

Albemarle County



Community Development Department

Building Inspections

Albemarle County Office Building

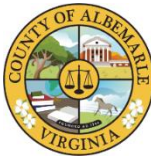
401 McIntire Road, North Wing

Charlottesville, Virginia, 22902

434-296-5832

www.albemarle.org

PREFABRICATED STORAGE BUILDINGS & METAL CARPORTS APPLICATION PACKET



Albemarle County

Community Development Department

Building Inspections

Albemarle County Office Building

401 McIntire Road, North Wing

Charlottesville, VA 22902-4596

www.albemarle.org 434.296.5832

CONTENTS OF PACKET & DESCRIPTION OF EACH DOCUMENT

Pages 1 & 2: Residential Building and Zoning Application Checklist. Review this checklist.

Page 3: Virginia Department of Health (VDH) Request. The Building Inspections Division is required by State Law to engage VDH on all additions or alterations that may affect existing sanitary facilities and water supplies. The signed document, the sketch plan, and plat are then to be submitted, by you, the applicant, to VDH.

Pages 4, 5, & 6: Building and Zoning Application. For the installation of either a prefabricated storage building, AKA, a shed, or for a metal building including a carport, please check each box that pertains to what you are specifically applying for and be sure that you fill this application out completely. Please remember to sign the application.

Pages 7 & 8: Sub-Contractor Application. If you are also applying for electrical or plumbing work, submit a Sub-Contractor Application for "Electrical or Plumbing." Please remember to sign the application.

Page 9: Plat and Building Location Sketch for Permit. On the recorded plat that you must provide, draw the location of the proposed structure, and show the distances from the property lines (this plat is not part of the packet). It is also helpful to show the dwelling or other structures and the distances from these other structures. On the building location sketch draw where the proposed structure is to be located on the property and show the distances from the property lines and any of the other noted features. Use this sketch in addition to the required plat if the plat of the property is very large, and a more detailed location of the structure will assist in the location of the structure. If you are within the town limits of [Scottsville](#), zoning approval from the town is required and is to be submitted with your permit application. Contact an Albemarle County Zoning [Permit Planner](#) at 434.296.5832 for setbacks. Recorded plats are located in the office of the [Clerk of the Circuit Court](#), located in Court Square, 434.972.4083.

Page 10: Owners Affidavit. This document is required to be filled out if you, the owner of the property, are conducting any portion of the installation of the shed or carport yourself. If you are hiring a licensed contractor to perform all work, this form is not to be completed, See Pages 7 & 8.

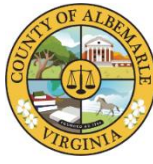
Page 11: Storage Building Use Affidavit. This document is an agreement between the owner/applicant and the Albemarle County Zoning Division. This agreement states that the proposed storage structure is not going to be used for livable or dwelling purposes. Please follow the instructions on this document.

Pages 12 & 13: A Guideline for Prefab Buildings and Pre-engineered Metal Buildings. This document contains various code requirements for these types of structures. It also shows the footing requirements that are required for structures that exceed 256 square feet.

Pages 14 & 15: Erosion & Sediment Control Agreement for Single Family Residence Construction. This document is required when you propose any land disturbance that is greater than ten thousand (10,000) square feet. This document is used in lieu of submitting a formal erosion and sediment control plan for the development of a single-family structure or accessory structure and includes an additional fee (see document). If the land disturbance area exceeds 1 acre, an erosion and sediment control plan is required.

Pages 16 & 17: Stormwater Management Agreement for Single Family Residence Construction. This document is required when you propose any land disturbance that is greater than 10,000 square feet. This document is used in lieu of submitting a formal stormwater management plan for the development of a single-family structure or accessory structure. If the land disturbance area exceeds 1 acre, a stormwater management plan, pollution prevention plan, and stormwater pollution prevention plan is required.

** Please note that any structure is to be designed in accordance with 30 pounds per square foot (PSF) ground snow loading and 90 mph wind loads. These are pre-engineered buildings, and you will be required to submit the engineered documents from the manufacturer at the time of permit application for review. **



Albemarle County

Community Development Department

Building Inspections

Albemarle County Office Building

401 McIntire Road, North Wing

Charlottesville, VA 22902-4596

www.albemarle.org 434.296.5832

RESIDENTIAL BUILDING AND ZONING APPLICATION CHECKLIST

- Complete the Building and Zoning Application**
 - Please include the job value for the construction and square footage.
 - Include a copy of the Virginia State Contractors license for verification.
 - Include a daytime phone number and email address for both the contractor and owner so that we may contact you for any additional information or questions about your application.

- Power to structure?** – submit a Sub-Contractor Application for an electrical permit.

