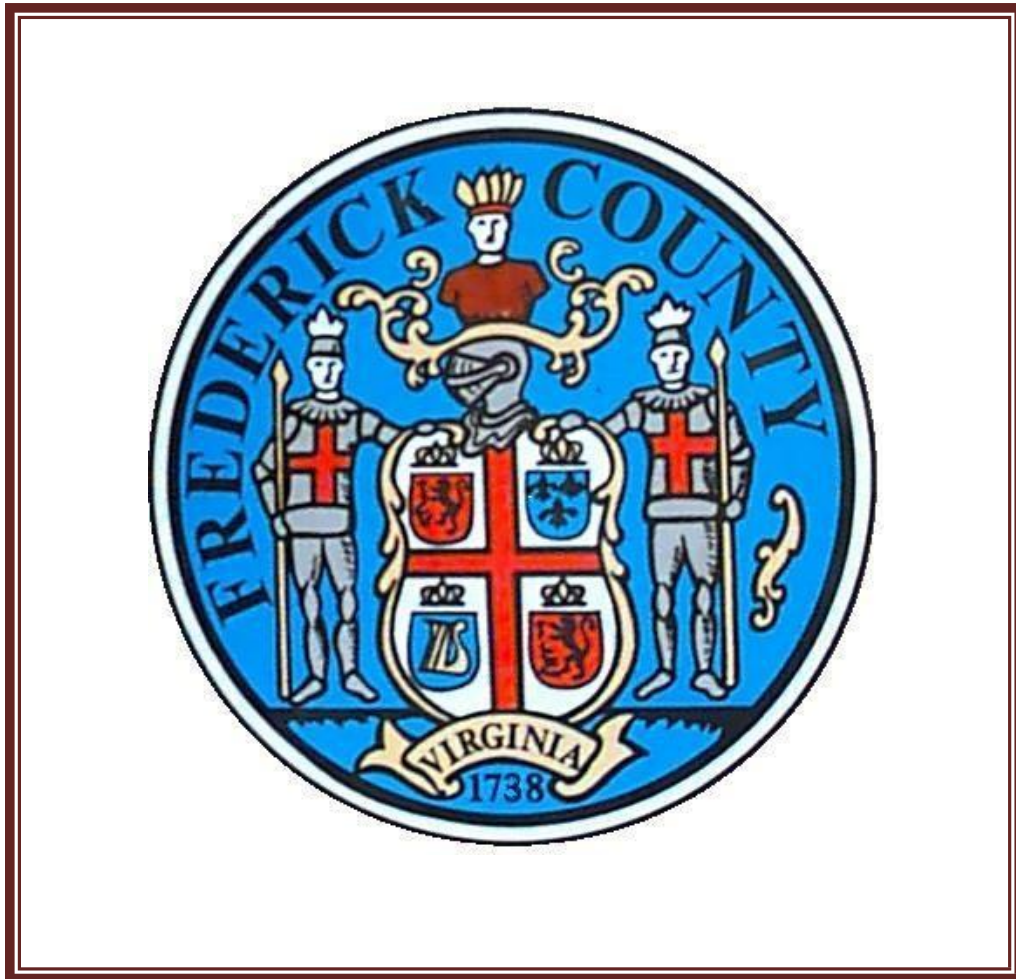


COMMERCIAL/INDUSTRIAL



PERMIT APPLICATION INFORMATION

Revised 01/2025

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Frederick County Department of Inspections

107 North Kent Street, Suite 200

Winchester, Virginia 22601

Phone: 540 665-5650

Fax: 540 678-0682

CONTACT PERSONNEL

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Building Code
Official 540-722-
8234

mfleet@fcva.us

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Commercial Plan Review
540-722-8233

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Review 540-722-8242

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Fire Protection Plan Review
540-722-8260

kdelling@fcva.us



Inspections Department

Mark A. Fleet, Building Official

540-665-5650

Fax 540-678-0682

CURRENT CODE CYCLE

2021 Virginia Uniform Statewide Building Code, Part I Virginia Construction Code:

Note: The IBC references the whole family of International Codes including the following major codes:

2021 International Plumbing Code	2021 International Mechanical Code
2020 NFPA 70 -National Electrical Code	2021 International Fuel Gas Code
2021 International Residential Code	2017 ICC/ANSI A117.1-03 Accessibility Code
2021 International Energy Conservation Code	2021 International Swimming Pool and Spa Code
2021 Virginia Uniform Statewide Building Code, Part II Virginia Rehabilitation Code	
2021 Virginia Uniform Statewide Building Code, Part III Virginia Maintenance Code	
2021 Virginia Uniform Statewide Building Code, Virginia Amusement Device Regulations	
2021 Virginia Uniform Statewide Building Code, Virginia Statewide Fire Prevention Code	
2021 Virginia Uniform Statewide Building Code, Virginia Industrialized Building Safety Regulations	
2021 Virginia Uniform Statewide Building Code, Virginia Manufactured Home Safety Regulations	

DESIGN CRITERIA

Ground Snow Load (pg) 35 lb/ft²

- Higher elevations (North Western parts of Frederick County) require 40 lb/ft²
- Section 1608 Uniform Statewide Building Code (USBC)/Virginia Construction Code (VCC). T1608.2 lists Frederick County as a 'CS' Case Study. Loading is based on historical performance and Figure 1608.3(1) of the BOCA Building Code as published in the 1996 edition.
- Basic Wind Speed: Section 1609.3 (www.atcouncil.org/windspeed)
 - Risk Category I – 105 mph
 - Risk Category II – 115 mph
 - Risk Category III – 120 mph
 - Risk Category IV – 125 mph
- Exposure Category: C, unless Exposure B definition applies. See USBC/VCC 1609.4.3
- Seismic Design Category: B, Section 1613 USBC/VCC 2021 edition
- Frost Line Depth: 24" below grade



Inspections Department

Mark A. Fleet, Building Official
540-665-5650
Fax 540-678-0682

TECHNICAL REVIEW COMMITTEE

The *Technical Review Committee* (TRC) allows applicants approximately thirty minutes to discuss site plan concepts and design issues with all relevant review agencies prior to a formal submission of a site plan application. Applicants are not required to meet with the TRC; however, the TRC serves as a mechanism that helps streamline the site plan review process by providing instant feedback on potential design issues. The TRC is open to anyone who wishes to present a concept or site plan design; however, meeting with the TRC does not substitute for individual agency reviews that are necessary for a site plan approval.

