

# Permit File Checklist

## Application Submittal List

Check-in	Review		
_____	_____	<b>Building Permit Application</b>	
_____	_____	<b>Mechanical Permit Affidavit (<i>when applicable</i>)</b>	
_____	_____	<b>Supervisor Review</b>	<b>Date</b> _____

**Your application for a permit cannot be reviewed until the missing documents are provided.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**ALL SECTIONS MUST BE COMPLETED**



**Franklin - Southampton Building Permit Application**  
207 West 2<sup>nd</sup> Avenue, Franklin, VA 23851, Phone (757)562-8580

**Must be accompanied with required construction documents from list on page two.**

A permit is hereby requested for the construction, alteration, repair or demolition of a structure located at:  
Address \_\_\_\_\_ Tax Map Number \_\_\_\_\_

Total Contract Amount, including labor and materials \$ \_\_\_\_\_  
**Check all that apply:** Building \_\_\_ Electrical \_\_\_ Plumbing \_\_\_ Mechanical \_\_\_ Other \_\_\_

All contractors must submit a copy of their current Virginia Contractor's License at the time of application.  
Contractor's/Tradesman License Number: \_\_\_\_\_ Class \_\_\_ Type \_\_\_\_\_

Special Zoning Approval Letter from: Boykins\_\_\_ Branchville\_\_\_ Capron\_\_\_ Courtland\_\_\_ Ivor\_\_\_ Newsoms\_\_\_  
Copy of VDOT Driveway Permit , if applicable - Yes\_\_\_ No\_\_\_ **(Check the appropriate spaces)**

Name, Address, Phone Number, Email Address of Contractor: \_\_\_\_\_  
\_\_\_\_\_

Name, Address, Phone Number, Email Address of Property Owner: \_\_\_\_\_  
\_\_\_\_\_

Structure is: New\_\_\_ Existing\_\_\_ Addition\_\_\_  
Residential\_\_\_ Commercial\_\_\_ Industrial\_\_\_ HUD Home\_\_\_ Modular\_\_\_ Other\_\_\_

Lien Agent Name, Address, Phone Number \_\_\_\_\_  
\_\_\_\_\_  
Check here if none \_\_\_

General Description of Work: \_\_\_\_\_  
\_\_\_\_\_  
This construction to comply with 2009\_\_\_ 2012 \_\_\_ (check one) VBC\_\_\_ VRC\_\_\_ HUD\_\_\_

**The structure / addition listed herein may not be occupied until such time as the Final Inspection has been passed and/or the Certificate of Occupancy has been issued by this office.**

Check one: Owner: \_\_\_ Owner Agent: \_\_\_ Contractor: \_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY: Application received by: \_\_\_\_\_ Date: \_\_\_\_\_

## Franklin - Southampton Community Development Department

### **Application Package List - for New Construction of or Additions to One and Two Family Dwellings and Accessory Structures (Contact our office for list on Commercial and E&S / SWM applications)**

- \_\_\_ Building Permit Application
- \_\_\_ Two Sets of Site Plan
- \_\_\_ Stormwater Management Waiver Application
- \_\_\_ Copy Zoning Permit by Town (if applicable)
- \_\_\_ VDOT Driveway Permit (if applicable)
- \_\_\_ E&S /SWM Permit or In-lieu of Permit Agreement
- \_\_\_ Shrink Swell Soil Test for Site (new construction, or addition exceeding 40% of existing footprint)
- \_\_\_ Well & Septic Permit or Tap Fee Receipt
- \_\_\_ 1 & 2 Family Residential Plan Submittal Guidelines
- \_\_\_ Two Sets of Building Plans
- \_\_\_ Two copies of the Dept of Energy, RESCheck
- \_\_\_ Two copies of the Brace Wall Calculations
- \_\_\_ \*\*Manual J from HVAC Contractor (see below)
- \_\_\_ \*\*Manual D from HVAC Contractor (see below)
- \_\_\_ Virginia Contractors License or Owners Affidavit
- \_\_\_ Contractors City / County Business License

When submitted, the *Application Package* and its accompanying documents will receive a concise review to assure the required information is included before it is date stamped as received. A complete review of the *Application Package* and its supportive documentation will be made on a first come, first served basis. *Application Packages* that are returned for additional information or corrections will be re-assigned with a new submission date and placed back into the rotation from that date. A Construction / Plan Review meeting will be scheduled with the Plans Examiner and the Builder on an as needed basis.

