

## How do I apply?

It's simple! You can register and file electronically at the Mineral Mining e-Forms Center. Sign up for your user ID and password at: <https://www.energy.virginia.gov/VirginiaEnergyForms>



The Mineral Mining office will provide assistance in registering you and filing electronically.

## Where can I find Reference Materials?

We have the *Mineral Mine Operators Manual*, which is an on-line guidance document to help you prepare for the application. The manual includes information on Policy and Procedure, reclamation, and operational best practices.

Also available on-line:

- *Mineral Mine Safety Laws of Virginia*
- *Safety and Health Regulations for MineralMining*

- *Mineral Mine Reclamation Laws and Regulations*

Your Mineral Mining Team member is an excellent reference.

## What must I do annually?

### File a Renewal

The permit/license must be renewed annually by the anniversary date. Ninety days prior to the permit anniversary date, Mineral Mining Program will send the mine operator a Renewal Special Order Notice notifying them of their upcoming renewal. A fee of \$24.00/disturbed acre must accompany the permit/license renewal. An updated mine permit map will be required if changes to the mine have taken place during the past 12 months.

### Annual Tonnage Report

Between January 1st and February 15th of each year, licensed operators must file an Annual Tonnage Report (Mineral Mining-146) for the previous calendar year. The licensed operator should maintain accurate records pertaining to production tonnage, workers hours, and wages throughout the year to ensure timely completion of the Annual Tonnage Report. Mineral Mining Program will mail a letter with instructions at the end of the report year to assist in this process.



# VIRGINIA REQUIREMENTS FOR NEW PERMITS

**Virginia Department of Energy  
Mineral Mining Program  
900 Natural Resources Drive, Suite 400  
Charlottesville, Va. 22903  
Phone: 434-996-5910**

## Who are we?

The Virginia Energy, Mineral Mining is the state regulatory agency that administers health, safety, and mined land reclamation programs for all non-coal mineral mining operations in Virginia.

Our goal is to provide for the safe and environmentally sound production of Virginia's non-fuel minerals. The Mineral Mining Program administers both health and safety and mine reclamation regulatory programs for all non-coal mineral mining operations, including quarries, sand and gravel pits, and other surface and underground mining operations.

Title 45.1 of the Code of Virginia states that it is unlawful for any operator to engage in any mining operation in Virginia without having first obtained a permit to engage in such operation. Additionally, it requires that no person shall engage in the operation of any mineral mine within the Commonwealth without first obtaining a license from the Mineral Mining Program.

## Who needs a permit/license?

A mine permit and safety license issued by the Mineral Mining Program is required prior to any commercial extraction and sale of minerals.

Any operator engaging in mining and disturbing less than one acre of land and removing less than 500 tons of minerals at any particular site is exempt from all mining

permit fees and renewal fees and bond requirements, but is still required to obtain a permit/license.

A general permit governs the mining of sand or sand and gravel that affect a total disturbed area of less than 10 acres in size. This does not apply to dredging operations or those that otherwise intend to mine below the groundwater table.

In an effort to simplify the permitting and licensing requirements the Mineral Mining Program has combined the permit and license application process into a single Permit Application Package, which contains all the necessary forms to obtain a permit.



A prospective operator may contact the Mineral Mining office or visit our website to obtain the necessary forms at: [www.energy.virginia.gov/mineralmining/printableforms.shtml](http://www.energy.virginia.gov/mineralmining/printableforms.shtml)

## What do I need to do to apply?

1. Visit the Mineral Mining website at: [www.energy.virginia.gov/mineralmining](http://www.energy.virginia.gov/mineralmining)

2. The new permit application package is downloadable from our "Forms" page under Quick Links. Review this package, including the New Permit Application Checklist, for helpful information.
3. Contact your Mineral Mining Team member. You may determine who your Mineral Mining Team member is from the "Contact My Mineral Mining Team" link under Quick Links on our website or by calling the Mineral Mining office.

## What are the costs?

Permit fees, license fees, and appropriate reclamation bonds are required prior to the issuance of the permit/license. The fees for a new permit are as follows:

**Permit Fee:** \$50/permitted acre.

**License Fee:** \$400 for paper submittal of the application package or \$330 for the eforms submittal of the permit/license application. The license fee must be paid annually at the permit/license anniversary date.

**Bond Fee:** \$3000/disturbed acre. Acceptable in cash deposit, surety bond, irrevocable letter of credit (ILOC), or Certificate of Deposit made payable to the Treasurer of Virginia. Fees are site specific. Upon approval of your new permit application, you will be advised to contact Mineral Mining. The Mineral Mining office will calculate the fees and provide bond requirements and information.