



COUNTY OF STAFFORD

DEPARTMENT OF PUBLIC WORKS

Tenant Build-Out/Layout Permit Checklist

You must obtain permits for a new tenant layout in an existing or new commercial building. Shell buildings are not issued a Certificate of Occupancy if they are divided into tenant spaces. A Certificate of Occupancy is issued to each tenant space and each Building USE Group. This is a general list for review requirements, depending on the complexity of the construction or USE, additional documents or plans may be required. Please be sure your suite numbers are identified and correct.

- Building permit - When dividing a space, separate building permits for each space are required; if increasing the size of a suite by reducing an adjacent suite, a new Certificate of Occupancy is required for the existing space made smaller
- Health Department permits for septic/well, food services, private schools, pools associated with transient lodging, and daycare facilities
- Mechanical permit(s)
- Electrical permit(s)
- Plumbing permit(s)
- Fire permit(s)
- Fuel/Gas permit(s)

DOCUMENTS REQUIRED

When applying for a permit, you must submit the following documents:

- Permit application forms
 - Commercial Changes application
 - Commercial Mechanical application, if applicable
 - Commercial Electrical application, if applicable
 - Commercial Plumbing application, if applicable
 - Commercial Fuel Gas, if applicable
 - Fire application, if applicable
- Construction plans and all accessory documents in accordance with the Plan Submission Requirements for Commercial Permits handout
- Asbestos Inspection Certification (for buildings constructed prior to 1985)
- Accessibility Compliance Form
- Site Plan, if applicable
- Meter Sizing Form – Submit directly to the Department of Utilities
- Utilities Change Application – Submit directly to the Department of Utilities

General Plan Requirements

- All plans and supporting documents on R/W disc in PDF format, 2 discs required when construction area is larger than 10,000 square feet
- Code year used for the design
- Name, address, and occupation of the building designer
- Tenant name, address of the building, floor, suite number, and tax-map reference number
- USE groups and names of all surrounding tenants. Layout of the strip building with each tenant use and name
- Key plans indicating location of work when multiple spaces are involved (e.g., malls, office buildings, etc.)
- Building location with property lines on site plan

FEES

Permit fees vary depending on the scope of your project; use the fee schedule to help determine your costs. The up-front building permit fee is based on the square footage of area of construction and the required reviews; the review fee is required to be paid at permit application.

The inspection fees are paid at the time of permit issuance. Each permit application will have separate fees.

PERMIT PROCESS

When applying for your building permits, bring the required documentation listed above to the Community Development Service Center (CDSC) located in the George L. Gordon, Jr., Government Center
1300 Courthouse Rd., Stafford VA 22555.

If your space contains septic/well, a food service establishment, a pool associated with transient lodging, a private school, or a daycare facility, you must begin your process at the Virginia Department of Health (540) 288-9018.

Every permit application will go thru several reviews prior to approval. Each review is completed by a different department or division. All reviews must be approved prior to your permit being issued.

- **Addressing Review**

The Department of Planning and Zoning will review the application and plan when an address assignment or correction is necessary. Please note that addresses and suite numbers must be as assigned by the Department of Planning and Zoning. A building layout showing all existing tenant spaces is required when an Addressing review is necessary.

- **Application Review**

The Department of Public Works will perform an administrative review of each permit application. In addition to quality assurance the reviewers verify that the applicant holds the necessary license for each scope of work, that the address and suite numbers are correct and match any parent permit, that the parent permits have been approved if applicable, and that the correct fees are charged etc.

- **Building Plan Review**

Code compliance of the plans is verified by Building Plan Review staff. Please see the Plan Submission Requirements for Commercial Permits handout for detailed information on plan requirements. **Need Assistance?** You can schedule a pre-submission conference with building plan review staff to discuss code related compliance issues, special design considerations or code interpretations. Contact Building Plan Review to set up an appointment 540-658-8650.

- **Health Department Review**

The Virginia Department of Health will contact the Department of Public Works when they have approved the plans for the project if needed.

- **Historic Review**

The Department of Planning and Zoning reviews all projects on parcels that have a historic notice, which indicates that the property is either in a Historic District or that it contains a historic structure or site listed with the Virginia Department of Historic Resources. Properties in a Historic District are subject to specific guidelines implemented by the Architectural Review Board and a Certificate of Appropriateness is required for certain projects.

- **Utilities Review**

The Department of Utilities requires a Meter Sizing Form and a Utilities Change application to be submitted for every tenant buildout. They will check for adequate meter sizing for the proposed USE of the space.

- **Zoning Review**

The Department of Planning and Zoning reviews all applications for the use of the property as well as any setback requirements according to the zoning ordinance. A site plan showing all structures, parking and setbacks is required for this review.

You can track the status of your permit and see reviewer's comments online at <http://hello.stafford.va.us/Build> you will need the A/P (permit) number assigned to you at submittal.

INSPECTIONS

You are required to obtain inspections from the county for your project. It is the responsibility of the permit holder to assure all inspections are scheduled and completed to final inspection stage. The county-approved building plans and shop drawings must be available on the jobsite during the inspection. The county must be notified by scheduling your inspections using the IVR (540)658-4151 or IWR <http://hello.stafford.va.us/Build> when the stages of construction are reached that require an inspection. Ladders, scaffolds, and other equipment necessary to access construction must be provided to the inspector.

CERTIFICATE OF OCCUPANCY

Certificate of Occupancy will be issued after all inspections have been completed for the project. The shell building must be completed prior to the permanent Certificate of Occupancy. Please call the CDSC at (540) 658-8650 to request your occupancy after your final building inspection (999); processing will take 2 business days.