The Technical Review Committee meets virtually every first and third Thursday of each month. The cut-off date for all agenda items is the Friday prior to the meeting date. Applicants must contact Kayla Peloquin or Amy Feltner with Planning and Development at 540-665-5651 to be placed on the first available agenda. Additional information can be found on the Planning and Development website under [Technical Review Committee](#).

EXISTING COMMERCIAL STRUCTURES

Per chapter 103.1.1 of the Virginia Existing Building Code when requested by a prospective permit applicant or when determined necessary by the code official, the code official shall meet with the prospective permit applicant prior to the application for a permit to discuss plans for the proposed work or change of occupancy in order to establish the specific applicability of the provisions of the code. The property owner or contractor (with agreement from the property owner) may make the request by contacting the Building Code Official at 540-665-5650 or by email at mfleet@fcva.us.



COUNTY of FREDERICK

Inspections Department

Mark A. Fleet, Building Official

540-665-5650

Fax 540-678-0682

Commercial/Industrial

Building Permit Application Requirements

- Permit application with the name of the current owner of the property, location of the property with lot number and the tax map identification number (this number may be found on your real estate bill) and specific directions to include the street name.
- A valid health permit for well and septic system, (Virginia Department of Environmental Health 540-722-3480), or if on public water and sewer, a confirmation of available hookup by either site plan approval or other written confirmation from Frederick Water 540-868-1061.
- An approved site plan, if necessary (please verify requirements of site plan with the Planning and Development Department at 540-665-5651).
- An Erosion and Sediment Control/Stormwater Plan, if necessary (please verify requirements with the Public Works Department at 540-665-5643).
- Please provide a copy of the Virginia State Contractors License (Class A, Class B, or Class C), if applicable. Please contact Virginia Department of Professional and Occupational Regulations (DPOR) <http://www.dpor.virginia.gov>.
- Please provide a copy of the County (or Stephens City/Town of Middletown) County Business License, if applicable. Please contact Frederick County Commissioner of Revenue Office, Town of Stephens City or Town of Middletown for additional information on licensing.
- ***Building Construction Documents/Plans – One Complete Sets of Building Construction Documents & Three Complete Sets of Fire Protection/Fire Signaling/Alarm Plans*** - This includes Pre-Engineered Metal Building Plans. Engineered details for the building and the erection details are required.
- Plumbing, Mechanical, Electrical, and Fire Protection systems are not reviewed at the time the building application is processed. Please make your Virginia licensed subcontractors aware that they will be required to submit a separate application and the required sets of plans when they apply for the appropriate permit. Equipment being installed shall be detailed on a list and submitted with the plans at the time of application.
- **DIAGRAMS AND SPECIFICATIONS CONTAINING THE FOLLOWING:**
 1. Plumbing – include all equipment, pipe size, location, etc.
 2. Mechanical – include all equipment, BTU rating and tonnage per unit, location, and gas piping details.
 3. Electrical – include all equipment, location, amperage and horsepower for motors, etc.

For more details on the Building Plan requirements, please see Construction Document requirements.

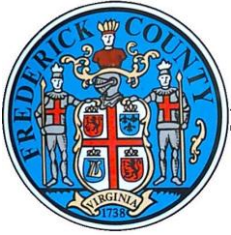
Submit this information along with any additional information that may be required by the Building Official to determine compliance with the Virginia Uniform Statewide Building Code and the Virginia Building Code.

The permit & application will be reviewed by:

- The Planning & Development Department to ensure compliance with setback requirements.
- The Inspection Department to ensure compliance with The Uniform Statewide Building Code.
- The Public Works Department to ensure compliance with land disturbance permit requirements.

You will be contacted when your permit has been approved and is ready to be issued, or if there is additional information required to complete the review process.

Applications are taken Monday - Friday 8 am- 4:30 pm.
Permits are issued Monday - Friday from 8 am – 3 pm by appointment only.



COUNTY of FREDERICK

Inspections Department

Mark A. Fleet, Building Official

540-665-5650

CONSTRUCTION DOCUMENT REQUIREMENTS FOR SUBMITTAL
All information provided on the construction plans shall be clear and legible Fax 540-678-0682

Plans review will be delayed if all the required information is not documented on the plans

Residential and Commercial plans shall include the following details:

DRAWING SIZE/PLANS

- ☐ Clear and legible plans – 3/16" or 1/4" scale residential, 3/32" or 1/8" scale for commercial. MAX PLAN SIZE 36" X 48". Where plan size permits, 3/16" or 1/4" preferred, otherwise 3/32" or 1/8" scale for plan size limit.
- ☐ Plans mailed, faxed (plan must be legible or a hard copy will be required, online submittal not available).

FOOTING:

- ☐ Width and thickness of the footing
- ☐ Details shall include foundation wall information
- ☐ Location of all columns, pier footings
- ☐ Piers footings and columns shall be sized to accommodate all point loads
- ☐ Slab thickness if applicable

FOUNDATION:

- ☐ Type(i.e. Poured, CMU, etc.)
- ☐ Foundation wall width, height, and footprint dimension
- ☐ Details shall include reinforcement size/location and drainage system type and details
- ☐ Amount of backfill against basement walls
- ☐ All point loads shall be identified

FLOOR FRAMING:

- ☐ Type, Lumber Grade, Nominal Size, and on-center spacing required for all framing members
- ☐ Direction of run for framing members
- ☐ Plan details shall show entire floor framing system of each floor level. All beam, girders and the location of bearing points
- ☐ Provide copies of all manufactures *beam* details, if applicable
- ☐ Provide copy of manufactures floor system showing each floor level, if applicable
- ☐ Habitable attics require a minimum of 30 lb per square foot floor loading
- ☐ All point loads shall be identified

WALL FRAMING:

- ☐ Stud nominal size, height, and on center spacing.
- ☐ Bearing and nonbearing wall locations
- ☐ Opening sizes/door and window sizes
- ☐ All wall headers identified
- ☐ Window and Door Schedule
- ☐ Wind bracing plan identifying design approach, wall identification and length, panel location, nailing patterns, and wall headers identified.
- ☐ Walls more than 12' in height requires a Virginia Registered Design Professional to design the wall framing for wind bracing
- ☐ All point loads shall be identified

