



COUNTY OF LOUISA

DEPARTMENT OF COMMUNITY DEVELOPMENT

Phone (540) 967-3430 Fax (540) 967-3486

www.Louisacounty.com

1 Woolfolk Avenue
P.O. Box 160
Louisa, Virginia 23093

Deck Permit Package



Table of Contents:

| | |
|---|--------|
| Permit Application Instructions | Page 1 |
| Schedule of Fees | Page 2 |
| Submittal Requirements | Page 3 |
| Development Permit Application | Page 4 |
| Construction Information / Contractor Information | Page 5 |
| Zoning Approval & Requirements | Page 6 |



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Permit Application Instructions

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PLEASE RETAIN FOR YOUR RECORDS

Permit Application Instructions

- All areas of this packet must be completed; all forms and items required for submittal must be complete prior to application being accepted
- Items required for permit submittal are identified on Page 3 of this packet

Permit Review Process

Once all required submittals are completed and submitted, review steps are as follows:

1. Submittal Review – Verification that all required submittals are present and completed properly
2. Zoning Review – Ensures the project is taking place within the buildable area of the property; confirmation of property information including Tax Map #, Zoning District, and setback requirements. **FOUNDATION SURVEY** and **SETBACK CERTIFICATION** requirements are determined at this review.
3. Building Plan Review – Comprehensive review of project plans will be completed to ensure all structural elements are identified and will meet all current building codes.
4. Final Review – Ensures all requirements have been satisfied.
5. Permit Issuance – Community Development staff will inform primary contact when permit is ready for issuance. All fee balances are due at permit issuance.

Inspection Requirements - SAME-DAY INSPECTIONS ARE NOT AVAILABLE

If using a 3rd party inspector, the following conditions apply:

- Must be on Louisa County’s approved 3rd party inspectors list
- Must notify Louisa County prior to any 3rd party inspection
- Must submit inspection result within 72 hours of inspection

Inspections are typically required to be completed in the following order:

1. Footing Inspection
***** All 3rd party inspections must be submitted before moving forward *****
***** If required, Foundation Survey must be submitted and approved before moving forward *****
2. Framing Inspection
***** If required, Setback Certification or Final Survey must be submitted and approved before moving forward *****
3. Final Inspection



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Schedule of Fees

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FEES DUE AT PERMIT ISSUANCE

Zoning Fees (non-refundable)

- Zoning Review Fee \$25.00

Building Fees (25% non-refundable)

2% State Fee will apply to the following:

- Open Decks, Porches, Landings \$.10 / sq. ft. / \$35.00 minimum
- Covered Decks, Porches, Landings \$.15 / sq. ft. / \$35.00 minimum

Additional Fees

- Permit Renewal \$50.00
- Working without a permit 50% of the permit fee - \$100.00 minimum
- Re-inspection Fees:
 - 1st Failed Inspection \$20.00
 - Additional Failed same issue \$25.00
 - Not Ready when inspector Arrives \$250.00



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**Submittal Requirements
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INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED

Required forms and submittals provided by applicant or applicant’s contractor:

- Deed/Recordation Receipt** - if the property is not listed in the applicants’ name
- Plat of property** - must include either an engineered plan or a drawn-to-scale plan showing building location and include the following elements:
 - Location of proposed structure(s)
 - Dimensions of proposed structure(s)
 - Setback measurements for proposed structure(s) - if your proposed structure appears to be within 20 feet of the minimum setbacks, a foundation survey and/or setback certification will be required. Setbacks are measured from the closest point of the structure (including any attachments) to the closest point of the property line or assumed right-of-way.
- Building Plans** - 2 complete sets
 - Scaled or fully dimensioned and shall bear the name, address, and contact information of the designer
 - Plans shall be deck-specific and only contain details, specs, etc. for that specific site; no generic, non-specific plans will be accepted
- State Contractor’s License** (or Contractor License Exemption form in lieu of License)
 - State Contractor’s License must include applicable trades
- Louisa County Business License**
 - Not required if submitting Contractor License Exemption affidavit
 - If contractor does not have a Louisa County Business License and the total value of all jobs within Louisa County for the current year does not exceed \$25,000, a business license from the contractor’s locality will be accepted; if contractor does not have business license from another locality, contractor will be required to obtain a Louisa County business license

