NEW HOME APPLICATION FORMS PACKET

Not included in this packet is a Floodplain Development Permit Application

If all or part of the property is located in the floodplain, this application will be required.

Agency Involvement & Information

☐ Page County Health Dept. - Health Approval

- For new homes, well and septic construction permits must be issued prior to the issuance of the building permit. These permits are obtained through the Page County Health Department. They are located at 75 Court Lane, Luray, VA. They can be reached at (540) 743-6528.
- For additions of bedrooms or habitable structures, an *Application for Health Department Review* will need to submitted to the Health Department.
- For accessory structures, including farm buildings, please provide our office with the location of your well and/or septic on your application. If you don't know the location, you will need to obtain a copy of your records from the Health Department.
- For new homes, if you plan on connecting to town water and sewer, please contact the local town office for information regarding tap fees. We will need written verification from the town that the fees have been paid prior to the issuance of the building permit.

☐ Virginia Department of Transportation (VDOT) - Entrance Permit

- If you are creating a new entrance off of a state maintained road, please attach a copy of the approved VDOT entrance permit. They can be reached at (540) 434-2586. We will need this permit prior to the issuance of the building permit.

☐ Page County Zoning Dept. - Zoning Permit Application/ Setback Requirements

- If the property is located in the county, staff will supply you with a zoning permit application and review the application process with you.
- If the property is located within town limits, you will need to contact the local town office for the zoning permit application.
- If the town does not require a zoning permit, we will need that statement in writing from their office.
- If the property is located in the county, staff will provide you the setbacks, which are based on what your property is zoned.
- If the property is located in the town limits, you will need to contact the town office to obtain the setbacks.

☐ Page County Treasurer's Office - Taxes

- A verification slip must be completed by the Treasurer's office that taxes have been paid for the property, and/or that contractor taxes have been paid.
- If the taxes have not been paid, our office cannot issue any permits per the Code of Virginia without the consent of the Treasurer.

☐ Page County GIS - 911 Address Application

- The completed application is submitted to the Page County GIS Department. They are located at 103 S Court Street, Suite F, Luray, VA and can be reached at (540) 743-7316. Their website is: http://pagecounty.virginia.gov/175/Geographical-Info-Systems-GIS

☐ Page County Erosion & Sediment Control – Land Disturbance Permit Application

- For new homes and additions, you must complete an In Lieu of an Erosion and Sediment Control Plan application. Prior to the issuance of the building permit, a pre-inspection must be completed by our office

to ensure the construction entrance and silt fencing are in place (guidelines will be provided on how to do this).

- For other land disturbance, depending upon the amount of land to be disturbed, an under 10,000 or over 10,000 square feet permit may be required. Please ask staff for further details.
- One acre or more of land disturbance requires a storm water permit and plans by a professional engineer.

☐ Page County Building Inspections Dept. - Building Permit Application/Plan Review

- When hiring a contractor you must make sure they are properly licensed/certified in Virginia to complete the work. Please provide all contractor information requested on the application. All necessary information can be researched and/or validated online at the Virginia Department of Professional and Occupational Regulation (www.dpor.virginia.gov).
- If the property owner is pulling the permits, we will need a Contractor Release form signed for each contractor (General Contractor and Sub-Contractors.) If the General Contractor is pulling the permits, we will need a Contractor Release form signed by each sub-contractor.
- The owner has the option to list themselves as doing the work. However, when building a new home, the owner may perform/supervise no more than one primary residence owned by him/her for his/her own use during any 24-month period. The owner will be required to sign an Owner's Affidavit if they choose this option.
- You can pull electrical, mechanical, and plumbing permits at the same time if you have all of your information as far as contractor and type of work. We will also need contractor release forms completed by each of these contractors.
- Two complete sets of plans are required to be submitted with the permit application. Once approved, we will keep one copy for our records, and the other copy will be given to you to keep on the jobsite.
- If you are constructing a deck or porch, a deck/porch guide will be provided to you. This must be kept on the jobsite at all times.
- We have a sample checklist sheet for Plan Review that will guide you in understanding minimum code requirements that need to be drawn out on the plans.
- All log homes require engineer seal/stamped drawings.
- The review process may take up to two weeks depending on work load status.

☐ Page County Floodplain Conservation – Floodplain Development Permit Application

- All uses activities and development occurring within any floodplain district including placement of manufactured homes shall be undertaken only upon the issuance of a zoning permit.
- If all or part of your property is located in the floodplain you will be required to submit a floodplain development permit application.
- Additional information may be required after review of your initial submittal to the Floodplain Administrator.

If you have code questions or questions about the application forms, please contact our department by phone at (540) 743-6674. Our office is open Monday through Friday 8:00 a.m. to 5:00 p.m. We cannot issue permits after 4:30 p.m.

Revised: June 13, 2023

E-911 ADDRESS APPLICATION

Please complete this form and return it to:

PAGE COUNTY GIS DEPARTMENT
103 S. Court St. Suite F
Luray, Virginia 22835
PHONE: 540-743-7316 FAX: 540-743-4533

Date_____

Contact Information: **Please print clearly**

Applicant's Name_____

Current Mailing Address:
_____ (street address)
_____ (town/city, state and zip code)
Current Phone Number Home: _____ Work/Cell: _____
Applicant's Email (E-911 address assignment will be sent out via email) _____
Best Time to Contact _____

Property Owner's Name (if different) _____
Property Owner's Email Address (if different) _____
Phone Number for Property Owner (if different) _____

INFORMATION REQUIRED FOR A NEW E-911 ADDRESS:

If the structure is or will be located in a town's limits, please specify which town: _____
Does the structure exist currently? Yes ☐ No ☐
Does the driveway accessing the property exist currently? Yes ☐ No ☐
Have you filled out a building permit application? Yes ☐ No ☐
Name of the road the driveway connects with_____
Number of existing homes currently using driveway for access _____
Name of the closest intersecting named road _____
Previous property owner _____
What type of structure (residential, commercial, storage, etc.)? _____
Other notes: _____

Tax Parcel Number: _____
(can be obtained from the Commissioner of the Revenue's Office)

Distance between the closest intersecting named road and your driveway**:** (in feet) _____

Please attach a site plan or GIS map that shows the location of the proposed/existing home, as well as the location of proposed/existing driveway. Please be sure to include the distance, in feet, between nearest neighbors' driveways and your driveway.

PAGE COUNTY ZONING PERMIT APPLICATION INSTRUCTIONS

1) **The zoning application fee, as described below, is due when this application is returned:**
   - **$45.00 for Residential Accessory Structures, Additions to Accessory Structures, and Decks**
   - **$200.00 for Residential New Homes, Additions to Existing Homes, and Porches**
   - **$75.00 for Commercial Accessory Structures, Additions to Accessory Structures, and Decks**
   - **$300.00 for Commercial New Structures and Additions to Existing Structures**
   - **$1600.00 for New Towers and/or Collocating Antennas on an Existing Tower**
   - **$90.00 for Signs of any type**

2) **The proposed structure must be staked off on all corners AND the property lines must be flagged. When flagging the property lines, please flag the lines as they pass by the proposed structure. Please use markings that are clearly identifiable. If the property is not staked/flagged at the time of inspection, we will charge you another trip fee which is the same fee as the initial application.**

3) **If the proposed size or location of structure changes after the zoning permit has been issued, an amended application is required and will include a fee equal to the original zoning application. Following the amended application, a zoning inspection will be completed.**

4) **Attach either a survey plat OR a hand drawn sketch of the property. On the plat or sketch, identify the location of all existing structures, proposed structure, proposed setbacks, and any roads/right-of-ways/easements.**

5) **If this application is for a new home, you must provide a copy of the deed to the property.**