- Plumbing to structure?** – submit a Sub-Contractor Application for a plumbing permit.

- Your proposed structure will not exceed 256 sqft, include:**
 - One copy of the recorded plat of your property showing the location of easements and distances from the structure to all property lines.
 - Building location sketch, showing setbacks and showing dimensions, including the height of the structure.
 - If the parcel is on septic, a completed Request for Health Department Review form.
 - Note: Proposed structures cannot be located on Critical Slopes (25% or greater in steepness), stream buffers, nor utility easements (without utility permission). If you believe you are in a steep slopes or critical slopes area, contact an Albemarle County Zoning [Permit Planner](#) at 434.296.5832 for assistance. The steep and critical slopes, and stream buffers are visible on the map of the property from the [County GIS web application](#). (Look for the “Map Theme” called Critical Resource Plan)

- Your proposed structure will exceed 256 sqft, include:**
 - **All of the information noted above for structures not exceeding 256 sqft.**
 - **Two complete sets of construction plans that are clearly legible.**Plans must include, but not limited to, the following:
 1. Foundation Plan - Footing size, width, rebar size, depth, and placement. Foundation wall size, height, width, minimum backfill height, and drainage.
 2. Floor System - Provide a floor system layout showing material size, species, or specific products, lumber grade, and spacing.
 3. Roof System – Provide a roof system layout. If using conventional framing, show a layout of all framing members. Beam load calculations are to be included showing proper load path.
 4. Floor Plan – Provide a detailed floor plan of all interior space, label all rooms, and mark all door and window sizes.
 5. Cross Section – Provide a building cross-section of the structure from the footing to the roof.
 6. Elevations – Show all exterior elevations to convey how the building is designed.

- **Complete the Erosion & Sediment Control Agreement Form (Residential Land Disturbance Permit) if applicable:**
 - Complete this form and sign accordingly if more than 10,000 sqft of land is disturbed, **OR** your project is located within a common plan of development. A \$150 fee is required with this form.
 - If you need assistance before submitting your application, [contact](#) Geoff Elise 434.270.3471 or Frank Pohl Ext 7914 for assistance.

- **Complete the Stormwater Management Agreement Form (Residential Land Disturbance Permit) if applicable:**
 - Complete this form and sign accordingly if more than 10,000 sqft of land is disturbed **OR** your project is located within a common plan of development.
 - If you need assistance before submitting your application, [contact](#) Geoff Elise 434.270.3471 or Frank Pohl Ext 7914 for assistance.

- **Driveway entry approval from VDOT, if applicable:**
 - If you are on a state highway and need to install a new entrance, a permit must be obtained from VDOT located at [701 VDOT Way Charlottesville, VA](#). 434.293.0011

- **Approval by the Health Department (VDH) for onsite sewage disposal systems and wells, if applicable:**
 - For new construction - A construction permit from VDH is required and can be obtained from VDH located at [1138 Rose Hill Drive, Charlottesville, VA](#). 434.972.6210
 - For any improvement to the exterior of your property where VDH regulates the onsite well and septic, a release must be obtained from VDH. This includes all additions, storage buildings, slabs, etc., that could damage the system or components. See Page 3 of the Packet (Request for Health Department Review).

- **Approval from the [Town of Scottsville](#) if you are within the town:**
 - Contact the Town Office, info@scottsville.org, 434.286.9267

****All agency approvals are to be submitted with the building permit application. Failure to provide all documents as stated above will be considered an incomplete application and will be refused****



Albemarle County

Community Development Department

Building Inspections

Albemarle County Office Building

401 McIntire Road, North Wing

Charlottesville, VA 22902-4596

www.albemarle.org 434.296.5832

REQUEST FOR HEALTH DEPARTMENT REVIEW

Owner: _____

Address: _____

Date: _____

The Virginia Department of Health requires the evaluation of onsite sewage system and/or water supply on the property described above to determine whether:

The existing onsite sewage disposal system is safe, adequate, and proper (SAP) for the proposed use (see §32.1-165 of the *Code of Virginia*). Note: This block can only be marked if the structure is designed for human occupancy. **(HD fee charged) Use Form 3A.**

The proposed use will encroach upon the existing onsite sewage disposal system and/or water supply. **(HD fee not charged) Use Form 3B.**

Other or Comments:

Attachments (sketch plan, building plans, plat)

This documentation must be submitted at the time of application to apply for a building permit for any improvement to the footprint of the building or improvement of the property, including but not limited to: all swimming pools, sheds, slabs, decks, etc.

