



THE TOWN OF COLONIAL BEACH
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
 315 Douglas Avenue, Colonial Beach, VA 22443 phone: (804) 224-7506
 Fax: (804) 224-1318
www.colonialbeachva.gov

**APPLICATION CHECK LIST FOR A NEW PRINCIPAL STRUCTURE OR
 RENOVATIONS/ADDITIONS TO AN EXISTING PRINCIPAL
 STRUCTURE**

In order to process your building permit the following items must be submitted if applicable. Failure to submit a complete application packet can result in a delay in approving and releasing the permit.

Applicant	ITEMS REQUIRED	Staff
	Permit Fees Due at Time of Application Submission	
	A Completed and Signed Building/Zoning Permit Application	
	Tradesman Affidavit (one per trade required)	
	Water/Sewer Availability & Connection Form	
	A signed Agreement in Lieu of Erosion & Sediment Control Plan	
	Two (2) sets of Building Construction Plans	
	Two (2) copies of Site Plan	
	A Completed Colonial Beach Driveway Entrance Permit (Public Works Dept.)	
	A Bond or Letter of Credit for Erosion & Sediment Control	
	Town of Colonial Beach Business License	
	Documentation of Storm water Permit Issuance	
	If Residential to Commercial – See Change of Use Check List	
	If applicable, a completed Permit Application and Notification For Asbestos Removal and Demolition.	

BOND/LETTER OF CREDIT AMOUNTS

Erosion & Sediment Control			Public Works
Lot Size 1.0 Acre Or Less	Lot Size Greater Than 1.0 Acre	Demolition of Structure	Entrance/Driveway
\$1500*	\$2500 + \$100* for each 1/10 acre over 2.0 acres	\$1500*	\$1000 Bond** plus \$100 Permit Fee
* E&S bond is refunded upon inspection showing 80% lot coverage (grass). ** Entrance bond is refunded upon final inspection by Public Works.			

- All plans must be stamped by a certified design professional or engineer.
- Should you have questions regarding the requirements, please submit a permit application to the Virginia Department of Labor and Industry at <http://www.doli.virginia.gov/>
- Cash or Check made payable to "Town of Colonial Beach"
- All new structures/uses shall have to install a water meter. (Contact Public Works 804-224-7260)
- Applicant may be required to submit tax receipt showing taxes on the property are current. (§ 15.2-2286)
- A failed inspection shall be subject to a re-inspection fee in accordance with the Town Fee Schedule. All re-inspection fees must be paid prior to future inspections.
- As of July 1, 2014, it is the applicant's responsibility to obtain proper Stormwater Permit(s) from the Department of Environmental Quality: 1-800-592-5482, or on the web at <http://www.deq.state.va.us/Programs/Water/PermittingCompliance.aspx>.
- Trees that are 6" at breast height and located outside of the footprint of construction can only be removed if declared "diseased, dead, or dying" by a certified arborist. A Woodlot Management Permit must be obtained. Tree removal without a permit is subject to a fine of \$200 per tree removed.
- In order to receive a Certificate of Occupancy for newly constructed buildings or single family dwellings, the permit holder must first plant two 2.5" caliper trees from the "Native Species List" in the front yard of the lot on which the newly constructed building is located. When the trees are planted, please call for an inspection. Once verified by staff, a CO may be issued.
- In order to receive a Certificate of Occupancy for newly constructed buildings or single family dwellings, the permit holder must first plant two 2.5" caliper trees from the "Native Species List" in the front yard of the lot on which the newly constructed building is located. When the trees are planted, please call for an inspection. Once verified by staff, a CO may be issued.



THE TOWN OF COLONIAL BEACH, VIRGINIA

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ZONING APPLICATION FOR NEW PRINCIPAL STRUCTURE OR RENOVATIONS/ADDITIONS TO PRINCIPAL STRUCTURE

Application Date: _____ Permit Number: _____

Deposit	Type:	Amount: \$	DH#:
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Zoning application is hereby made for a New Principal Structure or Renovation/Addition to Principal Structure Permit in accordance with the description and for the purpose set forth herein. This application is made subject to all Town and State laws and regulations, which are hereby agreed to by the undersigned and which shall be a condition of this permit.