**Energy and Wind Bracing** - With the introduction of new requirements in energy (Chapter 11 VRC) and wind bracing (Section 602.10 VRC), a builder must collect information from his Registered Design Professional or plans designer and exchange information with his construction material supplier and HVAC contractor. The builder must submit two complete copies of a RESCheck from the Department of Energy ( see DOE web page) to assure building envelope is code compliant and to assist the HVAC contractor in calculating a Manual S from a Manual J and Manual D. The builder should complete or caused to be completed the digital *Brace Wall Calculation Inter-active Form* found on the City or County web pages.

**Site Plan** – Two copies of a building site plan / survey must be in the *Application Package*. The survey must have a North indicator. Show the location of all existing structures and the proposed structure in a likeness of the structure's footprint so the front of the building is clearly indicated. Additionally, the distance in feet to any wooded area 25' deep and 30' in height or any structures 30' tall within 600' of the proposed dwelling on the site plan, even if the trees/structures are on another

property. The site plan must also include the distance from all four sides of the dwelling to the respective property lines. The name, address, and occupation of the Site Plan/Survey preparer must be included on the document.

**Construction Drawings** - Two complete, legible, and identical sets of building plans drawn to no less than 1/4" per foot scale must be submitted. All supporting documentation, shop drawings, code furnished drawings, truss or engineered layout, site plan, Manual D and Manual J, RESCheck, layout, etc., must be included. The sequencing of the plan's assembly must follow the same order as the black headings on the *1 & 2 Family Residential Plan Submittal Guidelines (RPSG)* found on city and county web pages. The plans must be secured along the left margin strongly enough to withstand the rigors of the field construction environment.

**Plan Review Guideline checklist** - All of the items on RPSG must be answered on the Guidelines. Check the "CK" column for relevant items found on your plans. Check the "N/A" column for items not necessary on the plans, such as basement info for a home with no basement planned. The "REJ", "REC" and "REMARKS" columns are for the plans examiner's use.

**Permits** - When the *Application Package* is reviewed and approved, you will be contacted to pick up the permit. Should the *Application Package* be returned for additional information or corrections, the *RPSG* with the plans examiner's remarks will be returned to you. The original *RPSG* must be returned with the re-submittal. Failure to return the original *RPSG* will result in another complete plan review and a additional plan review fee.

**\*\*Manuals D & J** - The Manual D and Manual J do not have to be submitted with the initial *Application Package*; they may be submitted with the HVAC Application. However, an HVAC plan review will be conducted in the normal plan review rotation should the Manuals D & J be submitted separate from the construction plans. Regardless of when the Manuals D & J are submitted, two copies of the RESCheck must accompany the initial (building) *Application Package*.

**VDOT Driveway Permits** are required in Southampton County.

**Fees** –All applicable fees, including but not limited to zoning clearance, tap fees, permit fees, E&S fees ( if applicable), stormwater fees ( if applicable), and administrative fees are payable prior to issuance of any permits.

***I have read and understand the above information and requirements for submittal.***

**Applicants Initials:** \_\_\_\_\_



DEPARTMENT OF COMMUNITY DEVELOPMENT  
PLANNING - BUILDING INSPECTIONS – ZONING

# Mechanical Permit Affidavit

I, \_\_\_\_\_, owner/or authorized agent for

\_\_\_\_\_  
(Business Name)

a duly licensed Heating, Venting and Air Condition contractor in the Commonwealth of Virginia do hereby affirm that I (we) have designed the heating and cooling system for the purpose of sizing the systems, appliances and equipment for the structure located at

\_\_\_\_\_  
(Address)

Commercial:

Residential:

and performed all heating and cooling load calculations in accordance with the procedures described in ASHRAE/ACCA Standard 183 as provided for in the Virginia Uniform Statewide Building Code and the Virginia Mechanical Code for commercial applications or in accordance with the ACCA Manual S based on building loads calculated in accordance with ACCA Manual J as provided by the Virginia Uniform Statewide Building Code and the Virginia Residential Code for residential application, *or methodologies pre-approved by the Building Official.*

I further affirm all of the aforementioned load calculations for the above location, have been made previous for making application for this permit and that all said calculations shall be provided to the field inspector upon request and that the inspection cannot be approved until the field inspector has reviewed and approved the load calculations.

Witnessed by: \_\_\_\_\_ Date \_\_\_\_\_