disturbance outside of a Chesapeake Bay Preservation Area.

In lieu of submission of an erosion and sediment control plan for the land disturbance associated with construction of this single family dwelling, I agree to comply with any reasonable requirements determined necessary by the employees of Middlesex County, representing the Erosion and Sediment Control Program Administrator. Such requirements shall be based on the conservation standards contained in the Middlesex County Erosion and Sediment Control Ordinance, and shall represent the minimum practices necessary to provide adequate control of erosion and sedimentation on or resulting from this project.

As a minimum, all denuded areas on the lot shall be stabilized within seven (7) days of final grading with permanent vegetation or a protective ground cover suitable for the time of year.

I further understand that failure to comply with such requirements within three (3) working days following notice by the representatives of Middlesex County could result in citation for violation of the Middlesex County Erosion and Sediment Control Ordinance.

Property Owner: _____

Mailing Address: _____

City, State, Zip: _____

Email: _____

Responsible Land Disturber: _____

Mailing Address: _____

City, State, Zip: _____

Certification Number: _____ Email: _____

The Property Owner/Responsible Land Disturber must notify the County when land disturbing work begins and is completed.

Applicant's Signature

Application Fee: _____ <input type="checkbox"/> E & S Agreement (\$50.00) Date Received: _____
Planning & Community Development: P.O. Box 428, Saluda, VA 23149-0427 – Phone (804) 758-3382 – Fax (804) 758-0061