

## FAST TRACK PERMIT PROCESS

**Frederick County offers a parallel tracking system to expedite the timetable between plan review and the commencement of construction.** This process allows for all plan review agencies to ensure compliance with applicable codes and allows the developer to begin site improvements. Open communication and the ability for engineering and design to maintain pace with the construction schedules are imperative.

### SITE PLAN

Industrial and commercial development proposals require an engineered site plan, as well as related design computation, that are reviewed and approved by Frederick County. These drawings must be sealed by an engineer who is licensed to do work in the Commonwealth of Virginia.

#### Forward Site Plans To:

- Virginia Department of Transportation
- Frederick Water
- Frederick County Building Official
- Frederick County Fire Marshal
- Frederick County Engineer
- Frederick County Department of Planning & Development

The Frederick County Zoning Administrator can approve the site plan for this proposal administratively after agency's review and comments have been incorporated. All site plans appear on the Frederick County Planning Commission's Bimonthly Report for information, but do not require public hearings and approvals.

#### **Non-Residential Site Plan Application & Review Fee**

*\$2,500 base, plus:*

\$ 200/acre to 5 acres

\$ 100/acre over 5 acres

### Procedures and Contacts Lead Agency

#### **Frederick County Public Works Department**

107 N. Kent St., 2nd Floor, Suite 200

Winchester, VA 22601 | 540-665-5643

### STRUCTURAL PLANS

Submitted to Frederick County Building Inspections when an application is made for a building permit. The building permit may be applied for at the same time that the site plans are sent out for review agency comment. Application should be made with all structural building plans. A note to request footing/foundation should be included on the permit application. If no note is indicated, the permit will be pending full site plan approval.

### LAND DISTURBANCE PERMIT

**Frederick County is able to issue a Land Disturbance Permit and Virginia Stormwater Management Program Permit prior to final approval of the site plan once plan approval has been obtained from Public Works,** allowing the developer to begin installing erosion and sediment controls and begin bringing the site up to final grades. The plan must include all erosion and sediment control measures, SWM/BMP design and all related computations.

**The Engineering Department prefers to meet with the engineer that will develop the site plan,** allowing the site plan to be designed appropriately and expediting the review process. This meeting allows the Engineering Department to become familiar with the proposal and enables a prompt review of the plans once submitted. The Engineering Department is also willing to meet with the designer in the event there are revisions required to the site plan, allowing the designer to address all concerns and permitting Frederick County to issue a quicker review and response.

#### **Land Disturbance Permit Fees**

*Contact:*

Frederick County Public Works

## FAST TRACK PERMIT PROCESS

### FOOTING FOUNDATION PERMIT

**In conjunction with the zoning approval, Frederick County will also issue a Footing Foundation Permit upon request prior to the final approval of the site plan;** this permit is issued at the applicant's own risk and allows the developer to complete all work associated with the footings and slab.

Applications must be made for the groundworks and underground conduit and indicated on the permit application. The Footing Foundation Permit is part of the overall building permit, and the details are reviewed as part of the structural drawings. These plans are reviewed by a Frederick County Plans Review Specialist.

The Plans Review Specialist is able to review the detailed footing foundation drawings within seven (7) to ten (10) working days, provided that he is informed that the developer is ready to submit the structural drawings and apply for the building permit. The Plans Review Specialist requires two sets of the structural drawings for review. Any corrections that are required for the structural drawings will be forwarded to the engineer. The Plans Review Specialist is willing to approve a Footing Foundation Permit once adequate footing details, basement details (if necessary), and groundwork details are provided. Please be sure all mechanical, electrical and plumbing drawings are all separate for individual plan reviewers.