ROOF FRAMING

- ☐ Rafter nominal size, on center spacing, and length
- ☐ Direction of run for framing members
- ☐ Collar ties and/or ceiling joist nominal size, spacing, and length
- ☐ Ridge(s) identified
- ☐ All hips, valleys, gables, and bearing points identified
- ☐ Manufactures design showing truss location and design for Engineered Roof Truss System.
- ☐ Detailed individual truss details are required for all roof designs with more than one ridge line
- ☐ Overbuild(s) rafter size and spacing
- ☐ All point loads shall be identified

FLOOR PLANS:

- ☐ Floor plan(s) show each level of the structure, including basements, unfinished areas, habitable attics, and bonus rooms.
- ☐ All rooms/areas labeled to identify the use, i.e. bedroom, kitchen, recreation rooms
- ☐ All interior rooms clearly dimensioned
- ☐ Dimensions provided for overall layout, length & width
- ☐ All window and door locations clearly marked
- ☐ Habitable Attic areas 70 square foot or larger *and* 7' ceiling heights require code compliant stairs

ELEVATIONS:

- ☐ Details shall include exterior elevations indicating wall/floor heights. Elevations shall include windows and door locations.

ENERGY CODE REQUIREMENTS

- ☐ All projects (new & remodels) for all heated/conditioned areas require an Energy Efficiency Compliance form to be completed and submitted and shall include the R-value of the proposed insulation and the U-Factor for all glazing (door, windows, skylights, etc.)

- ☐ Unheated structures and areas such as garages, sunrooms, and seasonal structures that are not conditioned shall be clearly identified as such
- ☐ Basement remodeling projects shall clearly identify an existing insulation and any additional or new insulation being installed. Complete the Energy Efficiency Compliance form and indicate the new and existing insulation R-Values

ACCESSORY STRUCTURE

- ☐ Structures 256 square feet and larger require a permanent foundation detail
- ☐ Virginia Registered Design required on all metal building structures and carports
- ☐ Pole buildings exceeding 600 square foot in area requires a registered design professional to design the structure

COMMERCIAL BUILDING PLANS (not required for Single Family Dwellings)

In addition to the above requirements, commercial projects shall include

- ☐ Current Model Code edition
- ☐ Design Loads of the structure (Section 1603)
 - Wind loads 115 v_{ult}
 - 35 lb ground snow (40 Pg in higher elevations)
 - Seismic Category B
 - Risk Category Section
 - Design Load Bearing Value of Soil
- ☐ Floor Live Loads
- ☐ Use Group as defined in Virginia Construction Code Section 302
- ☐ Type of Construction as defined in Virginia Construction Code Section 601
- ☐ Height and area (proposed and allowed) per Virginia Construction Section 503
- ☐ Required fire protection systems as listed in Virginia Construction Code Section 901
- ☐ Plans are sealed by a Virginia Registered Design Professional as required in Virginia Code §54.1-402
- ☐ Occupant load of tenant area(s) and total building occupant load (T1004.1.2)
- ☐ Floor design loads as required for the use of the space
- ☐ Fire exiting plan that clearly identifies the required exists, number of occupants traveling to the exit, and total travel distance for the occupants
- ☐ Floor Plan indicating the use of each area/room; Dimensions of all rooms, hallways, and doors measured from finished materials
- ☐ Fire resistive construction and fire protection systems. Full details of firewalls, fire partitions, etc.(ex: UL Design details for nailing patterns, drywall installation, size of air space, etc.)
- ☐ Door Schedule indicating size of door, hardware, and rating
- ☐ ICC ANSI A117.1 Accessible Provisions:
 - Dimension the floor plan and provide measurements from finished materials for hallways, corridors, ramps, stairways, etc.
 - Restroom floorplan and elevations (min 3/16" scale or larger; please provide dimensions if not to scale)

- Depth and width, measured from finished material to finished material on restroom partitions, if provided.
- On-Center spacing of fixtures from finished walls to other fixtures or walls
- Provide a 67" turning radius inside restroom
- Provide clear floor space for required accessible fixtures including water closets, sinks, urinals
- Interior wall elevation detailing mirror height, sink height, grab bar locations
- Clear floor approach for all doors(404.2.3.2)
- Customer Service Counters maximum height is 36" for a minimum of 36" length.

PN#

Commercial Plans Examiner
107 N Kent Street, Winchester, Virginia 22601
tele: 540 665-5650 fax 540 678-0682

Building Official Approval_____

Date: _____

Special inspections are required by USBC, Sec 111.2. and shall be made in accordance with Section 1704 of the Virginia Building Code (Chap 17 excerpts on back of this form) (USBC 1704.2 requires approval of listed agencies by the Register Design Professional of record) all fees and cost related to the performance of Special professional services shall be responsibility of the owner (USBC, Sec 111.2)

Required

(Cont) Continuous Inspections

(P) Periodic Inspections

<input checked="" type="checkbox"/>	CONSTRUCTION MEETING TO BE SCHEDULED AT TIME OF PICKUP
-------------------------------------	--

☐ Soil Testing (1705.6)
☐ Control Fill-materials,density,lifts (Cont)
☐ Bearing Capacity (P)

☐ Concrete Construction (1705.3)

- ☐ Footings >3 Stories (P)
- ☐ Footings >2500 psi (P)
- ☐ Structural Slab (P)
- ☐ Bearing Slab (P)
- ☐ Tilt Up Walls (P)
- ☐ Precast Walls (P)
- ☐ Cast in Place Walls (P)
- ☐ Concrete Reinforcement 1705.3 (P)
- ☐ Inspect anchors
- ☐ Concrete Testing/Shotcrete (1705.3) (Cont)

	Steel Erection (1705.2)
	Structural Steel (1705.12.1) (P)
	Material Verification (P)
	Shear (Cont)
	Light Gauge Bearing (1705.11.2) (P)
	Cold-formed Steel Deck (P)
	Open-web Steel Joists and Joist Girder (p)

<input type="checkbox"/>	Bolt Test (2204.2)
<input type="checkbox"/>	Torque Check or TC Bolt
<input type="checkbox"/>	Turn of Nut/Snug Tight

	Weld Inspection (1705.2/2204.1)
	Structural Connection (P)
	Stiffeners (P)
	Bracing /Shear (Cont)
	Puddle - (to include metal roofing pans) (P)

