



## Commercial Permit Application and Checklist

Madison County Building Department  
414 N. Main St. Madison, VA 22727  
Phone (540) 948-6102

***“APPLICANT” PLEASE COMPLETE CHECK LIST BELOW BEFORE SUBMISSION***

- Zoning Permits from the Town or County must accompany building application.  
When applying for your Zoning permit, check with your local Zoning office for information regarding their requirements.
- Two approved copies of site plans, showing location of the building placement and total sq. feet of the project. Plan should reflect parking and accessible routes.
- Construction Site Safe Guard site plan in accordance with Chapter 33 of the Virginia Construction Code, if applicable.
- 2 sets of plans in ink, legible, minimum 1/4” scale (1/4” equals to 1 foot.), 24” X 36” paper size. (11”x17” minimum if to scale). For larger projects 1/8” scale is acceptable, paper size must be consistent.
- If commercial alteration, an Asbestos Certification Form and report must be submitted.
- Energy Efficiency: Building envelope shall show compliance with the following; 2015 Virginia Energy Conservation Code, total UA alternative; ASHRAE 90.1-2010 or COMcheck.
- Plans must provide a Use Group and Construction Type Classification.
- Registered Designer Professional’s original seal (if applicable) signed and dated. Two sets of submittal plans may be photocopies. (Information to include name, address, phone number, occupation & VA State License number. When applicable, owner/ contractor information.)
- Retaining walls supporting 36” or more of unbalanced fill require a Professional Engineer’s original seal if poured concrete/concrete block. No seal is necessary IF engineered system & built per manufacturer’s directions.
- Trade plans must be separated from building plans. For example of trade, Electrical, Plumbing, Mechanical, etc.
- If submitting trade plans, you must complete the appropriate Trade Application.
- Statement of Special Inspections must be submitted.