



Powhatan Building Inspections

NEW OCCUPANCY REQUIREMENTS

Permit Process

We are here to help you through the process of receiving a Certificate of Occupancy for your new location in Powhatan County. This process is required by the Virginia Building Code and is important for you to complete prior to your business opening at its new location to insure that your new space is safe for your employees and customers.

A completed Commercial Building Permit Application is required. Once the application has been reviewed and approved, on-site inspections can be performed. After all inspections are passed, then a Certificate of Occupancy can be issued.

Once the Certificate of Occupancy is issued, you will then be able to apply for a Powhatan County Business License.

Checklist

These are the items that we will need in order to process your application for a Certificate of Occupancy for the new location of your business here in Powhatan County.

- Commercial Building Permit Application
- Floor plan that depicts the existing space, as well as any proposed changes to the space
- Owner's Affidavit Form
- Payment of \$100.00 required for all new Certificate of Occupancy applications

Required Items on Floor Plan

- ◆ Label and name all rooms
- ◆ Note location of all fire extinguishers
- ◆ Marked emergency escape fire exits
- ◆ Dimensions of each room and overall space

Areas the County will Inspect

- ◆ Panel box, is it fully labeled?
- ◆ Are the egress lights and exit signs functional with battery backup?
- ◆ Is the bathroom signage and ADA bars in place?
- ◆ Do the electrical outlets test ok?
- ◆ Do the fire extinguishers meet code?
- ◆ Are ADA counters provided where needed?
- ◆ Are the plumbing systems operational and meet requirements?
 - ◆ *Depending on the space and use, other requirements may be necessary.*

OTHER IMPORTANT RESOURCES

Assistant County Administrator

Bret Schardein

804-598-3639

bschardein@powhatanva.gov

Economic Development

Roxanne Salerno

Economic Development Program Manager

804-598-4890

rsalerno@powhatanva.gov

Commissioner of Revenue

Jamie Timberlake

804.598.5616 #2028

jtimberlake@powhatanva.gov

Powhatan Chamber of Commerce

Angie Cabell

Executive Director

804.598.2636

angie@powhatanchamber.org

QUESTIONS?

Call or email:

David Dunivan, Building Official

804.598.5622 #2012

ddunivan@powhatanva.gov

COMMUNITY DEVELOPMENT DEPARTMENT

Building Inspections

3834 Old Buckingham Road Ste. F

Powhatan, VA 23139

Main Line: 804-598-5622

Hours: 8:30 AM – 5:00 PM



Welcome to Powhatan County

COUNTY OF POWHATAN
Building Inspections Department
3834 Old Buckingham Road, Suite F
Powhatan, VA. 23139
(804) 598-5622-Phone (804) 598-5877-Fax
www.powhatanva.gov

**COMMERCIAL CONSTRUCTION
TENANT UPFIT
Permit Application**

PERMIT NUMBER: _____ DATE OF APPLICATION: _____ RECEIVED BY: _____

LEASE OR OWNER NAME: _____
Last name First name Middle initial

MAILING ADDRESS: _____ **SITE ADDRESS:** _____
(If different)

ZIP: _____ PHONE: _____

EMAIL ADDRESS: _____

SETBACKS OF PROPOSED BUILDING: FRONT: _____ BACK: _____ RIGHT: _____ LEFT: _____

DISTANCE TO NEAREST BUILDING ON SAME LOT: _____

TAX PARCEL #: _____ TOTAL ACREAGE OF LOT: _____

HEALTH DEPT. PERMIT NUMBER: _____ EXPIRATION DATE: _____

WATER: (Check one) Public Private Well SEWAGE: (Check one) Public Private Septic

STRUCTURE: (Check one) ADDITION ALTERATION NEW CONSTRUCTION TEMPORARY

NATURE OF WORK: _____
(Include name of business)

OWNER/LESSEE: _____ STATE LICENSE NO. _____
Last name, First name Middle initial

TRADING AS: _____ CLASS: _____ EXPIRATION: _____
ADDRESS: _____ SPECIALTY CLASSIFICATION(S): _____
PHONE: _____

BUSINESS LICENSE NO. _____ LOCALITY _____ EXPIRATION: _____

EMAIL ADDRESS: _____

NOTE:

Two (2) hard-copies and one electronic copy of plans required at time of submittal

When **required** by the Code of Virginia, provide A/E sealed plans.