Additional submittals that may be required:

- Town of Louisa or Town of Mineral Zoning Approval** - if building within town limits



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Development Permit Application

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Contact Information

| | |
|---------------------------|----------------|
| Property Owner: _____ | Phone #: _____ |
| Address: _____ | Email: _____ |
| City, State, Zip: _____ | |
| Contractor Name: _____ | Phone #: _____ |
| Contractor Address: _____ | Email: _____ |
| City, State, Zip: _____ | |

Project Location and Property Information Details

| | |
|---|-----------------------------|
| Property Address (if applicable): _____ | |
| Tax Map #: _____ | Magisterial District: _____ |
| Zoning District: _____ | Subdivision: _____ |
| Present Acreage: _____ | |
| Existing structures on property: _____ | |
| Directions to property from County Office Building: _____ _____ | |
| Proposed Setbacks: Front* _____ Rear _____ Left Side _____ Right Side _____ | |
| * Front setback is measured from the edge of the right-of-way | |
| Acknowledged By: _____ | |

I declare that the statements made and the information given on this application are true, full, and correct to the best of my knowledge and belief, and I agree to conform to all Zoning and Building Regulations. I give my permission for County staff to enter onto this property for appropriate inspections. I also acknowledge the comments made by the Zoning Administrator or designated agent and the setback requirements stated on this form and/or permit. I further understand that an authorized agent of Louisa County may require a foundation survey or setback certification for compliance at any time during the construction process or prior to issuance of a Certificate of Occupancy.

Acknowledged By (print): _____ Date: _____

Signature of Owner or Authorized Agent: _____



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Construction Information

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Job Value \$ _____

Decks: Covered Dimensions _____ Total Sq. Ft. _____

Uncovered Dimensions _____ Total Sq. Ft. _____

Contractor Information

Fill out either the Contractor License Exemption OR Owner/Agent Affidavit

Contractor License Exemption- The property owner will be acting as the contractor and is responsible for work performed onsite.

I affirm that I am the owner of a certain tract or parcel of land listed below and that I have applied for a building permit. I affirm that I am familiar with the prerequisites of §54.1-1111 and §54.1-1101 of the Code of Virginia and I am not a contractor or subcontractor.

Owner(s) Name: _____

Address or Tax Map #: _____

Signature of Owner(s): _____

Notice: Per §54.1-1101, Exemptions: *The property owner of a commercial, industrial, or manufacturing facility is only allowed this exemption for repairs or improvements to the existing structure(s). New structures, including additions are not included in this exemption. The property owner shall be a properly licensed contractor or employ a properly licensed contractor per §54.1-1103 of the Code of Virginia.*

-OR-

Owner/Agent Affidavit- The property owner has hired a contractor to perform work for this project. Contractor information will be verified.

I hereby certify that I/we, owner(s) of record, authorize the below referenced person/contractor/RDP to submit this application as my/our authorized agent.

Owner(s) Name: _____

Address or Tax Map #: _____

Signature of Owner(s): _____

Contractor

Contractor/Company/Agent Name: _____

Virginia Contractor's License #: _____

License designation(s), e.g. CBC/RBC/ELE: _____

Expiration Date: _____

Signature of Contractor/Agent: _____



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Zoning Approval & Requirements

**Deck
Staff Use Only**

Zoning Permit # _____ Building Permit # _____

Required Setbacks: Front _____ Rear _____ Left Side _____ Right Side _____

Proposed Setbacks: Front _____ Rear _____ Left Side _____ Right Side _____

Foundation Survey Required: Yes No Setback Certification Required: Yes No

Existing CUP/SEP/Variances: _____ Flood Zone Yes No

Minimum Lot Width: _____ Maximum Building Height: _____

Comments by Zoning Administrator: _____

Approved by Zoning Administrator or

Designated Agent: _____ Date: _____