<input type="checkbox"/>	Masonry (1705.4)
<input type="checkbox"/>	Eng Design
<input type="checkbox"/>	Vertical Masonry Foundation
<input type="checkbox"/>	Fire Wall Inspection
<input type="checkbox"/>	Essential Building (T1604.5, Cat IV)
<input type="checkbox"/>	Structural Observation by RDP Risk Cat IV (submit statement of frequency/extent)

- ☐ EIFS (1705.16)
- ☐ Helical pile foundation (1705.9) (Cont)

Other as defined by Engineer

Special Cases (1705.1.1)

Sprayed Fire Resistant/Intumescent (170 5.14/1705.15)

☐ Asbestos Inspection (USBC 110.3)

Smoke Ctrl Design. & Inspect. (1705.18)

Wood Trusses 60' span (1705.5.2)

Cold Form Trusses 60' span (1705.2.4)

[illegible]

Name of Registered Design Prof or Owner If Applicable PRINT

Name of Registered Design Prof or Owner If Applicable PRINT

RDP: attach seal or VA Registration Number here

VBC Section 1703.1 Approved agency. An approved agency responsible for laboratory testing or special inspections, or both, must comply with the qualification, certification and experience requirements of ASTM E 329 or the alternatives listed herein.

VBC Section 1703.1.1 Independent. An approved agency shall be objective and competent. The agency shall also disclose possible conflicts of interest so that objectivity can be confirmed. The special inspector and their agents shall be independent from the person, persons or contractor responsible for the physical construction of the project requiring special inspections.

VBC Section 1703.1.3 Personnel. An approved agency shall employ experienced personnel educated in conducting, supervising and evaluating tests or inspections, or both. Upon request by the building official, documentation shall be provided demonstrating the applicable agency's accreditation as noted in ASTM E 329 and individuals' resumes indicating pertinent training, certifications and other qualifications for special inspection personnel associated with the proposed construction requiring special inspections. The building official may prescribe the manner of qualification documentation and frequency of updating information regarding agency or individual inspector approval. Firms providing special inspection services or individual inspectors seeking approval of alternative certifications or qualifications, or both, listed in ASTM E 329 may submit documentation demonstrating equivalency. This documentation may include evidence of meeting other recognized standards or alternative certifications to demonstrate that the minimum qualifications, certification and experience intended by ASTM E 329 have been met. The building official may, if satisfied that equivalency has been demonstrated, approve the credentials of the firm or individual.

VBC Section 1703.4 Performance. Specific information consisting of test reports conducted by an approved testing agency in accordance with standards, or other such information as necessary, shall be provided for the building official to determine that the product, material or assembly meets the applicable code requirements.

VBC Section 1703.4.1 Research and investigation. Sufficient technical data shall be submitted to the building official to substantiate the proposed use of any product, material or assembly. If it is determined that the evidence submitted is satisfactory proof of performance for the use intended, the building official shall approve the use of the product, material or assembly subject to the requirements of this code. The costs, reports and investigations required under these provisions shall be paid by the owner or the owner's authorized agent.

VBC Section 1704.2 Special Inspections. Where application is made for construction as described in this section, the owner shall employ one or more special inspectors to provide inspections during construction on the types of work listed under Section 1705. All individuals or agents performing special inspection functions shall operate under the direct supervision of an RDP in responsible charge of special inspection activities; also known as the "special inspector." The special inspector shall ensure that the individuals under their charge are performing only those special inspections or laboratory testing that are consistent with their knowledge, training and certification for the specified inspection or laboratory testing.

VBC Section 1704.3 Statement of Special Inspections. Where special inspection or testing is required by Section 1705, the registered design professional in responsible charge shall prepare a statement of special inspections in accordance with Section 1704.3.1 for submittal by the applicant in accordance with 1704.2.3

VBC Section 1704.3.1 Content of statement of special inspections. The statement of special inspections shall identify the following:

1. The materials, systems, components and work required to have special inspection or testing by the building official or by the registered design professional responsible for each portion of the work.
2. The type and extent of each special inspection.
3. The type and extent of each test.
4. Additional requirements for special inspection or testing for seismic or wind resistance as specified in Section 1705.11, 1705.12 and 1705.13.
5. For each type of special inspection, identification as to whether it will be continuous special inspection, periodic special inspection, or performed in accordance with the notation used in the referenced standard where the inspections are defined

PLEASE REFER TO CHAPTER 17, VIRGINIA BUILDING CODE FOR ADDITIONAL SPECIAL INSPECTION INFORMATION

DATE: _____

PERMIT # _____

APPLICATION FOR PERMIT
(please complete the *Deck Application Permit* if applying for a deck only)

Owner's Name: _____

Address: _____

Phone Number: _____

***Owner's can act as their own contractor provided DPOR Title 54 Owner Contractor definition is met)**

Contractor's Name (as it appears on license): _____

Address: _____

Phone Number: _____ **VA State Contractors License Number:** _____

***NOTE:** Any jobs over \$25,000 cumulative will 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 License regardless of the job value. If your business is located in the Town of Middletown or the Town of Stephens City, you will be required to obtain a Business License from that jurisdiction.

LOCATION OF JOBSITE

Subdivision: _____ **Lot Number:** _____

Street Address: _____ **Tax Map #:** _____

Directions to the job site: _____

SETBACKS (Indicate the actual distance measured from the structure to the property lines not the minimum requirements)

Front: _____ **Rear:** _____ **Right:** _____ **Left:** _____

TYPE OF PERMIT APPLYING FOR:

_____ Building _____ Electrical _____ Mechanical _____ Plumbing _____ Sign

_____ Fire Alarm (*electrical*) _____ Fire Suppression System (*mechanical*)

NOTE Commercial permits must separate plans by trade. *

PERMIT FOR: _____

(Indicate in detail what type of permit you are applying for)

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.