M. A. Dellinger, CBO
Building Official



County of Albemarle

Community Development Department

401 McIntire Road Charlottesville, VA 22902-4596

Building & Zoning Application

Inspection Line: (434) 972-4179 Voice: (434) 296-5832

PARCEL/OWNER INFORMATION STREET ADDRESS

TMP _____	House # _____	Street Name _____	Apt / Suite _____
Current Owner(s) _____			

BUILDING WORK INFORMATION

Work Class:	Frame Type:	Water Supply Type:	Sewage Disposal Type:	Footing / Foundation Type:
<input type="checkbox"/> Addition	<input type="checkbox"/> Concrete	<input type="checkbox"/> Artesian Well	<input type="checkbox"/> None	<input type="checkbox"/> Basement
<input type="checkbox"/> Alteration	<input type="checkbox"/> Masonry	<input type="checkbox"/> None	<input type="checkbox"/> Private	<input type="checkbox"/> Crawl Space
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other	<input type="checkbox"/> Private	<input type="checkbox"/> Public	<input type="checkbox"/> None
<input type="checkbox"/> New	<input type="checkbox"/> Steel	<input type="checkbox"/> Central Well	<input type="checkbox"/>	<input type="checkbox"/> Other
<input type="checkbox"/> Other	<input type="checkbox"/> Vinyl	<input type="checkbox"/> Public	<input type="checkbox"/>	<input type="checkbox"/> Slab
<input type="checkbox"/> Remodel	<input type="checkbox"/> Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Jurisdictional Area Other Foot / Found Desc.:

Work Valuation Power Company

Work Description

Directions

Use Group

Construction Type

Square Footages:	# of Stories <input type="text"/>	Porches <input type="text"/>
	1st Floor <input type="text"/>	Decks <input type="text"/>
	2nd Floor <input type="text"/>	Garage <input type="text"/>
	3rd Floor <input type="text"/>	Swimming Pool <input type="text"/>
	Finished Basement <input type="text"/>	Unfinished Basement <input type="text"/>
	Other Habitable <input type="text"/>	Other Unfinished <input type="text"/>
Total Habitable Sq. Footage	<input type="text"/>	Total Unfinished Sq. Footage
		Total Building Sq. Footage
		<input type="text"/>

Setbacks: Front Rear Zoning Pre-Construction?

Left Side Right Fire Alarms Required? Land Use?

Fire Sprinkler NAPA Code Bldg Pre-Construction?

PROPOSED USE INFORMATION

Dwelling Units
 Accessory Structures
 Mobile / Prefab. Homes
 Mobile Offices/Prefab. Units

Carports
 Bedrooms
 Baths
 Paint Spray Booths

Garages
 Kitchens
 Swimming Pools/Hot
Tubs/Spas (Res. Only)

Other
 Elevators/Escalators/Lifts

APPLICATION CONTACT INFORMATION

Primary Contact			
Name	<input type="text"/>	Phone #	<input type="text"/>
Street Name	<input type="text"/>	Fax #	<input type="text"/>
City / State	<input type="text"/>	Zip Code	<input type="text"/>
E-mail	<input type="text"/>	Cellular #	<input type="text"/>

Owner / Applicant			
Name	<input type="text"/>	Phone #	<input type="text"/>
Street Name	<input type="text"/>	Fax #	<input type="text"/>
City / State	<input type="text"/>	Zip Code	<input type="text"/>
E-mail	<input type="text"/>	Cellular #	<input type="text"/>

Mechanics Lien			
Name	<input type="text"/>	Phone #	<input type="text"/>
Street Name	<input type="text"/>	Fax #	<input type="text"/>
City / State	<input type="text"/>	Zip Code	<input type="text"/>
E-mail	<input type="text"/>	Cellular #	<input type="text"/>

General Contractor			
Name	<input type="text"/>	Phone #	<input type="text"/>
Street Name	<input type="text"/>	Fax #	<input type="text"/>
City / State	<input type="text"/>	Zip Code	<input type="text"/>
E-mail	<input type="text"/>	Cellular #	<input type="text"/>

SUB-CONTRACTOR INFORMATION

Business Name:	License Types:	State License #	Locality License #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you're building a new home on vacant land in the Rural Area, please call the Assessor's office at 434-296-5856 to check on any possible tax consequences of this action.

Separate permits may be required for Electrical, Plumbing, Heating, Ventilating, and Air Conditioning.

This permit becomes null and void if work or construction authorized is not commenced within six (6) months, or if construction or work is suspended or abandoned for a period of six (6) months at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be accurate and correct. All provisions of laws and ordinances governing this type of work will be complied with, whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

By signing this application, the owner and/or their agent hereby grant employees of the Albemarle County Community Development & Real Estate Departments the right to enter and inspect the subject property Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m., holidays excepted.

If you are not the owner of record, please check which applies:

PRINT OWNER NAME

I certify that I am the agent for _____, The Owner, and am authorized to submit this application on behalf of the Owner under the agency granted to me.