6) **If you are creating a new entrance off of a state-maintained road, you must attach a copy of the approved Virginia Department of Transportation (VDOT) entrance permit. For further information on this, please call (540) 434-2586.**

7) **In addition to zoning approval, you will need health approval from the Page County Health Department, including farm buildings. They can be reached at (540) 743-6528.**

8) **A soil and erosion permit may also be required prior to any excavation, as well as a building permit; therefore, no work shall begin prior to making an application for zoning. They can be reached at (540) 743-6674.**

9) **The fee for construction started prior to permit being issued are double the initial fee established per §125-50 of the Page County Zoning Ordinance.**

10) **If work has not been started, zoning permits become null and void after six (6) months from issuance. Permits can be renewed for one additional six (6) month period.**

11) **All zoning applications will be considered according to the order which they are received. Please note the inspection could take up to two weeks.**

12) **Additional information may be required if the Zoning Administrator determines it necessary to ensure conformance with, and to provide enforcement of the Page County Zoning Ordinance.**

13) **If you have any questions, please call our office at (540) 743-1324 or (540) 743-6674, Monday through Friday, between the hours of 8:00 a.m. to 5:00 p.m.**

Revised 01/03/25

PAGE COUNTY SETBACK REQUIREMENTS

ZONING DISTRICT	FRONT**	SIDE	REAR	MINIMUM DISTANCE BETWEEN BUILDINGS
AGRICULTURE (A-1) (New Dwelling, Addition to Existing Dwelling, Porch)	**50 feet**	**20 feet**	**50 feet**	**5 feet**
AGRICULTURE (A-1) (New Accessory Structure, Addition to Existing Accessory Structure, Deck)	**50 feet**	**15 feet**	**15 feet**	**5 feet**
WOODLAND-CONSERVATION (W-C) (New Dwelling, Addition to Existing Dwelling, Porch)	**50 feet**	**20 feet**	**50 feet**	**5 feet**
WOODLAND-CONSERVATION (W-C) (New Accessory Structure, Addition to Existing Accessory Structure, Deck)	**50 feet**	**15 feet**	**15 feet**	**5 feet**
PARKS-RECREATION (P-R) Any land not owned by the US Federal Government or the VA State Government in this district shall be subject to all requirements of the W-C district.	---	---	---	---
COMMERCIAL (C-1) (Any Structures)	**40 feet**	**25 feet**	**25 feet**	**30 feet**
INDUSTRIAL (I-1) See §125-13 (E) for further setback restrictions in addition to the following:	**40 feet**	**20 feet**	**20 feet**	**5 feet**
RESIDENTIAL WITH PUBLIC WATER AND SEWER (R) (New Dwelling, Addition to Existing Dwelling, Porch)	**35 feet**	**15 feet**	**35 feet**	**5 feet**
RESIDENTIAL WITH PUBLIC WATER AND SEWER (R) (New Accessory Structure, Addition to Existing Accessory Structure, Deck)	**35 feet**	**10 feet**	**10 feet**	**5 feet**
RESIDENTIAL WITH PUBLIC WATER OR SEWER (R) (New Dwelling, Addition to Existing Dwelling, Porch)	**35 feet**	**15 feet**	**35 feet**	**5 feet**
RESIDENTIAL WITH PUBLIC WATER OR SEWER (R) (New Accessory Structure, Addition to Existing Accessory Structure, Deck)	**35 feet**	**15 feet**	**15 feet**	**5 feet**
RESIDENTIAL WITH ONSITE WELL AND SEPTIC (R) (New Dwelling, Addition to Existing Dwelling, Porch)	**35 feet**	**15 feet**	**50 feet**	**5 feet**
RESIDENTIAL WITH ONSITE WELL AND SEPTIC (R) (New Accessory Structure, Addition to Existing Accessory Structure, Deck)	**35 feet**	**15 feet**	**15 feet**	**5 feet**

FRONT SETBACK IS FROM THE RIGHT-OF-WAY OF THE ROAD.

DECKS, PORCHES, AND ABOVE GROUND POOLS MAY EXTEND NO MORE THAN FIVE FEET INTO ANY YARD SETBACK.

NO DETACHED ACCESSORY BUILDING SHALL BE ERECTED WITHIN FIVE (5) FEET OF ANY OTHER BUILDING.

PAGE COUNTY ZONING PERMIT APPLICATION

1) **The applicant is the:** ☐ Owner ☐ Lessee ☐ Agent for Owner/Lessee

Owner	Lessee (if applicable)
Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
Email (Optional):	Email (Optional):

2) Site Address of Construction: _____

_____

3) **Please provide detailed directions to the site:** _____

_____

_____

_____

4) Tax Map Number:(Office staff can provide): _____

5) Size of Property: _____ _____

6) **Is property located in a subdivision?** ☐ Yes ☐ No

If yes, which one: _____

7) Is property located in the floodplain? ☐ Yes ☐ No

8) **Is this application the result of receiving a violation notice?** ☐ Yes ☐ No

9) **Water and sewage source for the property:**

☐ Private Well ☐ Private Septic ☐ Public Water ☐ Public Sewer ☐ None

10) **Is a new entrance being created off of a state maintained road?** ☐ Yes ☐ No

11) Current use of property (Ex: Vacant, Residence, Farming, etc.): _____

_____

12) **List existing structures that are currently on the property:**

_____

13) Proposed Structure (Ex: New Home, Addition, Porch, Deck, Accessory Building, etc.): _____

_____

14) **The proposed structure will be used for the following: Residence, Storage of Hay, Household Storage, etc.**

_____

15) **Will the proposed structure or property be used for any type of business? Business uses may include, but is not limited to: short-term tourist rental(s), farming operation, home occupation, virtual business, etc.?**

☐ Yes ☐ No *If yes, please describe of business:* _____

16) Dimensions of Proposed Structure to include porches & decks:

_____

17) Height of Proposed Structure: _____ feet

18) The property is Zoned (Office staff can provide):

☐ Agriculture (A-1) ☐ Woodland-Conservation (W-C) ☐ Residential (R)
☐ Commercial (C-1) ☐ Industrial (I-1) ☐ Park-Recreation (P-R)

19) Refer to the Page County Setback Requirements (attached) and fill in the required and proposed setbacks for the property.

REQUIRED minimum setbacks:	**PROPOSED minimum setbacks:**
Front: _____ feet	Front: _____ feet
Rear: _____ feet	Rear: _____ feet
Left Side: _____ feet	Left Side: _____ feet
Right Side: _____ feet	Right Side: _____ feet

20) Distance to closest building: _____ feet

21) Is the proposed structure staked off AND have the property lines been flagged as described on the instruction sheet?
(NOTE: As stated on the instruction sheet, if the property is not staked and flagged at the time of inspection, a second trip fee, equal to the fee amount for the initial application will be charged).

☐ Yes ☐ No If no, indicate date it will be ready for inspection: _____

22) Estimated cost of construction: _____

I (we), the undersigned, do hereby certify that the above information is correct and true. I (we) further understand that any changes to size/location of structure(s) after approval of this application, I am (we are) required to submit an amended application for review. I (we) further understand that in granting approval of this application, the Board of Supervisors and/or Zoning Administrator may require that I (we) comply with certain conditions and that such approval shall not be considered valid until these conditions are met.

_____ _____

Signature of Owner (if applicable) ***Date***

_____ _____

Signature of Lessee (if applicable) ***Date***

_____ _____

Signature of Agent for Owner/Lessee (if applicable- see below) ***Date***

If agent for owner, please provide the following information:

Mailing address of agent for owner: _____

Phone Number of agent for owner: _____

I, _____ hereby certify that the proposed structure is not under or close to any power lines. I understand that this is my responsibility as the owner or applicant and any costs associated to negligence will be my responsibility. **If you have questions or are uncertain of location of overhead or underground power lines, please contact SVEC at 1-800-234-7832.