ALL APPLICABLE INFORMATION MUST BE COMPLETED OR APPLICATION WILL BE RETURNED. (Please Print)

PLEASE CHECK PERMIT TYPE(S)	Zoning	Building		
<input checked="" type="checkbox"/> Check all that apply	New SFD	Site Plan Review	Electric	Land Disturbance
<input type="checkbox"/> Residential	Renovation	Bldg. Plan Review	Mechanical	Addendum/Renewal
<input type="checkbox"/> Commercial	Addition	Acc. Structure	Plumbing	Other: _____

Owner Information	Name _____	Daytime Telephone No. _____
	Mailing Address _____ _____	
	E-mail Address _____	Fax Number _____ Cell Number _____

Builder/ Applicant	Name _____	Daytime Telephone No. _____
<input type="checkbox"/>	Mailing Address _____ _____	
	E-mail Address _____	Fax Number _____ Cell Number _____

Property Information	Address / Directions _____		
	Tax Map ID # _____	Area (in acres & sq. ft.) _____	
	Current Deed Book/Page # _____	Lot # _____	Block _____ Section _____
	Existing Use of Property _____		
	Existing Structures on Property _____		
	Existing Structures to be removed _____		

PLEASE FILL IN ALL AREAS RELEVANT TO THE PERMIT BEING REQUESTED

Building Use			No. of Rooms	No. of Bedrooms	Stories
Use Group			Occupant Load	Overall Height of Structure	
Water / Sewer	New	Existing	Other Building Code Notes:		

Construction	Framed	Modular	Other (specify):			Year
Foundation	Masonry	Concrete	Treated Wood	Pre-Cast Concrete	On Frame	Off Frame
Square Footage	1 st floor sq. ft.		2 nd floor sq. ft.	3 rd floor sq. ft.	Total sq. ft.	
Basement	Finished Sq. ft.		Unfinished Sq. ft.		Partial	Crawlspace
Walls	Wood Frame	Masonry Bearing	Structural Steel	Reinforced Concrete	Other	
Exterior	Brick	Wood	Vinyl	Aluminum	Stone	Other
Roof	Manuf Trusses		Field Frame	Other (specify):		

Garage	Detached	Attached	Length	Width	Sq. ft.	Height
Porch/Stoop	Front	Rear	Length	Width	Sq. ft.	Height
Deck/Patio	Front	Rear	Length	Width	Sq. ft.	Height
Ramp	Front	Rear	Length	Width	Sq. ft.	Height
Shed	Framed	Pre-Manuf	Length	Width	Sq. ft.	Height
Carport	Framed	Pre-Manuf	Length	Width	Sq. ft.	Height

Electrical	New	Existing	Upgrade	Temporary	Disconnect	Amps:	
Mechanical	Heat Type:		Fuel Type:			Replacement	Hood
Plumbing	# Full Bath(s):		# Half Bath(s):			Replace lines	Repairs
Fireplace	Elect	Wood	Gas Logs	Wood Stove			
Chimney	Manufactured		Masonry	Other (specify):			
Water Heater	Elect	Gas	Other (specify):			Replacement	
Tank / Gas lines	New	Replacemt	Above ground	Underground			
Generator	Type		Fuel Source			Permanent	Portable

Alarms / Amusements	Type:	Number:	
Tent	Size:	Occupant Load:	Cooking
Landscaping	Total Trees Removed:		

Description of Work (Required):			
Estimated Cost of Work to be Performed (Required):	\$		

Note: This Page is for office use only

<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> COMMERCIAL
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Gen. Zoning Fees	
Plan Review (Site)	
911 Address Fee	
Land Disturbing (E&S)	
Addendum/Renewal	
Other	
TOTAL ZONING FEES	

Plan Review (Bld.)	
SFD/Reno/Add.	
Garage	
Carport	
Shed	
Deck/Patio/Porch	
Stoop/Ramp	
Roof	
Foundation	
Demolition	
Electrical	
Mechanical	
Plumbing	
Tank/Line	
Fireplace/Chimney	
Generator	
Alarm	
Fire Suppression	
Hood	
Amusements	
Tent	
Addendum	
Other	
Building Subtotal	
2% State Levy	
TOTAL BUILDING FEES	

TOTAL FEES (Zoning + Building)	
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REQUIRED SIGNATURES

Property Zoned as:				
Rezoning / Special Exception #		Proffers / Conditions <input type="checkbox"/> Yes <input type="checkbox"/> No		
Height Requirements				
Principal Structure	Proposed:	Maximum permitted:		
Accessory Structure	Proposed:	Maximum permitted:		
Census Tract:				
Flood Hazard District Yes No F.I.R.M No.				
Parking Required Yes No		How many spaces? _____		
Setbacks:		Not Applicable		Corner Lot
Front	Proposed		Required	
Back	Proposed		Required	
Right	Proposed		Required	
Left	Proposed		Required	
Comments:				

Zoning Administrator		Date		
Tree Replantings:				
Chesapeake Bay District:		None	RMA	RPA
RLD		RLD No.:		
Bond required at issuance?		Yes	No	Bond Amount: \$
Comments:				

Environmental Planner		Date		
Comments:				

Building Official/ Inspector		Date		
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CHESAPEAKE BAY PRESERVATION OVERLAY DISTRICT

