



COMMERCIAL DEVELOPMENT COMMON QUESTIONS

PERMITS:

- ☐ **Who can apply?** Anyone may apply for a permit. If a general contractor is TBD at the time of the permit application being submitted, anyone representing the owner may apply as the “owners’ agent.”
- ☐ **How to apply for a permit?** Permits may be applied for online through the Town of Christiansburg website.
- ☐ **Which permit do I use?** The building portion would use the commercial building/zoning permit. All trades use the trade permit and indicate on that permit which trade work they are performing.
- ☐ **Who needs a permit?** Any contractor working on the project must have their own separate permit for their portion of the work. Any contractor doing work that does not require a permit per the Virginia Construction Code does not need to apply.
- ☐ **How much are the permit fees?** Permit fees are \$4.50 / \$1000 of construction cost. Fees are not required upfront.
- ☐ **Who pays for the permit fees?** Permit fees may be paid by the applicant of each permit or the owner or G.C. may pay the entire cost. Typically, each contractor pays their respective fee based on their contract cost. If all fees will be paid by one individual that should be made known to the permit technician at the time of the permit application being made.
- ☐ **If I assume all permit fees how are my sub-contractors charged?** If one individual assumes all permit fees for the entire project each other permit is only charged a \$51 administrative fee for processing of that permit.
- ☐ **How to pay or the permit?** Check or Credit Card payment.
- ☐ **Is an asbestos compliance survey required for permitting?** Yes, for all buildings pre-1985.
- ☐ **Is written approval from the owner required?** No

LICENSING:

- ☐ **Who needs a contractor’s license?** Everyone working on a commercial project must have a contractor’s license. Licenses must be class A-B-C based on the amount of the job. Each license must have the specialty shown on the license for work being performed.
- ☐ **Do I need a business license?** Yes, all contractors must have a business licensee on file with the Town of Christiansburg BPOL office.
- ☐ **If I have a business license in another Virginia Locality will the Town honor that license?** Yes, up to \$25,000 of gross receipts from the previous year. Over \$25,000 would require a town license.

PLANS

- ☐ **Who will review the plans?** All commercial buildings must have a third-party review. This includes all disciplines such as building, MEP, sprinkler, and fire alarm.
- ☐ **Typical review times?** Per third party.
- ☐ **Is there an expedited review?** Per third party.
- ☐ **What are the review fees?** Per third party.
- ☐ **Can sprinkler and fire alarm plans be a deferred submittal?** Yes
- ☐ **Are there file naming standards for e-submittals of plans?** Yes, all files should contain the name of the business and the address.
- ☐ **Are full sets required for revisions?** No, only the revised sheets need to be re-submitted.
- ☐ **How many sets are required?** 2 Paper, 1 digital.
- ☐ **What are the minimum plan sizes?** 24"x36."
- ☐ **Who may review my plans?** The Town of Christiansburg has a list of approved plan review firms.

SEALING OF PLANS, PLATS, DOCUMENTS, DRAWINGS, TECHNICAL REPORTS, AND SPECIFICATIONS:

- ☐ **Is an electronic seal allowed?** Yes, an electronic seal, signature, and date are permitted to be used in lieu of an original seal, signature, and date when the following criteria, and all other requirements of this section, are met:
 - 1. It is a unique identification of the professional;
 - 2. It is verifiable; and
 - 3. It is under the professional's direct control.
- ☐ **Are the specific requirements for the professional seal?** Yes, the original seal shall conform in detail and size to the design illustrated in this subsection and shall be two inches in diameter. The designs illustrated may not be shown to scale: <https://ris.dls.virginia.gov/uploads/18VAC10/imagesother/20210804111937-5025-image002.jpg>
- ☐ **Are seals of all design professionals required?** Yes, for projects involving multiple professional services in the same project, each professional shall seal, sign, and date the final documents for the work component that he completed or that was completed under his direct control and personal supervision. The professional responsible for the compilation of the project shall seal, sign, and date the cover sheet of the aggregate collection of final documents for the project.
- ☐ **Do all sheets require seal and signatures?** Yes, all final documents, including cover sheet of plans, plats, documents, drawings, technical reports, and specifications, and each sheet of plans or plats, or drawings prepared by the professional, or someone under his direct control and personal supervision, shall be sealed, signed, and dated by the professional. All final documents shall also bear the professional's name or firm name, address, and project name.