If you do not have a recorded survey plat of the property, draw a site plan below. The following items shall be included on the site plan:

- Roads/ Right-of-Ways/ Driveways/ Easements
- Existing structures currently on the property
- Proposed structure INCLUDING square footage from all property lines, existing structures, AND any right-of-ways/ driveways/easements/roads.

OFFICE USE ONLY:

Date Application Received: _____ Permit Number: _____ Staff initials: _____ Application Fee: _____

Date Paid: _____ ☐Check #:_____ ☐Debit Card ☐Credit Card ☐Cash

Comments: _____

_____

Permit #: _____

In order to obtain a permit through the Planning, Building & Zoning Department (according to Title 36, Chapter 6 of the Code of Virginia) the Treasurer's Office will verify that taxes are current, or arrangements have been made to handle delinquencies prior to a permit being issued.

Please complete the following:

Contractor/Agent: _____

Map/Parcel # (where work will be performed): _____

Owners Name: _____

Address (where work will be performed): _____

_____

_____

****

TO BE COMPLETED BY THE PAGE COUNTY TREASURER'S OFFICE

ISSUE PERMIT: _____ **DENY PERMIT:** _____

Signature: _____ **Date:** _____

Building Permit Application

Property Location

E911 Address: _____

Tax Map Number: _____

What is currently on the property? _____

Directions to Property: _____

Permit #:	
Date Received:	
Staff Initials:	

Verified taxes paid _____

The applicant is the: ☐Owner ☐Lessee ☐Agent for Owner/Lessee	**Code Year:**
Owner	**General Contractor**
Name: _____	Name: _____
Mailing Address: _____	Mailing Address: _____
Phone Number: _____	Phone Number: _____
Email (Optional): _____	Email (Optional): _____
	State Lic. #: Exp Date:
Lessee if applicable	**Mechanic's Lien Agent**
Name: _____	Name: _____
Mailing Address: _____	Mailing Address: _____
Phone Number:	Phone Number:

Description of work to be completed: _____

☐Existing structure built prior to 1978

Intended Use: ☐Residential ☐Commercial ☐Change of Use from _____ to _____

☐New Home ☐Addition ☐Accessory ☐Alteration ☐Remodel/Repair ☐Foundation Only ☐Masonry Chimney/Fireplace

☐Stick Built ☐Modular (# sections ____) ☐Singlewide ☐Doublewide ☐Above Ground Pool ☐In Ground Pool

Water/Sewer: ☐Public Water ☐Public Sewer ☐Onsite Well ☐Onsite Septic ☐Community Well ☐Cistern

Dimensions of Structure: Length _____ x Width _____ Height _____		**Total Square Footage:** _____
No. of Stories: _____	**Basement:** _____ x _____ ☐Finished ☐CS only	**Garage:** _____ x _____ # of cars: _____
Decks: Front: _____ x _____ Rear: _____ x _____ Side: _____ x _____		**Porches:** Front: _____ x _____ Rear: _____ x _____ Side: _____ x _____

Exterior Features (New Construction)	**Interior Features (New Construction)**
Foundation: ☐Cinderblock ☐Concrete ☐Superior Walls ☐Other: _____	# of rooms: ____ Bedrooms: ____ Bathrooms: ____ ½ Baths: ____
	Walls: ☐Drywall ☐ Paneled ☐ Plaster ☐Other: _____
Walls: ☐Frame ☐Brick ☐Alum ☐Vinyl ☐Log ☐Stone ☐Cedar ☐Other: _____	**Floors:** ☐Wood ☐Carpet ☐Vinyl ☐Concrete ☐Tile
	Heat: ☐Forced Air ☐Baseboard ☐Hot Water ☐Floor Furnace
Roof: ☐Gable ☐Hip ☐Flat/Shed ☐Other: _____	☐Wall Furnace ☐Space Heat ☐Heat Pump ☐Radiant Floor
Roofing Material: ☐Asphalt ☐Metal ☐Other: _____	**Fuel:** ☐Electric ☐Oil ☐Gas ☐Wood/Coal ☐None
Skirting (Manufactured Home): _____	

Est Value of Construction (Materials & Labor): $ _____

Electrical Permit	**Work Request #:** _____
Contractor Name:	☐Residential ☐Commercial
Mailing Address:	☐Stick Built ☐Modular ☐Manufactured
	☐New Home ☐Addition ☐Garage ☐Accessory ☐Pool
Phone Number:	☐New Service ☐Upgrade ☐Reconnect ☐Remodel/Repair
Email (Optional):	☐ Interior Wiring ☐Utility Pole ☐Temp. Pole ☐Sign
State Lic #: Exp Date:	☐ Standby Generator ☐Constr. Trailer ☐Sub-Panel (# ____)
Size of Service: _____ amps	☐ Alarm System # ___ Pull Stations ☐Alarm Test ☐Sewer Pump
Commercial Applicants Only	☐Solar (# of panels _____) ☐Battery Back Up
Motors: _____ Sub-Panels: _____ Panelboards: _____ Receptacles: _____ Lights: _____ Switches: _____ Pole Lights: ____	**Est Value of Work (Materials & Labor): $** _____

Mechanical Permit		**Load calculations required on new installs prior to inspection**
DUCT TESTING MANDATORY ON ALL NEW INSTALLS (see 2015 VRC for exception)		
Contractor Name:		☐Residential ☐Commercial
Mailing Address:		☐Stick Built ☐Modular ☐Manufactured
		☐New Home ☐Addition ☐Garage ☐Accessory
Phone Number:		Non-Fuel Fired System:
Email (Optional):		☐Heat Pump/AC Unit (# units ___) ☐Ductwork ☐ Load calc. prov
State Lic #: Exp Date:		☐Mini-Split System -- Condensers # ___ Evaporators # ___
Commercial Applicants Only		Fuel Fired System:
☐Hood System ☐Hood Test	☐Roof Top H/C Unit (# ____)	Appliances # _____ ☐Tank ☐Exterior Line ☐Interior Line
☐Sprinkler System # Heads: _____	Storage Tank: ☐Install (# ___)	Fuel Type: ☐Gas ☐Oil ☐ Wood
☐Standpipe - ☐Wet ☐Dry	☐Remove (# ___)	☐Furnace ☐Wood Stove ☐Boiler - BTUs _____
☐Fire Pump ☐Test	☐Duct Heater (# ___)	☐Chimney/Fireplace (gas vent non-masonry) ☐ Chimney Liner/Relining
Elevators: ____ Freight Lift: ____ Chair Lift: ____ Escalator: ____ Dumbwaiter: ____ Hoist Way: ____ Man Lift: ____ Conveyor: ____		**Est Value of Work (Materials & Labor): $** _____

Plumbing Permit	
Contractor Name:	☐Residential ☐Commercial
Mailing Address:	☐Stick Built ☐Modular/Manufactured Tie-In
	☐New Home ☐Addition ☐Garage ☐Accessory
Phone Number:	☐New Plumbing ☐Remodel # of Plumbed Rooms _____
Email (Optional):	☐Basement/Garage Rough-In ☐Groundworks Only
State Lic #: Exp Date:	☐Town Water/Sewer Connection (Town of _____)
Commercial Applicants Only	**Est Value of Work (Materials & Labor): $** _____
# Fixtures: _____ # Drains: _____ # Traps: _____ # Sewer Conn: _____	

Office Use Only	Calculations:
Plans Reviewed and Approved By:	
Fees:	
Review	
Building	
Electrical	
Mechanical	
Plumbing	
Penalty	
In Lieu Of	
Total Fees: $	
☐Check # _____ ☐Cash ☐DC ☐CC	(SIGN HERE) I understand that I am applying for a building permit as owner of the above referenced property and I am acting as my own contractor. I accept all responsibility as the "contractor". *I shall comply with the provisions of the Uniform Statewide Building Code (§ 36-97 et seq*

I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct and that the construction will conform to the regulations in the Uniform Statewide Building Code.