Environmental Information	Square Feet of Lot	Square feet of structure to be built (length X width)
Square feet of structures/uses (to be built or existing)		
Principal Structure (footprint) square feet:		
Porches, Decks, Stoops:		
Driveway & Sidewalk/Patio:		
Garage/Carport/Shed:		
Pool:		
Other Impervious Surface Square Feet:		
Total Square footage of all above impervious surfaces:		
Impervious Surface Ratio (%):		

(↑This chart must be filled in – do not reference “See site plan”)

Other Information or notes to be provided here:



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TRADESMAN AFFIDAVIT

I, _____, am installing Electrical/Plumbing/Mechanical/Gas
(circle appropriate category)

at _____. My company name is _____
(address/tax map#)

_____. I have all licenses and certifications required by the State of Virginia and the Town of Colonial Beach. Copies of my applicable licenses and certifications are attached.

Signature

Date

THIS AFFIDAVIT MUST BE COMPLETED PRIOR TO PERMIT ISSUANCE. ATTACH COPY OF VIRGINIA LICENSE, TRADESMAN CERTIFICATION CARD, AND TOWN BUSINESS LICENSE.



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WATER/SEWER AVAILABILITY & CONNECTION REQUEST

I, _____, hereby submit this request for connection to the Town of Colonial Beach's water/sewer systems.

The location of the property is:

Street(s): _____

Tax Map Number: _____

Subdivision: _____

Property Owner's Name: _____

E-mail: _____ Telephone Number: _____

➤ **Department of Planning & Community Development**

Permit Number: _____ - _____

➤ **Availability - To be completed by Director of Public Works:**

- Yes, water and sewer shall be available for connection at this location
- No, water and sewer are NOT currently available for connection at this location. Connections cannot be completed until an engineered plan is submitted, approved, bonded, and installed. Building permit application may proceed to final approval.

Signature of Public Works Director _____ Date _____

- Upon Completion Forward to: Finance Department

➤ **To be completed by Director of Finance**

Payment received on _____ in the amount of \$ _____
mm/dd/yy

Signature of Finance Director _____ Date _____

- Upon Completion Forward to: Town Manager

➤ **To be completed by Director of Public Works:**

Connection completed on _____
mm/dd/yy

Signature of Public Works Director _____ Date _____

- Upon Completion Forward to: Finance Department



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AGREEMENT IN LIEU OF AN EROSION & SEDIMENT CONTROL PLAN

Building Permit#: _____

Landowner Name: _____

Tax Map# _____ Subdivision Name: _____

In lieu of submission of an erosion and sediment control plan for the construction of this single family dwelling, addition or demolition I agree to comply with any reasonable requirements determined necessary by employees of the Town of Colonial Beach, Virginia, representing either the Zoning Administrator or Director of Public Works, or the Town. Such requirements shall be based on the conservation standards contained in the Colonial Beach Erosion and Sediment Control Ordinance, and shall represent the minimum practices necessary to provide adequate control of erosion and sedimentation on or resulting from this project provided the project exceeds 2,500 square feet of soil disturbance. Soil disturbance includes piles of excess soil or new soil needed to complete the project. Soil includes sand, gravel, and similar materials.

As a minimum, all denuded areas on the lot shall be stabilized within 7-days of final grading with permanent vegetation or a protective ground cover suitable for the time of the year.

I further understand that failure to comply with such requirements within three (3) working days following notice by representatives of the Town could result in citation for violation of the Town's Erosion and Sediment Control ordinance.

Measures specified by plan approving authority: Maintain and install proper erosion controls including proper entrance. Keep roads free of debris at all times. A MINIMUM SURETY (\$1,000 FOR ACCESSORY BUILDINGS, \$1,500 FOR HOMES ON LOTS UP TO 1 ACRE, AND \$2,500 FOR LOTS LARGER THAN 1 ACRE PLUS AN ADDITIONAL \$100 FOR EACH 1/10 OF AN ACRE OVER 2 ACRES) MUST BE POSTED WITH THE TOWN PRIOR TO FINAL EROSION AND SEDIMENT INSPECTION UNLESS THE LOT IS SODDED OR A STAND OF GRASS EQUALING 80% COVERAGE AND 3 INCHES IN HEIGHT EXISTS. A FINAL C-O WILL NOT BE SCHEDULED IF THESE REQUIREMENTS ARE NOT MET.

Signature of Landowner/ Agent: _____

Party responsible for Erosion and Sediment Control and Certification Number

Name: _____

Certification #: _____



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AGREEMENT IN LIEU OF A STORMWATER MANAGEMENT PLAN
SINGLE-FAMILY DETACHED RESIDENTIAL STRUCTURE

CONSTRUCTION ACTIVITY OPERATOR:

Name: _____

Contact: _____

Mailing Address: _____

City, State, Zip: _____

Email: _____

LOCATION OF SINGLE-FAMILY DETACHED RESIDENTIAL STRUCTURE:

Address/Description of Location: _____

City, State, Zip: _____

County (if not located within a City): _____

In place of a Stormwater Management Plan for the construction of this single-family detached residential structure, I agree to comply with the requirements of this Agreement in Lieu of a Stormwater Management Plan (or other requirements as established by the Department when necessary) to ensure compliance with the applicable post-construction stormwater management provisions of the Virginia Stormwater Management Program (VSMP) Regulations.