#### **Commercial Footing Foundation Permit Fee**

**\$0**

Part of the overall building permit

### BLASTING PERMIT

**Frederick County requires the issuance of a Blasting Permit in the event that blasting is necessary.** A Blasting Permit may be applied for at the Frederick County Fire and Rescue Department. A separate Blasting Permit is required for each contractor that will be conducting work on this site. The permit is issued once the Frederick County Fire Marshal has had an opportunity to review and sign the permit. This can usually be accomplished the same day; however, it may take an additional day if the applicant does not make arrangements to meet with the Fire Marshal.

#### **Blasting Permit Fee**

**\$200**

### DEMOLITION PERMIT

**Frederick County, as dictated by the Virginia Uniform Statewide Building Code, requires the issuance of a Demolition Permit in the event that it is necessary to raze an existing structure.** This permit can be issued immediately if, when applying for the permit, the applicant furnishes a letter from all applicable utility companies stating that all utilities have been disconnected. Please note per USBC Section 110.3 Asbestos requirements apply.

#### **Demolition Permit Fee**

**\$65**

If asbestos abatement is required, a separate demolition permit is required at a cost of \$65.

### REMAINING PERMITS

The remaining permits for the industrial or commercial development proposal may be issued once the site plan has received final approval from the Frederick County Zoning Administrator, and the structural drawings have received final approval from the Frederick County Building Official.

**These permits include:** Final Building Permit, Electrical Permit, Mechanical Permit, and Plumbing Permit. These permits are applied for individually, and each has its own permit fee. Please refer to the Frederick County Industrial and Commercial Fee Schedules for current fees.

## FAST TRACK PERMIT PROCESS

### Anticipated Schedule\*

	MONTH 1 (Weeks)				MONTHS 2-9							
	1	2	3	4								
Obtain Demolition Permit	X											
Obtain Blasting Permit	X											
Review Blasting Request	X											
Issuance of Blasting Permit	X											
Submit Grading Plan for Review	X											
Obtain Land Disturbance Permit				X								
Commence Grading Work				X	X							
Obtain Footing Foundation Permits & Groundwork					X							
Review Footing, Basement, & Groundwork Details					X							
Issuance of Footing Foundation Permit					X							
Commence Construction of Footing & Groundwork												
Approval of Final Site Plan					X	X						
Approval of Final Structural Plans					X	X						
Obtain Building Permit						X						
Obtain Electrical Permit						X						
Obtain Plumbing Permit						X						
Obtain Mechanical Permit						X						
Commence Construction					inspections throughout construction							
Obtain Temporary Occupancy Permits (if necessary)												X

\* To ensure that final building, electrical, plumbing, and mechanical permits are issued in accordance with this chart, it is important to submit the site plan and construction drawings in a timely fashion. This can occur either before or after a grading plan and footing details are submitted; however, early submittal is strongly recommended. Cooperation between the design firms and County agencies to meet County and State requirements will expedite this process. The submission of quality plans at all levels will permit optimal timing.

### Contacts

#### Virginia Dept. of Transportation

PO Box 278  
Edinburg, VA 22824  
(540) 984-5600

#### Frederick Water

315 Tasker Rd.  
Stephens City, VA 22655  
(540) 868-1061

#### Frederick Co. Inspections Dept.

107 N. Kent St., Suite 200  
Winchester, VA 22601  
(540) 665-5650

**Footing Foundation Permit | Final Building Permit | Electrical Permit | Mechanical Permit | Plumbing Permit | Demolition Permit | Structural Plans | Certificate of Occupancy**

#### Frederick Co. Fire Marshal

1080 Coverstone Dr.  
Winchester, VA 22602  
(540) 665-5618

#### Blasting Permit

#### Frederick Co. Engineering/ Public Works

107 N. Kent St., Suite 200  
Winchester, VA 22601  
(540) 665-5643

**Land Disturbance Permit | Site Plans | Erosion and Sediment Plans | Stormwater Management**

#### Frederick Co. Dept. of Planning & Development

107 N. Kent St., Suite 200  
Winchester, VA 22601  
(540) 665-5651

#### Final Site Plan Approval