_____ _____ _____

Applicant's Name (Printed) Applicant's Signature Date

Revised 7/16/2019

CONSTRUCTION DOCUMENT REQUIREMENTS FOR SUBMITTAL
All information provided on the construction plans shall be clear and legible.

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:

DRAWINGS SIZE/PLANS
- ☐ *Clear and legible plans – minimum ¼" scale or equivalent*
- ☐ *Provide 2 Sets of Plans*
- ☐ *Plans must be signed by the individual (not company) responsible for the design, including the Individual's occupation and address (54.1-402 Code of Virginia)*

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 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 manufactured *beam* details, if applicable
- ☐ Provide copy of manufactured 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 required 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/0or ceiling joist nominal size, spacing, and length
- ☐ Ridge(s) identified
- ☐ All hips, valleys, gables, and bearing points identified

- ☐ Manufacturer's design showing truss location and design for Engineered Roof Truss System
- ☐ Detailed individual truss details are required for all 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 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 compliance with the R-values in the table to the right
- ☐ The buildings thermal envelope shall be represented on the drawings
- ☐ 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 any existing insulation and any additional or new insulation being installed. Indicate the new and existing insulation R-values.

Building Assemblies	**Minimum R-Value**
Walls (R-value)	R-15 or R-13 +R-1[H]
Floors (R-value)	19
Ceiling (R-value)[B]	38
Ceiling (R-value)[G]	30
Basement Walls (R-value)	10 continuous or 13 cavity fill
Crawl Space Walls (Conditioned)[C]	10 continuous or 13 cavity fill
Concrete Slab (less than 24" below grade)	10, 2 ft
Slab (R-value) – Heated	15, 2 ft
Mass Wall (R-value)[D]	8/13[F]
Windows (U-factor)[E]	0.35
Skylights (U-factor)[E]	0.55 max
Doors (U-factor)[E]	0.35
Hinged vertical attic access doors	R-5
Pull down attic access stairs	R-5 Rigid 75% of panel area

- ☐ Heating and cooling equipment to be sized in accordance with ACCA Manual S based on building loads calculated in accordance with ACCA Manual J or other approved heating and cooling calculation methodologies. Ducts and air handlers ***outside*** the building thermal envelope shall be pressure tested to determine air leakage.

MODULAR HOMES

- ☐ Plans must be approved by a compliance assurance agency
- ☐ Plans must be labeled and dated with the approval date
- ☐ All work performed on-site or by others shall be detailed as required for new construction listed above (basement, porches, crawlspaces, unfinished area, garages, etc.)

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 400 square foot in area required 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 under 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 exits, 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 indication 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 ¼" 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 60" 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

County of Page, Virginia
Planning & Community Development
103 South Court St., Suite B
Luray, VA 22835

CONTRACTOR RELEASE

Date: _____ Permit #: _____

I hereby attest that I, _____
(Name of Contractor/Business)

have contracted with _____ ,
(Name of General Contractor)

to complete _____
_____
_____
(Description of Work)

at property located at _____ .
(Site Address – 911 Address)

The value of my work for this project is $ _____ .

Furthermore, I authorize the general contractor (named above) to obtain any necessary permits as required by the *USBC Code Section108.1* and **ONLY** for the work as described above.

_____ _____
Signature of Contractor Date

_____
Contractor's Mailing Address

_____
Phone Number

_____ _____
State Contractor License # Tradesman Certification #

COUNTY OF PAGE, VIRGINIA
OFFICE OF THE PROGRAM ADMINISTRATOR
103 SOUTH COURT ST., SUITE B
LURAY, VA 22835
(540) 743-6674 – PHONE
(540) 743-4533 – FAX

PERMIT NUMBER: _____ - _____

FEE: **$130.00**
DATE PAID: _____
RECEIPT #: _____

AGREEMENT IN LIEU OF AN EROSION AND SEDIMENT CONTROL PLAN FOR A SINGLE-FAMILY DWELLING OR ADDITION TO A SINGLE FAMILY DWELLING

OWNER: _____ **PHONE NUMBER:** _____

ADDRESS: _____

SITE OF CONSTRUCTION: _____

SUBDIVISION: _____ **TAX MAP NUMBER:** _____

SQ. FOOTAGE OF LAND TO BE DISTURBED: _____

DIRECTIONS: _____

In lieu of submission of an Erosion and Sediment control Plan for the construction of this single-family dwelling or addition at the above stated location, I agree to comply with any reasonable requirements determined necessary by employees of the County of Page, representing the Erosion and Sediment Control Program Administrator. Such requirements shall be based on the conservation standards contained in Article I, Erosion and Sediment Control Plan, Chapter 50 of the Code of County of Page, and Chapter 3.1, Article 2.4 of the 2019 Virginia Acts of the Assembly and shall represent the minimum practices necessary to provide adequate control of erosion and sedimentation on or resulting from this project.

1. An construction entrance shall be constructed prior to site development. The entrance shall be constructed of VDOT #3 coarse aggregate stone and be installed at the access point off any existing public or private Right-of-way. The entrance needs to be the appropriate length to keep sediment from entering the street.

2. Silt fence shall be properly installed downgrade from any, all disturbed areas and around all soil stockpiles.

3. 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 the County of Page could result in citation for violation of the County of Page Erosion and Sediment Control Ordinance.

SIGNATURE OF LANDOWNER: _____ **DATE**: _____

==========

Office of the Program Administrator Use Only

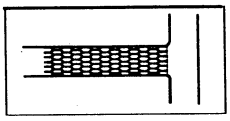
Measures specified by the Plan Approving Authority: _____