Applicant (*signature*): _____

(*print*): _____

Applicant is: _____ Contractor _____ Owner _____ Agent _____ Engineer/Architect

(need letter of authorization)

Permit Representative to be contacted for permit/plan questions or permit status:

Name _____

Phone Number _____ **EMAIL ADDRESS:** _____

Permit Application

Page Two

BUILDING INFORMATION NEEDED FOR PERMITS**WATER SUPPLY/SEWAGE DISPOSAL SYSTEM:** ☐ Public Water/Sewer System ☐ Private Well/Septic**MECHANICS LIEN AGENT:** ☐ Yes ☐ No **(if yes, please complete below)**

Mechanics Lien Agent: _____ Phone Number _____

Address: _____

RESIDENTIAL JOB VALUE: _____

☐ New One & Two Family Dwelling ☐ New Mobile/Manufacturer Home ☐ Revision to Existing permit
☐ New Modular/Industrialized Home ☐ Residential Remodeling ☐ Residential Addition
☐ Residential Demolition (requires a letter from the utility providers (gas/electric) confirming the electric/gas has been removed)
Master Plan Number (if applicable) _____ Building Size (Dimensions): _____
Living Space: 1st Floor _____ 2nd Floor _____ Bonus Room _____ Total Sq. Ft. _____
Basement Sq. Ft.: Finished _____ Unfinished _____ Total Sq. Ft. of Basement _____ ☐ Crawlspace ☐ Slab on Grade
of Stories _____ # of Bedrooms _____ # of Bathrooms _____ Total # of Rooms _____

Addition/Remodeling List Rooms Per Floor Plan: _____

Garage ☐ Detached ☐ Attached Dimensions of Garage: _____ Total Square Footage of Garage: _____
of Stories _____ # of Bathrooms _____ Bonus Room Sq. Ft. _____ Bonus Room Finished: ☐ Yes ☐ No

Porch/Deck 1 – Dimensions: _____ x _____ Total SF: _____Location: Front/Rear/Side (Circle one) Concrete/Wood (Circle one) Covered/Uncovered (Circle one) Screened: ☐ Yes ☐ No**Porch/Deck 2** – Dimensions: _____ x _____ Total SF: _____Location: Front or Rear (Circle one) Concrete/Wood (Circle one) Covered/Uncovered (Circle one) Screened: ☐ Yes ☐ No**Patio** – Dimensions: _____ x _____ Total SF: _____ Location: Front or Rear (Circle one) Covered/Uncovered (Circle one)☐ Masonry Chimney☐ Masonry Fireplaces**MOBILE HOMES**

Make _____ Model _____

Year _____ Serial Number _____

Length _____ Width _____ Number of Bedrooms _____

Number of Bathrooms _____ Type of Heat _____

COMMERCIAL JOB VALUE: _____☐ New ☐ Addition ☐ Remodeling

☐ Demolition (requires a letter from the utility providers (gas/electric) confirming the electric/gas has been removed. Additionally, Demolition/Additions/Remodeling permits on buildings constructed prior to January 1, 1985 requires an Asbestos affidavit)

Total Square Footage of Building: _____

Building Size (dimensions): _____

Number of Stories: _____ Number of Bathrooms: _____

Total Number of Rooms: _____ Use Group: _____

Occupant Load: _____ (current and proposed use group & occupant load)

Permit Application

Page Three

SIGNS (please provide the following information for each sign): Job Value: _____

Type of Sign: ☐ Wall Sign Size (dimensions): _____ Square Footage of Front of Structure: _____
☐ Freestanding Sign Size (dimensions): _____ Height from Ground to Top: _____ Feet
(freestanding signs require a plat/drawing showing the location of the sign and the distances from the property lines/
roadway (s). All lighted signs shall be labeled and listed)
Sign Reads: _____

ELECTRICAL PERMIT JOB VALUE: _____ **CONTRACTOR:** _____
Contractors License Number: _____ (Must have authorization if different from General Contractor)

RESIDENTIAL

Amp Service _____ ☐ New ☐ Upgrade ☐ Reconnection
For Additions/Remodeling: Number of Switches _____ Lights _____ Receptacles _____ Circuits _____
Total Number of fixtures: _____ Size of sub-panel (if applicable) _____

COMMERCIAL (please list equipment below and provide 1 set of plans): JOB VALUE: _____

Amp Service _____ Number of Switches _____ Lights _____ Receptacles _____ Total Number: _____
(Quantities are required for permit submittal and shall be received prior to review of plans)
Size of sub-panel (if applicable) _____

☐ Fire Alarm (please provide 3 sets of plans and equipment specifications)
(Commercial - List all equipment, motors, and wiring – attach sheet if needed)

PLUMBING PERMIT: JOB VALUE: _____ **CONTRACTOR:** _____
Contractors License Number: _____ (Must have authorization if different from General Contractor)

☐ **COMMERCIAL** (list number of fixtures & provide 1 set of plans) ☐ **RESIDENTIAL** (list number of fixtures)

_____ Bathroom Sink/Basins	_____ Dishwasher	_____ Floor Drains	_____ Fountains
_____ Garbage Disposal	_____ Grease Traps	_____ Laundry Tub	_____ Lawn Faucets
_____ Sewer Pump	_____ Sewer Service	_____ Shower Stall only	_____ Kitchen Sinks
_____ Sump Pumps	_____ Tub/Shower Combo	_____ Urinals	_____ Wash Machine
_____ Toilet/Water Closet	_____ Water Heater (elect)	_____ Water Service	_____ Tub Only
_____ PRV	_____ Backflow (irrigation)	_____ Well Pump	_____ Other

MECHANICAL PERMIT: JOB VALUE: _____ **CONTRACTOR:** _____
Contractors License Number: _____ (Must have authorization if different from General Contractor)

☐ **COMMERCIAL** (list number of fixtures & provide 1 set of plans) ☐ **RESIDENTIAL** (list number of fixtures)

_____ Heat Pump _____ Gas Furnace _____ A C Unit _____ Gas Piping _____ Gas Range
_____ Gas Logs/Fireplace _____ Gas Water Heater _____ Generator
_____ Size of Tanks Under 500 Gal. _____ Other _____
_____ ¹Sprinkler System (list type) _____ (please provide 3 sets of plans* and equipment specifications)
(Commercial Mechanical: list all equipment giving btu's and tons, attach sheet if needed)

1,000 GALLON TANK: Job Value: _____ **CONTRACTOR:** _____

Contractors License Number: _____ (Must have authorization if different from General Contractor)

☐ ABOVE GROUND ☐ INGROUND SETBACK: Front: _____ Rear: _____ Right: _____ Left: _____



COUNTY of FREDERICK

Inspections Department

Mark A. Fleet, Building Code Official

540/665-5650

Fax 540/678-0682

VIRGINIA UNIFORM STATEWIDE BUILDING CODE

MODIFICATION REQUEST

Date

Permit Number

Dear Sir:

In accordance with Section 106.3 of the Virginia Uniform Statewide Building Code, we respectively submit this request for a variation/modification to the Code as it applies to Section _____.