When A/E sealed plans **are not** required by the Code of Virginia, plans must be signed by the individual (not company) responsible for the design, including the individual's occupation and address.

COMMERCIAL BUILDING

Value: \$ _____

Total Sq Ft: _____

#Stories

Sq Ft 1st Floor

Sq Ft 2nd Floor

.....

.....

.....

Sprinklers Y/N

Alarm System Y/N

Occupant Load

.....

.....

.....

.....

Other Work (Specify):

CO TENANT UPFIT

DEMOLITION

Value: \$ _____ (Total cost of demolition)

Describe building or building element to be demolished _____

Have all utilities been disconnected? Yes No If No, explain _____

Please provide appropriate documentation (receipts) that demolition debris has been properly disposed of.

Note: Asbestos and Demolition Certification Form is required to be submitted with permit applications for all commercial repair, alteration, or demolition work.

By signing this application, the applicant acknowledges responsibility for the above matters.

I certify that I am legally authorized to make this application. I also certify that all construction will be executed in accordance with the applicable provisions of the Virginia Uniform Statewide Building Code and the Ordinances of Powhatan County. No portion of the work executed under this permit will be used or occupied until a Final Inspection and/or Certificate of Occupancy is granted.

Applicant Signature _____

Date _____

Print Name _____

Applicant is Building Owner Owner's Agent Contractor/Contractor's Agent

NOTE: If the permit applicant does **not** hold a Contractor's license issued by the Virginia Department of Professional and Occupational Regulation, submit a notarized Affidavit of Exemption from Contractor Licensing.

PERMIT FEES:

All fees plus state levy are to be paid upon application for a permit.

The Commonwealth of Virginia requires every jurisdiction to collect a 2% fee levy on each permit issued. This amount is added to the permit fee collected by the county at the time of application for a permit (e.g., \$40 permit fee + 0.80 levy = \$40.80 total). Cash or check are the only acceptable forms of payment.

(THIS SECTION TO BE COMPLETED BY COUNTY STAFF)

Use Group: _____ Use Code: _____ Fed. Use Code: _____ Construction Type: _____

Magisterial Dist.: _____ Zoning: _____ Traffic Area: _____ Voting Dist.: _____

USBC Edition: _____ Hydrologic Unit: _____ Route #: _____ Floodplain: Y/N _____

Site Plan # _____ Variance/Conditional Use Permit# _____ Occupant Load: _____

Planning & Zoning Approval _____ Building Dept. Approval _____



The County Of

Powhatan

AFFIDAVIT OF EXEMPTION FROM CONTRACTOR LICENSING

All permit applicants who do not hold a valid state contractor's license are required to complete this affidavit. This is a sworn legal document. The applicant's signature shall be witnessed by a Notary.

As applicant for a building permit for work to be performed at the following location:

(Location of work)

And pursuant to the provisions §54.1-1111, Code of Virginia, I swear I am exempt from any requirement to be licensed as a contractor in the Commonwealth of Virginia for the following reason: (check one):

I will perform or supervise the construction, removal, repair or improvement of no more than one building for retail use, one building for commercial use or one residence upon my own real property and for my own personal use during any twenty-four-month period; (personal use excludes buildings owned by the applicant but rented otherwise let out to tenants)

I will perform or supervise the construction, removal, repair or improvement of a house upon my own real property as a bona fide gift to a member of my immediate family who will reside in the house ("immediate family" includes one's mother, father, son, daughter, brother, sister, grandchild, grandparent, mother-in-law and father-in-law);

I am lessee of the relevant property or the agent of either or by the RDP, contractor or subcontractor associated with the work or any of their agents. I am not required to have a contractor license pursuant to Chapter 11 of Title 54.1 of the Code of Virginia.

I am a contractor as defined in §54.1-1100, however, the total contract value of the work to be performed does not exceed \$1,000.00 and does not include landscape irrigation or water well construction. If the work includes plumbing, electrical, HVAC or gas piping, the applicant shall hold a Master Tradesman Certification issued by the Virginia Department of Professional and Occupational Regulation. Certification #: _____

Applicant Signature _____ Phone _____

Address _____ Subscribed and
acknowledge to before me this _____ day of _____, 20____, in the City/County of
_____, Virginia.

Notary Public

Commission Expiration

Notary registration number