_____

DATE: _____ APPROVED BY: _____

STD & SPEC 3.02

TEMPORARY STONE CONSTRUCTION ENTRANCE



CE

Definition

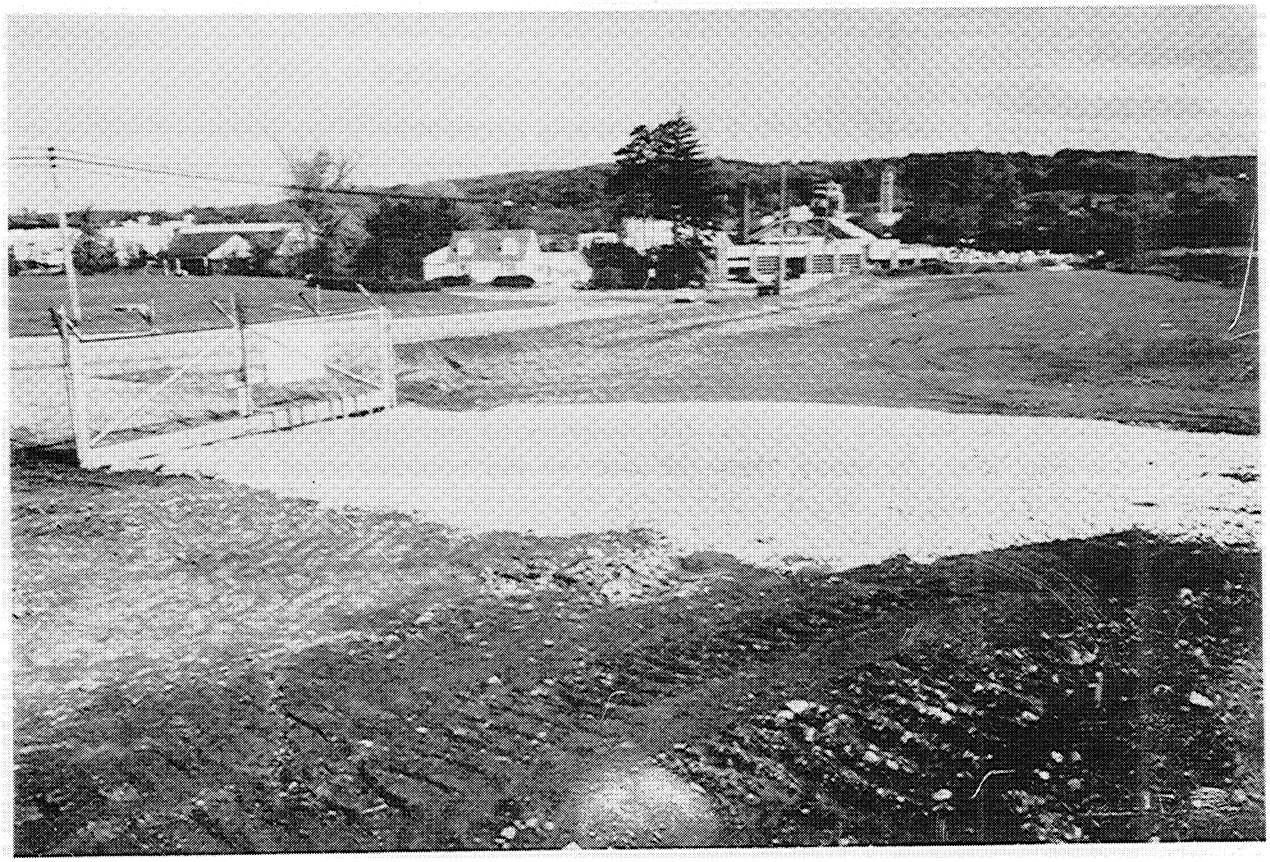
A stabilized stone pad with a filter fabric underliner located at points of vehicular ingress and egress on a construction site.

Purpose

To reduce the amount of mud transported onto paved public roads by motor vehicles or runoff.

Conditions Where Practice Applies

Wherever traffic will be leaving a construction site and move directly onto a public road or other paved area.



Planning Considerations

Minimum Standard #17 (MS #17) requires that provisions be made to minimize the transport of sediment by vehicular traffic onto a paved surface. Construction entrances provide an area where a significant amount of mud can be removed from construction vehicle tires before they enter a public road and, just as important, the soil adjacent to the paved surface can be kept intact. A filter fabric liner is used as a "separator" to minimize the dissipation of aggregate into the underlying soil due to construction traffic loads. If the action of the vehicles traveling over the gravel pad is not sufficient to remove the majority of the mud or there exists an especially sensitive traffic situation on the adjacent paved road, the tires must be washed before the vehicle enters the public road. If washing is necessary, provisions must be made to intercept the wash water and trap the sediment so it can be collected and stabilized. Construction entrances should be used in conjunction with the stabilization of construction roads (see Std. & Spec. 3.03, CONSTRUCTION ROAD STABILIZATION) to reduce the amount of mud picked up by construction vehicles and to do a better job of mud removal. Other innovative techniques for accomplishing the same purpose (such as a bituminous entrance) can be utilized, but only after specific plans and details are submitted to and approved by the appropriate Plan-Approving Authority.

Design Criteria

Aggregate Size

VDOT #1 Coarse Aggregate (2- to 3-inch stone) should be used.

Entrance Dimensions

The aggregate layer must be at least 6 inches thick; a minimum three inches of aggregate should be placed in a cut section to give the entrance added stability and to help secure filter cloth separator. It must extend the full width of the vehicular ingress and egress area and have a minimum 12-foot width. The length of the entrance must be at least 70 feet (see Plate 3.02-1).

Washing

If conditions on the site are such that the majority of the mud is not removed by the vehicles traveling over the stone, then the tires of the vehicles must be washed before entering the public road. Wash water must be carried away from the entrance to a approved settling area to remove sediment. All sediment shall be prevented from entering storm drains, ditches, or watercourses. A wash rack may also be used to make washing more convenient and effective (see Plate 3.02-1).

Location

The entrance should be located to provide for maximum utilization by all construction vehicles.

Construction Specifications

The area of the entrance must be excavated a minimum of 3 inches and must be cleared of all vegetation, roots, and other objectionable material. The filter fabric underliner will then be placed the full width and length of the entrance.

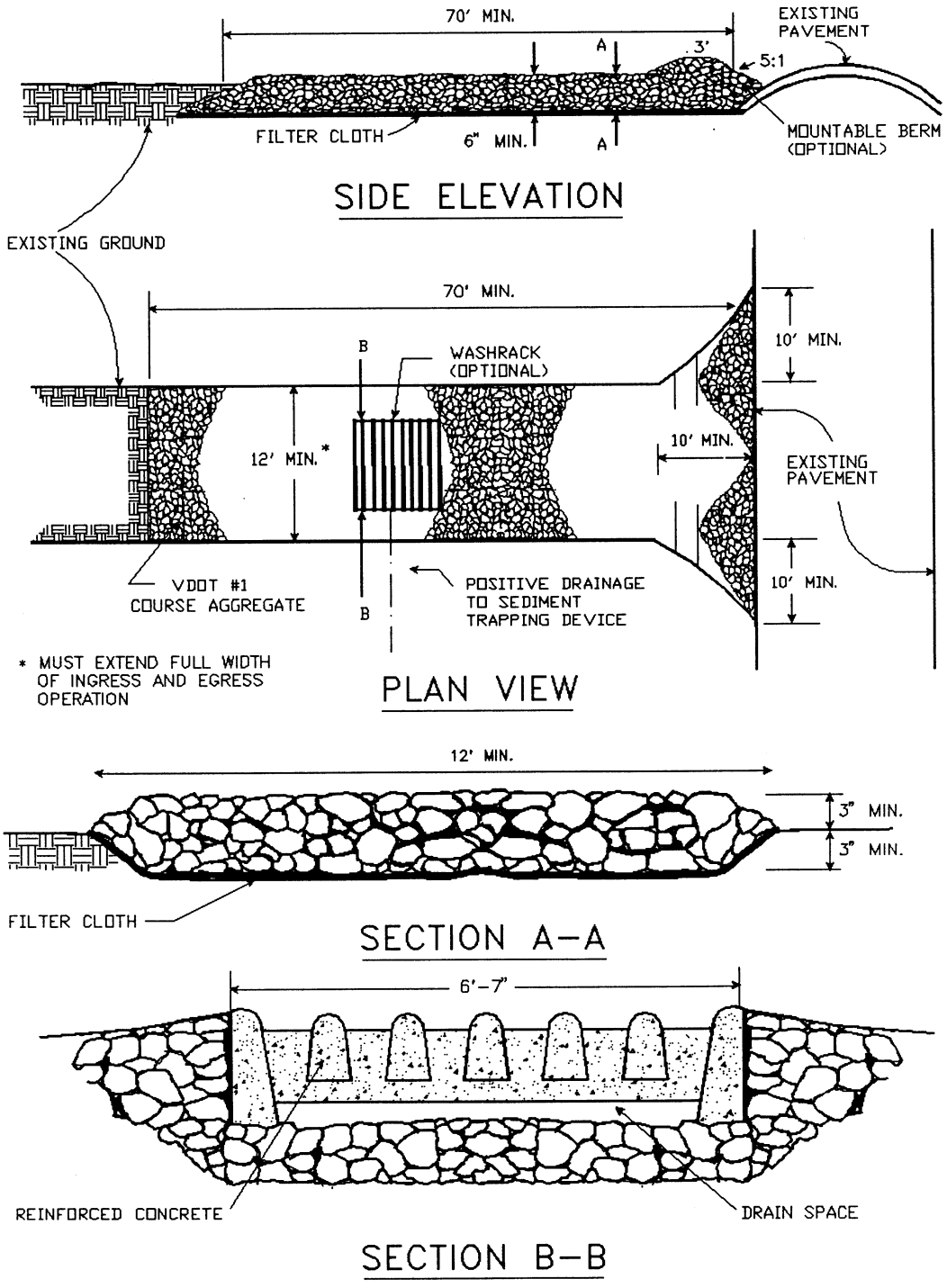
Following the installation of the filter cloth, the stone shall be placed to the specified dimensions. If wash racks are used, they should be installed according to manufacturer's specifications. Any drainage facilities required because of washing should be constructed according to specifications. Conveyance of surface water under entrance, through culverts, shall be provided as required. If such conveyance is impossible, the construction of a "mountable" berm with 5:1 slopes will be permitted.