This section states the following:

We request a variance/modification to allow the following:

Note: Attached sketch if necessary for clarification.

It is understood that the above referenced variance/modification applies only to this specific situation and does not vary or modify any other portion of the code, permit or approved plans

If additional information is required on the variance/modification requested above, please contact me at the numbers listed below:

HOME

WORK

Requested by:

Owners Signature

Name (Please Print)

Contractors Signature

Title

Company

Date: _____
Request: _____ Approved
_____ Denied

Building Code Official



COUNTY of FREDERICK

Inspections Department

FREDERICK COUNTY BUILDING INSPECTIONS FEE SCHEDULE REVISION DATE – OCTOBER 2024

The following fees are subject to a 2% state surcharge. Payment for all permits is due at the time of permit issuance. Payments can be made by cash, check, Visa, Mastercard, or Discover. A surcharge fee of 2.25% is assessed on all credit card payments.

SERVICE	FEE
RESIDENTIAL BUILDING	
One and Two Family Dwellings, Townhouses (IRC Structures) (includes all permits-electric, plumbing, and mechanical)	\$.40/sq. ft.
Industrialized Buildings/Manufactured Homes with Third Party Inspection Seal (includes all permits-electric, plumbing, and mechanical)	\$.30/sq. ft.
Finished Basements (single family dwellings, townhouses, modulars, mobile homes) (includes all permits-electric, plumbing, and mechanical)	\$.40/sq. ft.
Unfinished Basements	\$.10/sq. ft.
Additions, remodeling, and finished basements – Up to 200 sq. ft. (includes all permits-electric, plumbing, and mechanical)	\$100.00
Additions, remodeling, and finished basements – 200 sq. ft. to 600 sq. ft. (includes all permits-electric, plumbing, and mechanical)	\$240.00
Additions, remodeling, and finished basements – Over 600 sq. ft.	\$.40/sq. ft.
Detached garage, accessory buildings, pole buildings, carports, shelters, gazebos, etc. – Up to 600 sq. ft.	\$90.00
Detached garage, accessory buildings, pole buildings, carports, shelters, gazebos, etc. - over 600 sq. ft. (above 3,000 sq. ft. Commercial IBC fee)	\$90.00 + \$.10 sq. ft. over 600 sq. ft.
Detached garage with finished attic bonus rooms, gazebos, pergulas, decks, etc. (attached to structure)	\$.40/sq. ft.
Detached garage with unfinished attic bonus rooms (living area)	\$.10/sq. ft.
Decks, ramps, landings, porches, porch/deck roofs, gazebos, and pergolas – up to 120 sq. ft. (not associated with new homes)	\$50.00
Decks, ramps, landing, porches, porch/deck roofs, and pergolas –over 120 sq. ft. (not associated with new homes)	\$50.00 + \$.10 sq. ft. over 120 sq. ft.
Inground Swimming Pools	\$120.00
Above ground Swimming Pool	\$50.00
Solar Panels	\$100.00
Masonry Fireplaces, Chimneys, Relining, and Woodstoves with Metal Chimney (not associated with new homes) (additional flue liner with Fireplace and Chimney	\$55.00 – 1 st flue liner \$25.00 – each additional
Woodstoves (solid fuel furnaces, pellet stoves, or boilers with duct or hydronic piping require a mechanical permit only)	\$50.00
Demolition	\$50.00
Above ground or inground tanks (over 500 gal., piping is charged under mechanical fee)	\$50.00

(not associated with new homes, additions, or remodeling)	
Issuing a Certificate of Occupancy on Existing Structure (USBC, Part III, Maintenance of Existing Structure Codes)	\$75.00
Temporary Occupancy	\$50.00
COMMERCIAL BUILDING	
Churches and Schools – IBC Use Group A-3 and E	\$.15/sq. ft. \$120 minimum
Warehouses and Utility – IBC Use Group S, U, and A-5 – Up to 250,000 sq. ft.	\$.18/sq. ft. \$120 minimum
Warehouses and Utility – IBC Use Group S, U, and A-5 – Over 250,000 sq. ft.	\$.15/sq. ft. \$120 minimum
Commercial and Industrial – all other use groups not specified	\$.22/sq. ft. \$120 minimum
Shell Buildings – Constructed in Phases (Foundation and Shell Only without slab and without a Certificate of Occupancy)	\$.12/sq. ft. \$120 minimum
Shell Buildings – Construction in Phases (Foundation and Shell Only with slab and without a Certificate of Occupancy)	\$.14/sq. ft. \$120 minimum
Tenant Fit Out of Shell Only – Churches and Schools - IBC Use Group A-3 and E	\$.08/sq. ft. \$120 minimum
Tenant Fit Out of Shell Only - all use groups not specified	\$.11/sq. ft. \$120 minimum
Remodeling and Alterations – all use groups not specified	\$.18/sq. ft. \$120 minimum
Remodeling and Alterations – Churches and Schools - IBC Use Group A-3 and E	\$.15/sq. ft. \$120 minimum
Solar Farms – Up to 250,000 sq. ft.	\$.05/sq. ft. \$120 minimum
Solar Farms – Over 250,000 sq. ft.	\$.03/sq. ft. \$120 minimum
Racking – IBC Use Group U	\$.22/sq. ft. \$120 minimum
Public Swimming Pool	\$.10/sq. ft. \$120 minimum
Demolition (Removal of structures or tanks)	\$65.00
Signs (i.e. wall, monument, etc)	\$50.00 each
Signs – Engineered	\$75.00 each
Issuing a Certificate of Occupancy on Existing Structure (USBC, Part III, Maintenance of Existing Structure Codes)	\$120.00
Radio Towers and Like Structures – 50' in height or less	\$50.00
Radio Towers and Like Structures – Above 50' in height or 50' in diameter	\$300.00
Reshingle and Residing – all IBC use groups	\$50.00 1 st 10,000 sq. ft. \$30.00 add. 10,000 sq. ft.
ReRoofing – all IBC use groups	\$75.00 1 st 10,000 sq. ft. \$50.00 add. 10,000 sq. ft.
Temporary Occupancy	\$75.00
MISCELLANEOUS	

