

# FAST TRACK PERMIT PROCESS

**Frederick County offers a parallel tracking system to expedite the timetable between plan review and the commencement of construction.** This process allows for all plan review agencies to ensure compliance with all applicable codes and allows the developer to begin site improvements. Open communication and the ability for engineering and design to maintain pace with the construction schedules are imperative.

## Procedures and Contacts Lead Agency

### Frederick County Public Works Department

Joe Wilder | 540.665.5643 | [jwilder@fcva.us](mailto:jwilder@fcva.us)

## SITE PLAN

Industrial and commercial development proposals require an engineered site plan, as well as related design computation, that are reviewed and approved by Frederick County. These drawings must be sealed by an engineer who is licensed to do work in the state of Virginia.

### Forward Site Plans To:

- Virginia Department of Transportation
- Frederick County Sanitation Authority
- Frederick County Building Official
- Frederick County Fire Marshal
- Frederick County Engineer
- Frederick County Department of Planning & Development

The Frederick County Zoning Administrator can approve the site plan for this proposal administratively after agency's review and comments have been incorporated. All site plans appear on the Frederick County Planning Commission's Bimonthly Report for information, but do not require public hearings and approvals.

### Site Plan Application & Review Fee

*\$2,500 base, plus:*

Disturbed acres 1-5 | \$200 per acre

Disturbed acres 6+ | \$100 per acre

## STRUCTURAL PLANS

Submitted to the Frederick County Department of Public Works when an application is made for a building permit. The building permit may be applied for at the same time that the site plans are sent out for review agency comment, enabling Frederick County to begin structural review immediately.

## LAND DISTURBANCE PERMIT

### Issued by Frederick County Department of Public Works prior to final approval of the site plan,

with approval of a grading plan by Frederick County Engineering Department, which shall include all erosion and sediment control measures, storm water design and all related computations.

**Ensure a seamless process** by having the engineer developing the plan meet with the Engineering Department prior to submitting the grading plan. The Engineering Department is available to meet with the designer throughout the revision process if needed.

### Land Disturbance Permit Fees

*\$500 base, plus:*

\$100 per acre of disturbed area

## FAST TRACK PERMIT PROCESS

### FOOTING FOUNDATION PERMIT

**Issued in conjunction with zoning approval, and prior to final approval of the site plan, allowing the applicant to complete all work associated with the footings and slab at their own risk.** This also includes the subgrade work such as basement floors, basement walls, plumbing and electrical underground systems. The Footing Foundation Permit is part of the overall building permit and the details are reviewed as part of the structural drawings. These plans are reviewed by a Frederick County Plans Review Specialist.

The Plans Review Specialist is able to review the detailed footing foundation drawings within seven (7) to ten (10) working days, provided that he is informed that the developer is ready to submit the structural drawings and apply for the building permit. The Plans Review Specialist requires two sets of the structural drawings for review. Any corrections that are required for the structural drawings will be forwarded to the engineer. The Plans Review Specialist is willing to approve a Footing Foundation Permit once adequate footing details, basement details (if necessary), and groundwork details are provided.

#### **Footing Foundation Permit Fee**

\$0

Part of the overall building permit

### BLASTING PERMIT

**Issued in the event blasting is necessary.** A Blasting Permit may be applied for at the Frederick County Fire and Rescue Department. A separate Blasting Permit is required for each contractor that will be conducting work at the site. The permit is issued once the Frederick County Fire Marshal has had the opportunity to review and sign the permit. This can usually be accomplished the same day; however, it may take an additional day if the applicant does not make arrangements to meet with the Fire Marshal.

#### **Blasting Permit Fee**

\$15

### DEMOLITION PERMIT

**Issued in the event an existing structure needs to be razed,** as dictated by the Virginia Uniform Statewide Building Code. The permit can be issued immediately if, when applying for the permit, the applicant furnishes a letter from all applicable utility companies stating that all utilities have been disconnected.

#### **Demolition Permit Fee**

\$40

### REMAINING PERMITS

**Issued once the site plan has received final approval from the Frederick County Zoning Administrator, and the structural drawings have received final approval from the Frederick County Building Official.**

**These permits include:** Final Building Permit, Electrical Permit, Mechanical Permit, and Plumbing Permit. These permits are applied for individually, and each has its own permit fee. Please refer to the Frederick County Industrial and Commercial Fee Schedules for current fees.

# FAST TRACK PERMIT PROCESS

## Anticipated Schedule\*

	MONTH 1 (Weeks)				MONTHS 2-9									
	1	2	3	4										
Obtain Demolition Permit	X													
Obtain Blasting Permit	X													
Review Blasting Request	X													
Issuance of Blasting Permit	X													
Submit Grading Plan for Review	X													
Obtain Land Disturbance Permit				X										
Commence Grading Work				X	X									
Obtain Footing Foundation Permits & Groundwork					X									
Review Footing, Basement, & Groundwork Details					X									
Issuance of Footing Foundation Permit					X									
Commence Construction of Footing & Groundwork					X	X								
Approval of Final Site Plan					X	X								
Approval of Final Structural Plans					X	X								
Obtain Building Permit						X								
Obtain Electrical Permit						X								
Obtain Plumbing Permit						X								
Obtain Mechanical Permit						X								
Commence Construction														
Obtain Temporary Occupancy Permits (if necessary)														X

\* This is an anticipated time line. To ensure final building, electrical, plumbing, and mechanical permits are issued in accordance with this chart, it is important to submit the site plan and construction drawings in a timely fashion. This can occur either before or after a grading plan and footing details are submitted; however, early submittal is strongly recommended. Cooperation between the design firms and County agencies to meet County and State requirements will expedite this process. The submission of quality plans at all levels will permit optimal timing.

## Contacts

### Virginia Dept. of Transportation

Resident Engineer  
PO Box 278  
Edinburg, VA 22824  
(540) 984-5600

### Frederick Water

Engineer Director  
315 Tasker Rd.  
Winchester, VA 22602  
(540) 868-1061

### Frederick Co. Inspections Dept.

Building Official  
107 N. Kent St., Annex Bldg. 2nd Floor  
Winchester, VA 22601  
(540) 665-5650

**Footing Foundation Permit | Final Building Permit | Electrical Permit | Mechanical Permit | Plumbing Permit | Demolition Permit | Structural Plans | Certificate of Occupancy**

### Frederick Co. Fire Marshal

1080 Coverstone Dr.  
Winchester, VA 22602  
(540)665-5618

**Blasting Permit**

### Frederick Co. Public Works

Director of Engineering  
107 N. Kent St., Annex Bldg. 2nd Floor  
Winchester, VA 22601  
(540) 665-5643

**Land Disturbance Permit | Site Plans | Erosion and Sediment Plans | Stormwater Management**

### Frederick Co. Dept. of Planning

107 N. Kent St., Annex Bldg. 2nd Floor  
Winchester, VA 22601  
(540) 665-5651

**Final Site Plan Approval**