The filter cloth utilized shall be a woven or nonwoven fabric consisting only of continuous chain polymeric filaments or yarns of polyester. The fabric shall be inert to commonly encountered chemicals and hydrocarbons, be mildew and rot resistant, and conform to the physical properties noted in Table 3.02-A.

Maintenance

The entrance shall be maintained in a condition which will prevent tracking or flow of mud onto public rights-of-way. This may require periodic top dressing with additional stone or the washing and reworking of existing stone as conditions demand and repair and/or cleanout of any structures used to trap sediment. All materials spilled, dropped, washed, or tracked from vehicles onto roadways or into storm drains must be removed immediately. The use of water trucks to remove materials dropped, washed, or tracked onto roadways will not be permitted under any circumstances.

STONE CONSTRUCTION ENTRANCE



Source: Adapted from 1983 Maryland Standards for Soil Erosion and Sediment Control, and Va. DSWC

Plate 3.02-1

TABLE 3.02-A

CONSTRUCTION SPECIFICATIONS FOR FILTER CLOTH UNDERLINER

Fabric Properties[1]	Light-Duty Entrance[2] (Graded Subgrade)	Heavy-Duty Entrance[3] (Rough Graded)	Test Method
Grab Tensile Strength (lbs.)	200	220	ASTM D1682
Elongation at Failure (%)	50	220	ASTM D1682
Mullen Burst Strength (lbs.)	190	430	ASTM D3786
Puncture Strength (lbs.)	40	125	ASTM D751 (modified)
Equivalent Opening Size (mm)	40-80	40-80	U.S. Standard Sieve CW-02215

[1] Fabrics not meeting these specifications may be used only when design procedure and supporting documentation are supplied to determine aggregate depth and fabric strength.

[2] Light Duty Entrance: Sites that have been graded to subgrade and where most travel would be single axle vehicles and an occasional multi-axle truck. Examples of fabrics which can be used are: Trevira Spunbond 1115, Mirafi 100X, Typar 3401, or equivalent.

[3] Heavy Duty Entrance: Sites with only rough grading and where most travel would be multi-axle vehicles. Examples of fabrics which can be used are: Trevira Spunbond 1135, Mirafi 600X, or equivalent.

Source: Virginia Highway and Transportation Research Council (VHTRC)

STD & SPEC 3.05

SILT FENCE

SF

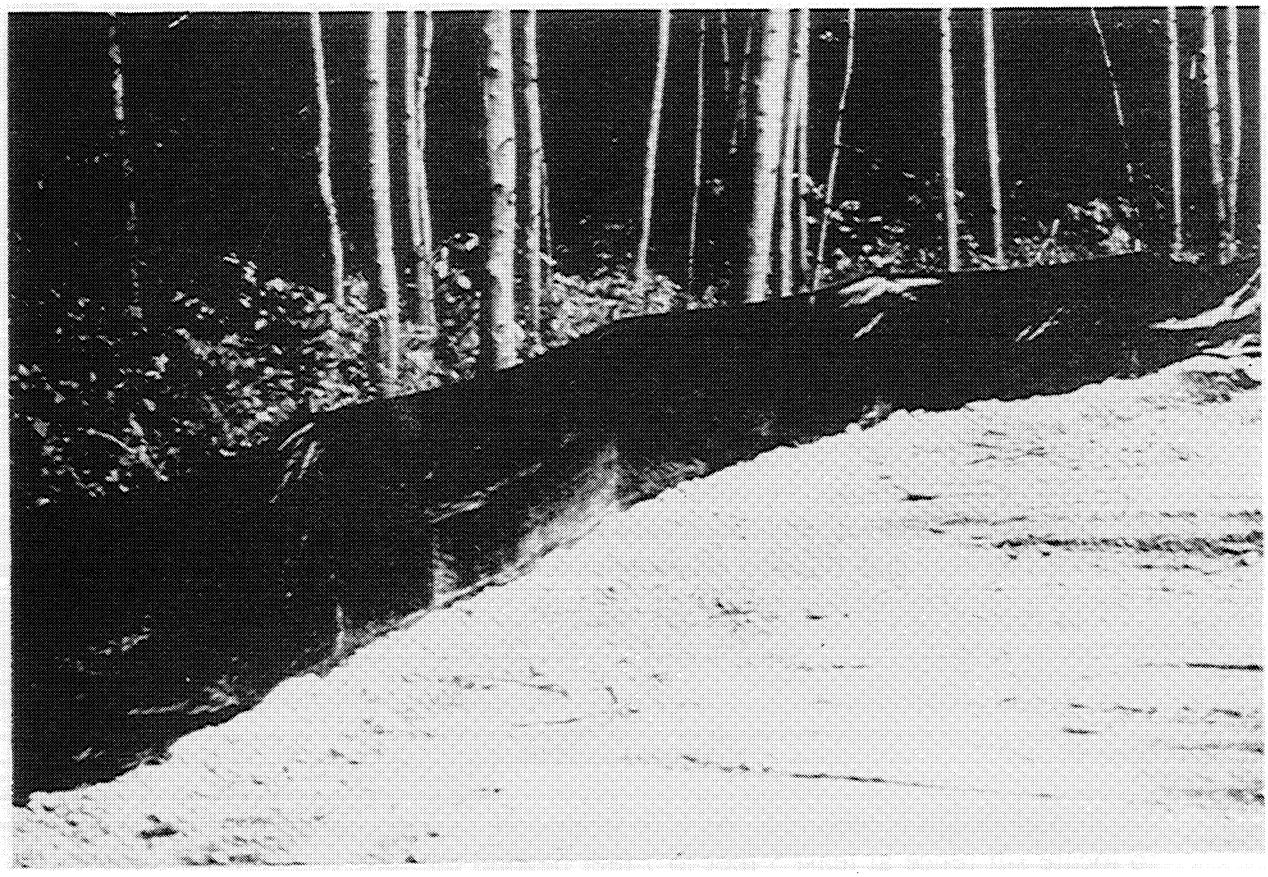
Definition

A temporary sediment barrier consisting of a synthetic filter fabric stretched across and attached to supporting posts and entrenched.

Purposes

1. To intercept and detain small amounts of sediment from disturbed areas during construction operations in order to prevent sediment from leaving the site.

2. To decrease the velocity of sheet flows and low-to-moderate level channel flows.



Conditions Where Practice Applies

1. Below disturbed areas where erosion would occur in the form of sheet and rill erosion.

2. Where the size of the drainage area is no more than one quarter acre per 100 feet of silt fence length; the maximum slope length behind the barrier is 100 feet; and the maximum gradient behind the barrier is 50 percent (2:1).

3. In minor swales or ditch lines where the maximum contributing drainage area is no greater than 1 acre and flow is no greater than 1 cfs.

4. Silt fence will not be used in areas where rock or some other hard surface prevents the full and uniform depth anchoring of the barrier.