Change of Use	\$120.00
Re-review of plans and stamping of additional plans	\$25.00 first 25 pages \$1.00 each add. page
Re-inspection fee (at the inspectors discretion)	\$75.00
Tents (under 900 sq. ft. no permit required)	\$75.00
Stage	\$75.00 per unit
Minimum fee unless otherwise stated by the Building Official	\$50.00
Permit Renewal Fees (no charge if inspection is scheduled within the first year) (After one year of inactivity permit will need to be renewed)	\$50.00 first renewal and \$30.00 each 6 months after
Pool Barrier	\$50.00
Listed Tanks –Above Ground or Inground (over 500 gal.) (all piping and tanks 500 gal. or less are found in the mechanical fee schedule)	\$50.00 first tank \$25.00 each additional
Fee for work started prior to a permit (per work hour or portion thereof)	\$75.00
Escalator or elevators (per floor)	\$25.00
Annual elevator inspection fee (excludes any lifts related to single family dwellings) (Additional fee for 30 days past due with written notification)	\$30.00 per elevator \$25.00 past due fee
Amusement/Carnival Rides (i.e. fair/circus)	\$100.00 per location
Retaining Wall (each 100' length of wall or portion thereof)	\$75.00
Inflatables	\$55.00 per inflatable
Annual Permit (4 inspections per year)	\$150.00
Pro-rates of permits issued (contractor change/owner change) (cost to pro-rate cannot exceed original cost of permit)	\$35.00 – admin charge \$50.00 – per inspection
Refunds – All refunds are less a 20% non-refundable processing fee or a \$35.00 (whichever is greater)	\$35.00 – minimum or 20% of permit fee paid
Returned check fee (after the 2 nd bounced check, we will no longer accept checks as payment for permits)	\$35.00

REFUNDS

Due to the cost of processing permit applications, a non-refundable processing fee for all permits is 20% of permit fees paid or a minimum of \$35.00, whichever is greater.

In order to receive a refund, a written request must be made prior to the permit expiration date. (Permits with no activity are void after six months)

RESIDENTIAL ELECTRIC

Base fee for each residential electric permit (includes 1-5 fixtures)	\$40.00
Not over 100 amp service (not associated with new homes)	\$40.00 + base fee
Not over 200 amp service (not associated with new homes)	\$55.00 + base fee
Not over 400 amp service (not associated with new homes)	\$60.00 + base fee
Not over 600 amp service (not associated with new homes)	\$85.00 + base fee
Temporary construction pole service (if issued prior to building permit) (if issued after building permit, no fee is charged)	\$25.00 + base fee
Minor alterations (6-25 total fixtures) (not associated with a new houses, additions, or remodeling)	\$40.00 + base fee \$10.00 ea. add. 25 fixtures
Inground swimming pool	\$20.00 + base fee

Above ground swimming pool	\$10.00 + base fee
Generators (will require mechanical permit if propane/natural gas powered)	Refer to service fee above
Radiant floor heat (only electric if no other connection to plumbing or mechanical)	1 fixture charge
COMMERCIAL ELECTRIC	
Base fee for each commercial electric permit	\$50.00
Public Swimming Pool	\$100.00 + base fee
Rough wiring (fixtures=switches, lights, receptacles) (1-5 fixtures)	\$30.00 + base fee
Each additional outlet/fixture	\$35.00 each additional 1-25
Rough wiring (fixtures=switches, lights, receptacles) (1-50 fixtures)	\$95.00 + base fee
	\$35.00 each additional 1-25
Telephone Wiring	\$15.00 – 1 st outlet \$3.00 each additional
Heating and cooking equipment and similar appliances (1-5 fixtures)	\$45.00 + base fee \$9.00 each additional
Each additional fixture	\$9.00
Motors	\$9.00 + base fee
Not over 225 amp service	\$45.00 + base fee
Over 225 amps up to 400 amps	\$55.00 + base fee
Over 400 amps up to 1000 amps	\$85.00 + base fee
Over 1000 amps	\$135.00 + base fee
Primary transformer vaults-enclosure sub-stations (not over 100 KVA) (applies to each bank of transformers)	\$55.00 + base fee
Primary transformer vaults-enclosure sub-stations (over 100-500 KVA) (applies to each bank of transformers)	\$65.00 + base fee
Primary transformer vaults-enclosure sub-stations (over 500 KVA) (applies to each bank of transformers)	\$110.00 + base fee
Electrical signs (each sign or system) (incandescent and electric discharge lighting systems)	\$30.00 + base fee
Protective signaling systems (first 15 devices) Each additional device	\$50.00 + base fee \$1.00 each additional
Re-review of plans and stamping of additional plans	\$25.00 first 25 pages \$1.00 each add. page
RESIDENTIAL PLUMBING	
Base fee for each residential plumbing permit	\$40.00
Per fixture (not associated with new house, additions or remodeling)	\$7.00 + base fee
Backflow preventer, irrigation system, or lawn sprinkler	\$7.00 + base fee
Radiant floor heat connected to water heater (mechanical permit is also required)	\$7.00 + base fee
Water service (repair or replacement) (new service if not associated with a new home)	\$15.00 + base fee
Sewer service (repair or replacement) (new service if not associated with a new home)	\$15.00 + base fee
Whole house replumbing (i.e. quest pipe/polybutylene replacement)	Base fee only
COMMERCIAL PLUMBING	