I am neither the Owner nor the Owner's agent. I certify that written notice of this application, by providing a copy of this application, will be mailed to the Owner at the following address:

PRINT ADDRESS CITY/STATE ZIP CODE

_____,
within 10 days of today's date as required by [Virginia Code §15.2-2204\(H\)](#). I understand that, if I do not provide the notice to the Owner as provided herein, the application and every other subsequent approval, application, or certificate related thereto could be determined to be void.

Signature of Owner, Contractor, or Authorized Agent Date

Signature of Owner, Contractor, or Authorized Agent Date

ELECTRONIC RECORDS STATEMENT: Albemarle County is creating and using electronic records and electronic signatures as allowed by the Uniform Electronic Transactions Act ([Virginia Code § 59.1-479](#) et. Seq.). As an applicant to the Building and Zoning Application process, you may consent to receive or have online access to electronic records and receive and create records having electronic signatures related to Building and Zoning Applications, Correspondence, Inspection Tickets, and Certificates of Occupancy (the transactions).

Initials of Owner, Contractor or Authorized Agent Date

Your agreement to conduct the transactions by electronic means does not prevent you from refusing to conduct other transactions by electronic means.



County of Albemarle

Community Development Department

401 McIntire Road Charlottesville, VA 22902-4596

Sub-Contractor Application

Inspection Line: (434) 972-4179

Voice: (434) 296-5832

PARCEL/OWNER INFORMATION

TMP _____ Current Owner(s) _____

APPLICATION INFORMATION

Application # _____ Sub Application Type _____

Address _____

APPLICATION CONTRACTOR INFORMATION

Company Name	_____	Contractor #	_____
Address	_____	Phone #	(____) _____
City/State	_____	Email Address	_____

ELECTRICAL ?		MECHANICAL?		Count	PLUMBING?		Count
<input type="checkbox"/>	Alarm Systems	<input type="checkbox"/>	Above Ground Tank	<input type="text"/>	<input type="checkbox"/>	Automatic Washers	<input type="text"/>
<input type="checkbox"/>	Bonding	<input type="checkbox"/>	Air Handler	<input type="text"/>	<input type="checkbox"/>	Back Flow	<input type="text"/>
<input type="checkbox"/>	Early Services	<input type="checkbox"/>	Boiler	<input type="text"/>	<input type="checkbox"/>	Bath Tubs	<input type="text"/>
<input type="checkbox"/>	Electrical Wiring	<input type="checkbox"/>	Condenser Unit	<input type="text"/>	<input type="checkbox"/>	Water Cooler	<input type="text"/>
<input type="checkbox"/>	Fuel Dispensing Pumps	<input type="checkbox"/>	Duct Work	<input type="text"/>	<input type="checkbox"/>	Floor Drains	<input type="text"/>
<input type="checkbox"/>	Mobile Homes	<input type="checkbox"/>	Exhaust Fan	<input type="text"/>	<input type="checkbox"/>	Fire Line	<input type="text"/>
<input type="checkbox"/>	Prefab. Building	<input type="checkbox"/>	Electrical	<input type="text"/>	<input type="checkbox"/>	Grease Interceptor	<input type="text"/>
<input type="checkbox"/>	Service Change	<input type="checkbox"/>	Exhaust	<input type="text"/>	<input type="checkbox"/>	Grease Line	<input type="text"/>
<input type="checkbox"/>	Site Lights/Pole	<input type="checkbox"/>	Fireplace	<input type="text"/>	<input type="checkbox"/>	Hot Water Heaters	<input type="text"/>
<input type="checkbox"/>	Sign Wiring	<input type="checkbox"/>	Gas Furnace	<input type="text"/>	<input type="checkbox"/>	Lavatories	<input type="text"/>
<input type="checkbox"/>	Temporary Services	<input type="checkbox"/>	Gas Logs	<input type="text"/>	<input type="checkbox"/>	Medical Gas	<input type="text"/>
<input type="checkbox"/>	Wiring Generator	<input type="checkbox"/>	Hood	<input type="text"/>	<input type="checkbox"/>	Mobile Homes	<input type="text"/>
<input type="checkbox"/>	Wiring Pool	<input type="checkbox"/>	Hood Suppression	<input type="text"/>	<input type="checkbox"/>	Mop Sink	<input type="text"/>
<input type="checkbox"/>	Other	<input type="checkbox"/>	Heat Pump	<input type="text"/>	<input type="checkbox"/>	Outside Faucets	<input type="text"/>
<input type="checkbox"/>		<input type="checkbox"/>	Mobile Homes	<input type="text"/>	<input type="checkbox"/>	Prefab. Building	<input type="text"/>
<input type="checkbox"/>		<input type="checkbox"/>	Oil/Gas Line	<input type="text"/>	<input type="checkbox"/>	Roof Drains	<input type="text"/>
<input type="checkbox"/>		<input type="checkbox"/>	Oil Furnace	<input type="text"/>	<input type="checkbox"/>	Re Pipe	<input type="text"/>
<input type="checkbox"/>		<input type="checkbox"/>	Prefab Building	<input type="text"/>	<input type="checkbox"/>	Sinks	<input type="text"/>
<input type="checkbox"/>		<input type="checkbox"/>	Propane	<input type="text"/>	<input type="checkbox"/>	Shower Baths	<input type="text"/>
<input type="checkbox"/>		<input type="checkbox"/>	Radiant	<input type="text"/>	<input type="checkbox"/>	Sewer Laterals	<input type="text"/>
<input type="checkbox"/>		<input type="checkbox"/>	Returns	<input type="text"/>	<input type="checkbox"/>	Sprinkler Heads	<input type="text"/>
<input type="checkbox"/>		<input type="checkbox"/>	Roof Top Unit	<input type="text"/>	<input type="checkbox"/>	Urinals	<input type="text"/>
<input type="checkbox"/>		<input type="checkbox"/>	Supplies	<input type="text"/>	<input type="checkbox"/>	Water Closets	<input type="text"/>
<input type="checkbox"/>		<input type="checkbox"/>	Underground Tank	<input type="text"/>	<input type="checkbox"/>	Water Lines	<input type="text"/>
<input type="checkbox"/>		<input type="checkbox"/>	Wood Stove	<input type="text"/>	<input type="checkbox"/>	Whirl Pool	<input type="text"/>
<input type="checkbox"/>		<input type="checkbox"/>	Other	<input type="text"/>	<input type="checkbox"/>	Wash Tray	<input type="text"/>
<input type="checkbox"/>		<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	Other	<input type="text"/>
<input type="checkbox"/>		<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>		<input type="text"/>