REQUIREMENTS:

- As required by the Construction General Permit (VAR10), a copy of this signed and dated Agreement in Lieu of a Stormwater Management Plan shall be maintained in my Stormwater Pollution Prevention Plan (SWPPP) for the construction activity.
- Post-construction runoff from the property shall be minimized to the maximum extent practicable and shall be controlled to prevent flooding or erosion damage from occurring on adjacent or downstream properties. In meeting this requirement, I agree to direct:
 - Runoff from rooftops as non-erosive sheet flow to well-vegetated areas on the property to the maximum extent practicable;
 - Runoff from on-lot impervious surfaces (e.g. driveways, parking areas, sidewalks) as non-erosive sheet flow to well-vegetated areas on the property to the maximum extent practicable; and
 - Runoff from lawns as non-erosive sheet flow to undisturbed naturally-vegetated areas on the property to the maximum extent practicable.

I fully understand that not complying may result in the revocation of this Agreement in Lieu of a Stormwater Management Plan and that the submission of a project-specific Stormwater Management Plan in accordance with 9VAC25-870-55 of the VSMP Regulations may be required.

This Agreement in Lieu of a Stormwater Management Plan does not authorize land disturbance. **Land disturbing activities cannot begin until the applicable Virginia Erosion and Sediment Control Program (VESC) Authority provides authorization.**

Printed Name: _____ Title: _____

Signature: _____ Date: _____



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MEMORANDUM

TO: All applicants for building permits for renovation or demolition
FROM: Department of Planning & Community Development
DATE: April 23, 2015
SUBJECT: Asbestos Certification Form

The Virginia Uniform Statewide Building Code requires all buildings, other than single-family dwellings, to be renovated or demolished shall be inspected for the presence of asbestos-containing materials and unless subject to exemptions, the appropriate response actions shall be undertaken (See Section 110.3 of the Virginia Uniform Statewide Building Code). The form below shall be completed by all applicants for building permits to renovate or demolish a building or structure. This form must be signed by the owner or an authorized agent of the owner and one of the applicable boxes must be checked.

ASBESTOS CERTIFICATION FORM

Building Permit #: _____

Owner Name: _____

Owner Address:

Address Where Work is to Be Performed:

Tax Map ID: _____

(next page)

As owner, or owner's agent, of the above building, I certify that: (check applicable box)

- The building permit for the original construction of the building listed above was issued after January 1, 1985; therefore, the building is not subject to asbestos certification requirements.
- The above building is a single-family dwelling, or is a residential building containing four or fewer dwelling units, which will not be used either as a commercial building or as a public development project, and is, therefore, exempt from asbestos licensing requirements.
- The combined amount of regulated asbestos-containing material involved in the renovation or demolition is less than 260 linear feet of pipes, or less than 160 square feet on other facility components, or less than 35 cubic feet off facility components where length or area could be not measured previously, and is, therefore, exempt from asbestos licensing requirements.
- The affected portions of the above building have been inspected for the presence of asbestos by an individual licensed to perform such inspections pursuant to §54.1-503 of the *Code of Virginia, 1950* and that no asbestos-containing materials were found.
- The affected portion of the above building has been inspected for the presence of asbestos by an individual licensed to perform such inspections pursuant to §54.1-503 of the *Code of Virginia, 1950* and that appropriate response actions will be undertaken with the requirements of NESHAPS (40 CFR 61, SUBPART M) and the asbestos worker requirements established by OSHA (29 CFR 1926.1101).
- The building permit application is only for repair or replacement of roofing, floor covering, or siding materials. The materials to be repaired or replaced are assumed to contain friable asbestos and the appropriate response actions will be accomplished by a licensed asbestos contractor or a licensed asbestos roofing/flooring/siding contractor. (THIS OPTION IS NOT PERMITTED FOR SCHOOLS PER VUSBC 110.3)

In addition to the above, I also certify that any asbestos abatement area will not be occupied until all response actions have been completed and final levels for re-occupancy of the abatement area shall be 0.01 or fewer asbestos fibers per cubic centimeter if determined by Phase Contrast Microscopy analysis (PCM) or 70 or fewer fibers per square millimeter if determined by Transmission Electron Microscopy analysis (TEM).

Signature of Owner or Agent

Date

Note: While proper completion of this form satisfies §110.3 of the 2012 Virginia Uniform Statewide Building Code for permit issuance, notification of applicable state agencies may be required.