Base fee for each commercial plumbing permit	\$50.00
Per fixture (unless otherwise listed)	\$7.00 + base fee
Backflow preventer, irrigation system, or lawn sprinkler	\$7.00 + base fee
Radiant floor heat connected to water heater (mechanical permit is also required)	\$7.00 + base fee
Water service (new, repair or replacement)	\$15.00 + base fee
Sewer service (new, repair or replacement), pump, interceptor or separators	\$15.00 + base fee
Water connection to humidifier	\$7.00 + base fee
Storm Sewer (roof drains, manhole, area drain, and outside leader)	\$7.00 + base fee
Re-review of plans and stamping of additional plans	\$25.00 first 25 pages \$1.00 each add. page
RESIDENTIAL MECHANICAL	
Base fee for each residential mechanical permit	\$40.00
Gas piping (not associated with new homes, additions, or remodeling)	\$10.00 + base fee
Per fixture (heat pump, gas furnace, generator, gas water heater, gas logs, pellet stoves) (not associated with new homes, additions, or remodeling)	\$15.00 + base fee
Sub-ducts (not associated with new homes, additions, or remodeling)	\$40.00 base fee only
Above ground or inground tanks (up to 500 gal.) (over 500 gal. see residential building) (not associated with new homes, additions, or remodeling)	Gas piping fee only
COMMERCIAL MECHANICAL	
Base fee for each commercial mechanical permit	\$50.00
Gas piping	\$15.00 + base fee
Central heating, furnace, boilers, or incinerators (first 100,000 BTU's)	\$25.00 + base fee
Central heating, furnace, boilers, or incinerators (each additional 100,000 BTU's) (maximum fee per unit \$130.00)	\$5.00
Central air condition, refrigeration, geo-thermal systems, etc.)	\$30.00 + base fee
Heat pumps (first 5 ton)	\$30.00
Heat pumps (each additional 5 ton) (maximum fee per unit \$120.00)	\$5.00
Fans (up to 400 CFM)	\$20.00 + base fee
Fans (over 400 CFM)	\$30.00 + base fee
Hoods systems	\$75.00 + base fee
Chemical systems (each)	\$75.00 + base fee \$1.00 additional above 20
Automatic sprinkler systems (NFPA) (multi-family per floor)	\$25.00 + base fee
Automatic sprinkler systems (up to 20 heads, tied to domestic water)	\$35.00 + base fee
NFPA systems (over 20 heads)	\$75.00 + base fee \$1.00 each additional head
Fire hydrants (each)	\$10.00 + base fee

Fire dampers or sub-ducts	\$5.00 each + base fee
Dry pump, fire pump, and standpipe systems only (each)	\$75.00 + base fee
Underground fire line (each)	\$50.00 + base fee
Re-review of plans and stamping of additional plans	\$25.00 first 25 pages \$1.00 each add. page

Notice to Commercial Developers, Engineers, Architects and Builders

January 14, 2025

The Health Laws of Virginia require the local Health Department to review and approve plans and specifications for construction or remodeling of the following:

Food Service Establishments

Hotels

Motels

Bed& Breakfast Facilities

Tourist Establishment Pools

Campgrounds

Summer Camps

Migrant Labor Camps

Day Care Facilities / Adult Care Facilities with Food Service

Milk Plant Facilities

Schools with Food Service

A plan package should be submitted to the Frederick County Health Department Health Department for review and approval prior to construction, remodeling, or conversions. The plans and specifications shall indicate the proposed layout, arrangement, mechanical plans, and the type and model of proposed fixed equipment and facilities. If you have any questions regarding this information, please contact our office. The Frederick County Health Department looks forward to working with you.

Sincerely,



Kevin D Yost
Environmental Health Supervisor



Inspections Department

Mark A. Fleet, Building Official

540-665-5650

Fax 540-678-0682

WALL SIGNS & FREESTANDING

BUILDING PERMIT APPLICATION REQUIREMENTS

1. The name of the current owner of the property, location of the property with lot number and the tax map identification number (this number may be found on your real estate bill) and specific directions to include the street name and/or State route number.
2. A plat or drawing of the property. Please detail where the sign will be located on the plat and indicate (in feet) the distance from all property lines. Wall signs require the *square footage of the wall* the sign is being installed on.
3. **ONE COMPLETE SET ON STRUCTURAL PLANS THAT CONTAIN THE FOLLOWING INFORMATION:**
 - ☐ **Foundation detail for freestanding signs**
 - ☐ **Identification of structural members for freestanding signs** Detail should include supporting structures' material, size, and height
 - ☐ **Existing Building wall details** with stud material, spacing, size, and interior/exterior wall finish material details
 - ☐ **Attachment Details** detailing mechanical fasteners, location/quantity, length, diameter, etc. Details shall include how the sign will be attached to the freestanding structure or the wall structure.

Submit the above information as well as any additional information that may be required by the Building Code Official to determine compliance with the Virginia Uniform Statewide Building Code and adopted referenced standards: International Residential Building Code and International Building Code.

After submitting your information, your permit application and plans will be reviewed by a) the Zoning Department to ensure compliance with setback requirements; and b) the Inspections Department to ensure compliance with the standards referenced above. You will be contacted when your permit has been approved and is ready to be issued or if there is additional information required to complete the review process.

Applications are taken Monday through Friday from 8 a.m. until 4:30 p.m. Permits are issued Monday through Friday from 8 a.m. until 3 p.m.

Should you have any questions regarding your plans after the permit has been issued, please call (540) 665-5650.

2021 Commercial Energy Efficiency Compliance Sheet

Climate Zone 4 Except Marine - Winchester, Virginia

The building thermal envelop shall meet the requirements of Tables C402.1.3 & C402.1.4 based on climate zone 4A. Group R occupancies shall use the R-values stipulated in the Group R Column. Please use the Residential Energy Compliance Sheet for R-Residential Use Groups less than 3 stories in height

	All Others Minimum R Value	Group R: 3 or more stories in height Minimum R Value	Proposed R Value (Assemblies Must meet or exceed the prescriptive R value listed)
Roofs			
insulated entirely above deck	R-30ci	R-30ci	
Metal Buildings (with R-5 thermal blocks)	R-19+R-11 LS	R-19+R-11 LS	
Attics and other	R-49	R-49	

Walls Above Grade

Mass	R-9.5ci	R-11.4ci	
Metal Building	R-13+R13ci	R-13+R14ci	
Metal Framed	R-13+R7.5ci	R-13+R7.5ci	
Wood Framed and other	R-13+R3.8ci or R-20	R-13+R3.8ci or R-20	

Walls Below Grade

Below Grade Walls	R7.5ci	R10 ci	
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Floors

Mass	R14.6 ci	R16.7 ci	
Joist/Framing (steel/wood)	R-30	R-30	

Slab On Grade Floors

Unheated Slabs	R-15 24" below grade	R-15 24" below grade	
Heated Slabs	R15-24" below grade +R-5 full slab	R15-24" below grade +R-5 full slab	

Opaque doors

Swinging	U-0.37	U-0.37	
Roll-up or sliding	U-0.31	U-0.31	
Garage Doors <14% Glazing	U-0.31	U-0.31	

FOR MORE INFORMATION ON ENERGY AND THE BUILDING ENVELOPE VISIT

<https://www.energycodes.gov/comcheck>

X

Signature

X

Print

CI - Continuous Insulation without interruption of framing members.

LS= A continuous Membrane installed below the purlins and uninterrupted by framing members. Uncompressed, unfaced insulation rests on top of the membrane between the purlins