If you're building a new home on vacant land in the Rural Area, please call the Assessor's office at 434-296-5856 to check on any possible tax consequences of this action.

Separate permits may be required for Electrical, Plumbing, Heating, Ventilating, and Air Conditioning.

This permit becomes null and void if work or construction authorized is not commenced within six (6) months, or if construction or work is suspended or abandoned for a period of six (6) months at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be accurate and correct. All provisions of laws and ordinances governing this type of work will be complied with, whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

By signing this application, the owner and/or their agent hereby grant employees of the Albemarle County Community Development & Real Estate Departments the right to enter and inspect the subject property Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m., holidays excepted.

If you are not the owner of record, please check which applies:

PRINT OWNER NAME

I certify that I am the agent for _____, The Owner, and am authorized to submit this application on behalf of the Owner under the agency granted to me.

I am neither the Owner nor the Owner's agent. I certify that written notice of this application, by providing a copy of this application, will be mailed to the Owner at the following address:

PRINT ADDRESS CITY/STATE ZIP CODE

_____,
within 10 days of today's date as required by [Virginia Code §15.2-2204\(H\)](#). I understand that, if I do not provide the notice to the Owner as provided herein, the application and every other subsequent approval, application, or certificate related thereto could be determined to be void.

Signature of Owner, Contractor, or Authorized Agent Date

Signature of Owner, Contractor, or Authorized Agent Date

ELECTRONIC RECORDS STATEMENT: Albemarle County is creating and using electronic records and electronic signatures as allowed by the Uniform Electronic Transactions Act ([Virginia Code § 59.1-479](#) et. Seq.). As an applicant to the Building and Zoning Application process, you may consent to receive or have online access to electronic records and receive and create records having electronic signatures related to Building and Zoning Applications, Correspondence, Inspection Tickets, and Certificates of Occupancy (the transactions).

Initials of Owner, Contractor or Authorized Agent Date

Your agreement to conduct the transactions by electronic means does not prevent you from refusing to conduct other transactions by electronic means.



Albemarle County

Community Development Department

Building Inspections

Albemarle County Office Building

401 McIntire Road, North Wing

Charlottesville, VA 22902-4596

www.albemarle.org 434.296.5832

BUILDING LOCATION SKETCH

****VERIFY ALL SETBACKS WITH A ZONING OFFICIAL BEFORE COMPLETING THIS SKETCH****

This sketch is a guide. Not all properties are square. Using a printed map from the [County GIS web application](#) showing distances to property lines will also help, and may be used in place of this sketch or as a supplement to this sketch. In the GIS, find your parcel, look for the “Map Theme” called Critical Resource Plan, and then click the Share link on the left to print the map so that you can sketch the location of the improvement.