Planning Considerations

Laboratory work at the Virginia Highway and Transportation Research Council (VHTRC) has shown that silt fences can trap a much higher percentage of suspended sediments than straw bales, though silt fence passes the sediment-laden water slower. Silt fences are preferable to straw barriers in many cases because of their durability and potential cost savings. While the failure rate of silt fences is lower than that of straw barriers, many instances have been observed where silt fences are improperly installed, inviting failure and sediment loss. The installation methods outlined here can improve performance and reduce failures.

As noted, flow rate through silt fence is significantly lower than the flow rate for straw bale barriers. This creates more ponding and hence more time for sediment to fall out. Table 3.05-A demonstrates these relationships.

Both woven and non-woven synthetic fabrics are commercially available. The woven fabrics generally display higher strength than the non-woven fabrics and, in most cases, do not require any additional reinforcement. When tested under acid and alkaline water conditions, most of the woven fabrics increase in strength, while the reactions of non-woven fabrics to these conditions are variable. The same is true of testing under extensive ultraviolet radiation. Permeability rates vary regardless of fabric type. While all of the fabrics demonstrate very high filtering efficiencies for sandy sediments, there is considerable variation among both woven and non-woven fabrics when filtering the finer silt and clay particles.

Design Criteria

1. No formal design is required. As with straw bale barriers, an effort should be made to locate silt fence at least 5 feet to 7 feet beyond the base of disturbed slopes with grades greater than 7%.

TABLE 3.05-A

TYPICAL FLOW RATES AND FILTERING EFFICIENCIES OF PERIMETER CONTROL

Material	Flow Rate (gal./sq.ft./min)	Filter Efficiency(%)
Straw	5.6	67
Synthetic Fabric	0.3	97

Source: VHTRC

2. The use of silt fences, because they have such a low permeability, is limited to situations in which only sheet or overland flows are expected and where concentrated flows originate from drainage areas of 1 acre or less.

3. Field experience has demonstrated that, in many instances, silt fence is installed too short (less than 16 inches above ground elevation). The short fence is subject to breaching during even small storm events and will require maintenance "clean outs" more often. Properly supported silt fence which stands 24 to 34 inches above the existing grade tends to promote more effective sediment control.

Construction Specifications

Materials

1. Synthetic filter fabric shall be a pervious sheet of propylene, nylon, polyester or ethylene yarn and shall be certified by the manufacturer or supplier as conforming to the requirements noted in Table 3.05-B.

2. Synthetic filter fabric shall contain ultraviolet ray inhibitors and stabilizers to provide a minimum of six months of expected usable construction life at a temperature range of 0° F to 120° F.

3. If wooden stakes are utilized for silt fence construction, they must have a diameter of 2 inches when oak is used and 4 inches when pine is used. Wooden stakes must have a minimum length of 5 feet.

TABLE 3.05-B

PHYSICAL PROPERTIES OF FILTER FABRIC IN SILT FENCE

Physical Property	Test	Requirements
Filtering Efficiency	ASTM 5141	75% (minimum)
Tensile Strength at 20% (max.) Elongation*	VTM-52	Extra Strength - 50 lbs./linear inch (minimum) Standard Strength - 30 lbs./linear inch (minimum)
Flow Rate	ASTM 5141	0.2 gal./sq.ft./ minute (minimum)
Ultraviolet Radiation Stability %	ASTM-G-26	90% (minimum)

* Requirements reduced by 50% after six months of installation.

Source: VHTRC

4. If steel posts (standard "U" or "T" section) are utilized for silt fence construction, they must have a minimum weight of 1.33 pounds per linear foot and shall have a minimum length of 5 feet.

5. Wire fence reinforcement for silt fences using standard-strength filter cloth shall be a minimum of 14 gauge and shall have a maximum mesh spacing of 6 inches.

Installation

1. The height of a silt fence shall be a minimum of 16 inches above the original ground surface and shall not exceed 34 inches above ground elevation.

2. The filter fabric shall be purchased in a continuous roll cut to the length of the barrier to avoid the use of joints. When joints are unavoidable, filter cloth shall be spliced together only at a support post, with a minimum 6-inch overlap, and securely sealed.

3. A trench shall be excavated approximately 4-inches wide and 4-inches deep on the upslope side of the proposed location of the measure.

4. When wire support is used, standard-strength filter cloth may be used. Posts for this type of installation shall be placed a maximum of 10-feet apart (see Plate 3.05-1). The wire mesh fence must be fastened securely to the upslope side of the posts using heavy duty wire staples at least one inch long, tie wires or hog rings. The wire shall extend into the trench a minimum of two inches and shall not extend more than 34 inches above the original ground surface. The standard-strength fabric shall be stapled or wired to the wire fence, and 8 inches of the fabric shall be extended into the trench. The fabric shall not be stapled to existing trees.

5. When wire support is not used, extra-strength filter cloth shall be used. Posts for this type of fabric shall be placed a maximum of 6-feet apart (see Plate 3.05-2). The filter fabric shall be fastened securely to the upslope side of the posts using one inch long (minimum) heavy-duty wire staples or tie wires and eight inches of the fabric shall be extended into the trench. The fabric shall not be stapled to existing trees. This method of installation has been found to be more commonplace than #4.

6. If a silt fence is to be constructed across a ditch line or swale, the measure must be of sufficient length to eliminate endflow, and the plan configuration shall resemble an arc or horseshoe with the ends oriented upslope (see Plate 3.05-2). Extra-strength filter fabric shall be used for this application with a maximum 3-foot spacing of posts.

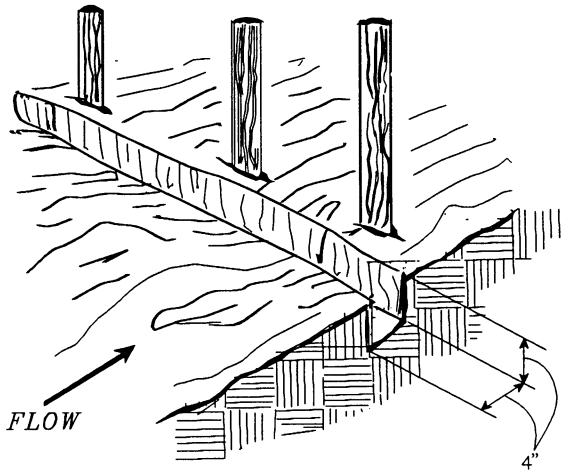
   All other installation requirements noted in #5 apply.

7. The 4-inch by 4-inch trench shall be backfilled and the soil compacted over the filter fabric.

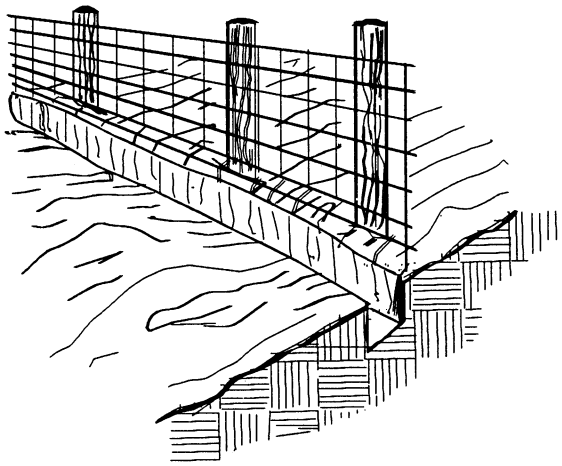
8. Silt fences shall be removed when they have served their useful purpose, but not before the upslope area has been permanently stabilized.

CONSTRUCTION OF A SILT FENCE (WITH WIRE SUPPORT)

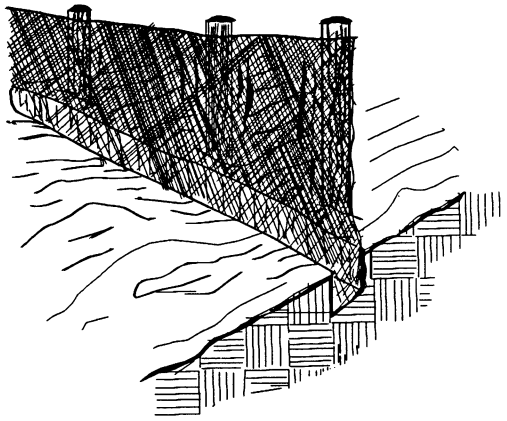
1. SET POSTS AND EXCAVATE A 4"X4" TRENCH UPSLOPE ALONG THE LINE OF POSTS.



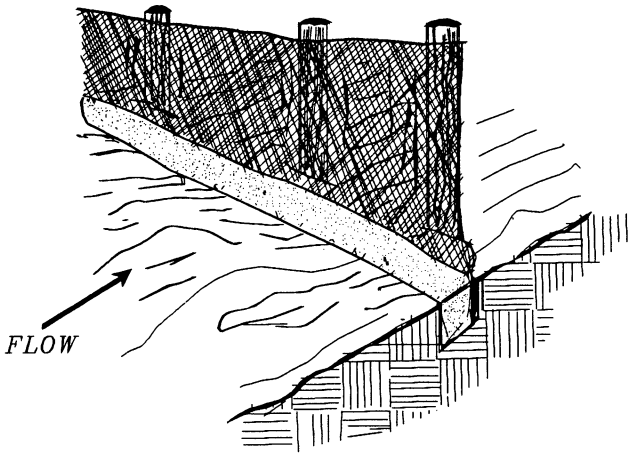
2. STAPLE WIRE FENCING TO THE POSTS.



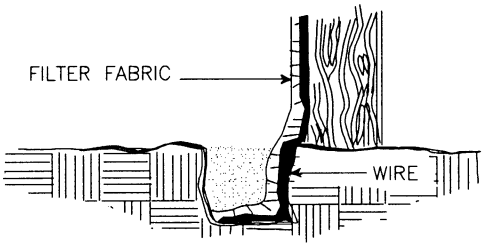
3. ATTACH THE FILTER FABRIC TO THE WIRE FENCE AND EXTEND IT INTO THE TRENCH.



4. BACKFILL AND COMPACT THE EXCAVATED SOIL.



EXTENSION OF FABRIC AND WIRE INTO THE TRENCH.

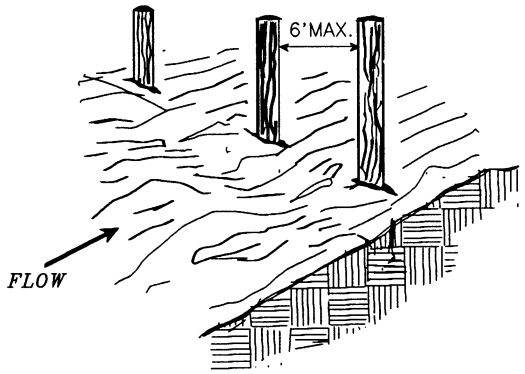


Source: Adapted from Installation of Straw and Fabric Filter Barriers for Sediment Control, Sherwood and Wyant

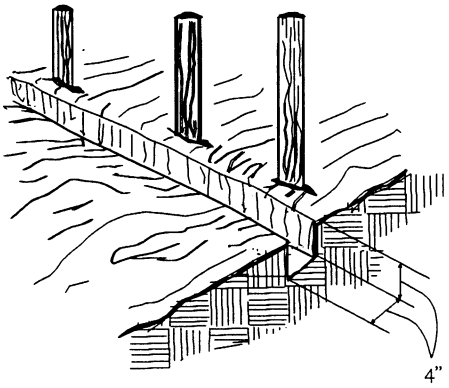
Plate 3.05-1

CONSTRUCTION OF A SILT FENCE (WITHOUT WIRE SUPPORT)

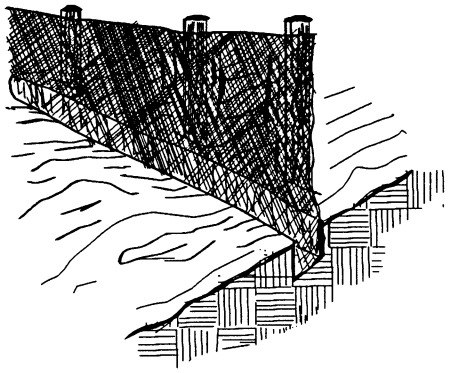
1. SET THE STAKES.



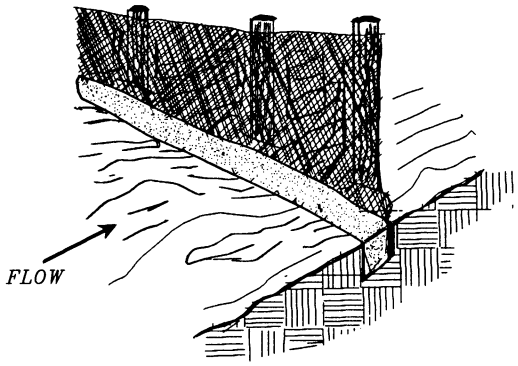
2. EXCAVATE A 4"X 4" TRENCH UPSLOPE ALONG THE LINE OF STAKES.



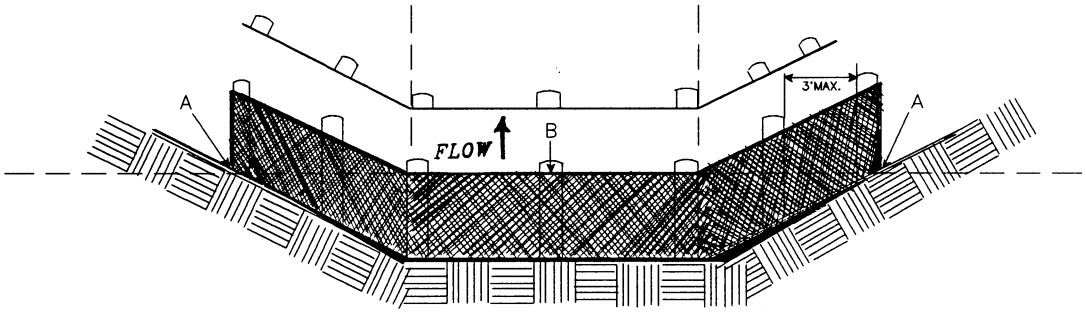
3. STAPLE FILTER MATERIAL TO STAKES AND EXTEND IT INTO THE TRENCH.



4. BACKFILL AND COMPACT THE EXCAVATED SOIL.



SHEET FLOW INSTALLATION
(PERSPECTIVE VIEW)



POINTS A SHOULD BE HIGHER THAN POINT B.

DRAINAGEWAY INSTALLATION
(FRONT ELEVATION)

Source: Adapted from Installation of Straw and Fabric Filter Barriers for Sediment Control, Sherwood and Wyant

Plate 3.05-2

Maintenance

1. Silt fences shall be inspected immediately after each rainfall and at least daily during prolonged rainfall. Any required repairs shall be made immediately.

2. Close attention shall be paid to the repair of damaged silt fence resulting from end runs and undercutting.

3. Should the fabric on a silt fence decompose or become ineffective prior to the end of the expected usable life and the barrier still be necessary, the fabric shall be replaced promptly.

4. Sediment deposits should be removed after each storm event. They must be removed when deposits reach approximately one-half the height of the barrier.

5. Any sediment deposits remaining in place after the silt fence is no longer required shall be dressed to conform with the existing grade, prepared and seeded.