SKETCH PLAN INSTRUCTIONS

The sketch plan must show the proposed shed or carport, all existing structures; all roads and waterways; and the distance from the proposed pool or spa to all property lines, roads, and waterways. **Be as accurate as possible.**

REAR PROPERTY LINE

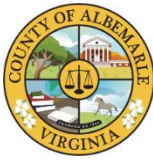
LEFT PROPERTY LINE

RIGHT PROPERTY LINE

FRONT PROPERTY LINE

I hereby certify that the information provided on this sketch is true and correct to the best of my knowledge.

SIGNATURE: _____ DATE: _____



Albemarle County

Community Development Department

Building Inspections

Albemarle County Office Building

401 McIntire Road, North Wing

Charlottesville, VA 22902-4596

www.albemarle.org 434.296.5832

OWNER'S AFFIDAVIT

I, _____ of (address) _____

affirm that I am the legal owner of a certain tract or parcel of the land located at: _____.

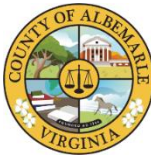
I understand that I am applying for a building permit as owner of the above referenced property and I am acting as my own contractor. I further understand that if I hire or enter into a contractual agreement with any person(s) on this project, they must be licensed with Albemarle County and the Commonwealth of Virginia. If I decided to use a licensed contractor, I will notify the Albemarle County Community Development office prior to the contractor starting any work.

Owner's signature

SIGNED AND ACKNOWLEDGED IN ALBEMARLE COUNTY, VIRGINIA ON THE
_____ DAY OF _____, 20____, IN THE PRESENCE OF THE UNDERSIGNED WITNESS.

Witness' signature

Please note that if you are not the owner of the property, owner must sign and give written permission to perform work, prior to the issuance of any permit.



Albemarle County

Community Development Department

Zoning

Albemarle County Office Building

401 McIntire Road, North Wing

Charlottesville, VA 22902-4596

www.albemarle.org 434.296.5832

AFFIDAVIT FOR THE USE OF A STORAGE BUILDING

The Albemarle County Zoning Division requires this affidavit for the use of a storage building for all storage buildings constructed on a parcel. This form is to be completed in the presence of a Public Notary, and a copy is to be submitted with the building permit application. If you need a Public Notary, several Community Development employees are Public Notaries.

I/We, _____, the Owner/s of Tax Map _____ Parcel _____, affirm that the Albemarle County Zoning Ordinance does not allow the storage building subject to building permit B _____ - _____, to be used as a dwelling and shall only be used for storage purposes. The building or structure shall have no kitchen or bathroom facilities and shall not be used for living quarters nor used for dwelling purposes, or occupied overnight, or I/we will be subject to all of the following penalties of law:

1. Violations of the State Health Code, per 32.1-27(A). Each day that a violation is committed is a separate offense. Each offense is a Class 1 Misdemeanor. Each offense is punishable by up to a \$2500 fine and/or up-to 12 months in jail.
2. Violations of the Uniform Statewide Building Code, per 36-106. Each offense is a Class 1 Misdemeanor. Each offense is punishable by up to \$2500 fine and/or up-to 12 months in jail.
3. Violations of Chapter 22, Article 7, Zoning of the Code of Virginia, per 15.2-2209 and 15.2-2286 (A)(5) and as stipulated in Section 36 of Chapter 18 (the "Zoning Ordinance") of the Albemarle County Code.

Civil penalties: Any violation of this chapter shall be subject to a civil penalty of \$200.00 for the initial summons, and a civil penalty of \$500.00 for each additional summons, and the total civil penalties from a series of violations arising from the same set of operative facts shall not exceed \$5,000.00.

Criminal penalties: Any person, whether the owner, lessee, principal, agent, employee or otherwise, who violates any provision of the Zoning Ordinance that results in injury to any person, or to whom the \$5,000.00 maximum aggregate civil penalty has been reached and who continues to violate any provision of the Zoning Ordinance shall have committed a misdemeanor offence punishable by a fine of not more than \$1000. Additional fines may be applicable.

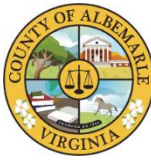
I/We understand that the Zoning Administrator or his/her representative will inspect my land at least two times, once before a zoning permit for the storage shed or building is issued, and at least once after the storage shed or building has been installed and will be announced and will be for compliance purposes. I/We understand that if I/we am/are illegally using the storage shed, I/we will be prosecuted to the fullest extent of the law. My/Our signature/s on this affidavit constitutes consent for the Zoning Administrator or his/her representative to inspect my/our property.

Owner 1 Signature _____ Owner 2 Signature _____

STATE OF _____ CITY/COUNTY OF _____, To-wit:

The foregoing instrument was acknowledged before me in the city/county aforesaid, this _____ day of _____, 20____, by _____.

Notary Public _____



Albemarle County

Community Development Department

Building Inspections

Albemarle County Office Building

401 McIntire Road, North Wing

Charlottesville, VA 22902-4596

www.albemarle.org 434.296.5832

A GUIDE FOR PREFAB STORAGE BUILDINGS/SHEDS AND ENGINEERED CARPORTS

Zoning Permit: Regardless of size, zoning approval is ALWAYS required before the placement of the structure on your property. If the property is located within the Town of Scottsville, zoning approval shall be obtained from that locality before the issuance of a building permit. If not, zoning approval shall be obtained with the Community Development Department. In residential districts, the height of the structure shall not exceed 24 feet. In the rural areas district, the height of the structure shall not exceed 35 feet except as permitted in [Section 4.10.3.1](#) of the Zoning Ordinance.

Building Permits: A building permit is NOT required for one-story detached accessory structures used as tool or storage sheds, playhouses, or similar uses, provided the floor area does not exceed 256 square feet of building area, provided that ALL of the following conditions are met:

1. The building eave height is 10 feet or less measured from finished grade.
2. The maximum height from the finished floor level to grade does not exceed 18 inches.
3. The supporting structural elements in direct contact with the ground shall be placed on level, firm soil, and when such elements are wood, they shall be approved material for ground contact use.
4. The structure shall be of light framed construction with walls and roof of lightweight material, not slate, tile, brick, or masonry.
5. The structure is anchored or approved to withstand wind loads of 90 MPH as required by the Uniform Statewide Building Code.

For structures that do not meet any of the above requirements, the structure is to be placed on a permanent foundation meeting the requirements of the Uniform Statewide Building Code for depth, widths, and thicknesses. Certified plans and footing diagrams shall be submitted with the permit application for review and approval.

All structures, regardless of size, shall be anchored to earth or footing to prevent overturning, unless otherwise approved by a VA Licensed Engineer or Architect.

Should you have questions, please contact the Building Inspections Division by calling 434.296.5832



Albemarle County
Community Development Department

Engineering
401 McIntire Road, North Wing
Charlottesville, VA 22902-4596
www.albemarle.org 434.296.5832

Erosion Control
Agreement Number

**EROSION AND SEDIMENT CONTROL AGREEMENT FOR
SINGLE FAMILY RESIDENCE CONSTRUCTION OR APPURTENANT STRUCTURE**

Building Permit # _____ Tax Map/Parcel _____

Subdivision _____ Phase _____ Section _____ Block _____ Lot _____ Zoning _____

A \$150 fee is required with this agreement

In lieu of submitting a formal erosion and sediment control plan for development of this single family residence and/or appurtenant structure, I agree to comply with the requirements of the Albemarle County Water Protection Ordinance, County Code Chapter 17, the Virginia Erosion and Sediment Control Law, Virginia Code, Title 62.1, Chapter 3.1, Article 2.3, and Erosion Control Regulations 9VAC25-840, and the Virginia Erosion and Sediment Control Handbook, latest edition. I agree to provide erosion control measures in accordance with the Handbook standards and specifications in order to protect against the transport of soil and sediment off of the property. I further agree to comply with additional requirements determined necessary by the Program Authority. Such requirements shall be based on established conservation standards and shall represent the minimum practices that Albemarle County deems necessary to provide adequate control of erosion and sedimentation on or resulting from this development. At a minimum, the following to the following measures will be implemented:

1. Silt fence, sediment traps and other protective measures shall be provided in areas where sediment from disturbed areas may leave the site and **must be properly installed before land disturbance**. These measures must remain installed and maintained until adequate stabilization is achieved as determined by the Program Authority.
2. All erosion measures are subject to inspection periodically and after each runoff-producing rainfall event. Any necessary repairs to maintain the effectiveness of the erosion control devices and cleanup of sedimentation must be made immediately. If erosion control measures are found to be inadequate, or in need of repair, by a county inspector, you will be notified. **A fee of \$150 will be charged for each reinspection** that is necessary.
3. A temporary stone construction entrance shall be provided wherever traffic will be leaving a construction site and where there exists the possibility of transporting mud directly onto a road or other paved area.
4. All denuded areas on the site shall be stabilized within seven (7) days of final grading with permanent vegetation or a protective ground cover suitable for the time of year. Temporary soil stabilization shall be applied within seven (7) days to denuded areas that may not be at final grade but will remain dormant (undisturbed) for longer than thirty (30) days.
5. A **permanent stabilization/vegetative cover shall be established on all denuded areas within nine (9) months** of the start of clearing or grading. Unless documented in writing to the Program Authority at the start of land disturbance, the nine (9) months shall be measured from the permit issuance date. If an extension is necessary and **construction extends for more than a year, a permit renewal fee of \$150 will be required.**

6. During construction of the project, soil stockpiles and borrow areas shall be stabilized, covered, or protected with sediment trapping measures.
7. All storm sewer inlets that are operable during construction shall be protected so that sediment-laden water cannot enter the storm water conveyance system without first being filtered or otherwise treated to remove sediment.
8. All temporary erosion and sediment control measures shall not be removed until disturbed areas are stabilized. After stabilization is complete, all measures shall be removed within 30 days, unless otherwise authorized by the Program Authority. Trapped sediment and the disturbed soil areas resulting from the disposition of temporary measures shall be permanently stabilized to prevent further erosion and sedimentation.

I further understand that failure to comply with such requirements within three (3) working days, following notice by a county official, could result in a citation for violation and may require the submission and approval of a formal erosion control plan with an appropriate performance bond as provided in Section 17-414 of the Albemarle County Water Protection Ordinance. **I hereby agree to be responsible for carrying out each of the duties and responsibilities enumerated above, as well as all other requirements of Albemarle County's erosion and sediment control program. I also hereby agree to maintain responsibility for this permit regardless of the sale of the property prior to completion of the work covered by this permit.**

Landowner	Responsible Land Disturber
Print Name _____	Print Name _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Phone Number _____	Phone Number _____
Signature _____ Date _____	Signature _____ Date _____
I hereby grant the County of Albemarle the right to enter upon subject property for inspections to ensure compliance.	RLD Cert. Number _____
Comments/Additional Requirements from Plan Approving Authority: _____ _____ _____	
Office Use Only	
APPROVED BY _____ Date _____	

Original: Engineering Inspector
Copies: Building Permit File
 Landowner/Authorized Agent

09/07, Revised 03/09, 10/14, 05/15



Albemarle County
Community Development Department

Engineering

401 McIntire Road, North Wing

Charlottesville, VA 22902-4596

www.albemarle.org 434.296.5832

Erosion Control
Agreement Number

**STORMWATER MANAGEMENT AGREEMENT FOR
SINGLE FAMILY RESIDENCE CONSTRUCTION**

Building Permit # _____ Tax Map/Parcel _____

Subdivision _____ Phase _____ Section _____ Block _____ Lot _____ Zoning _____

In lieu of submitting a formal stormwater management plan for development of this single-family residence and/or appurtenant structure, I agree to comply with the requirements of the Albemarle County Water Protection Ordinance, County Code Chapter 17, the Virginia Stormwater Management Law, Virginia Code, 9VAC25-850, and 9VAC25-870. I agree to provide stormwater management measures as determined necessary by the Program Authority. Such requirements shall be based on established state standards and shall represent the minimum practices that Albemarle County deems necessary to provide adequate control of stormwater runoff resulting from this development. At a minimum, the following measures will be implemented:

1. The site shall be fully stabilized with permanent vegetation or equivalent stabilization with seven (7) days of final grading.
2. For sites within a larger plan of development, all runoff from the house and driveway and developed areas shall runoff as directed on the overall plan, or sheet flow to adjacent vegetated areas. Runoff shall not adversely impact neighboring properties.
3. For sites without a larger plan of development, runoff shall sheet flow to vegetated areas. Such areas shall be natural areas subject to mowing no more than 4 times per year, and at least 100 feet in flow length to the nearest property line, stream, or receiving water.
4. Roof gutters shall be directed to splash blocks or level spreaders to establish sheet flow to vegetated areas as per item 2-3. No concentrated runoff shall be discharged from the property.
5. For site without a larger plan of development, all impervious areas and storm sewer inlets shall be situated so that water cannot enter the storm water conveyance system without first being filtered or otherwise treated to remove potential pollutants as indicated above. Roof gutters shall not be conveyed directly to storm sewer, ditch lines or property lines.

I further understand that failure to comply with such requirements within three (3) working days, following notice by a county official, could result in a citation for violation and may require the submission and approval of a formal stormwater management plan with an appropriate performance bond as provided in Section 17- 403 of the Albemarle County Water Protection Ordinance. **I hereby agree to be responsible for carrying out each of the duties and responsibilities enumerated above, as well as all other requirements of Albemarle County’s stormwater management program. I also hereby agree to maintain responsibility for this permit regardless of the sale of the property prior to completion of the work covered by this permit.**

Landowner	Responsible Land Disturber
Print Name _____	Print Name _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Phone Number _____	Phone Number _____
Comments/Additional Requirements from Plan Approving Authority: _____	

Office Use Only	

Original: Engineering Inspector
Copies: Building Permit File
Landowner/Authorized Agent