

ITEMS REQUIRED FOR EACH BUILDING APPLICATION TYPE

RESIDENTIAL BUILDING PERMITS

(TYPES: New Home, New Modular Home, New Mobile Home, Additions, Accessory Structure, Renovations, Docks/Piers, Carports, Swimming Pools & Minor Permits of Re-roofs, Demolitions, & Replacement of Existing Mobile Home)

REQUIRED FOR ALL APPLICATIONS:

1. Real Estate Taxes must be current
2. Building Application (completed on-line through our ACCESS Online Permit Portal)
3. Owner's Consent Form (if the Property Owner is not living at the project address)
4. Contractor's License Info & County Business License Info of Contractor **OR** Affidavit Form stating that the Applicant is not subject to licenser as a Contractor
5. Completed Site Plan Form, showing location of all structures (**existing and proposed structures, location of well and septic, distance measurements of structures to well, septic, front, side and rear property lines**).
6. Building Plans (Stamped/Engineered Plans if a Stick-Built Home)
7. Framing Specification Sheet Form
8. ***If located in a Flood Zone, Flood Elevation Certificate must be provided where structure is located.***

ADDITIONAL ITEMS DEPENDENT UPON TYPE OF APPLICATION

For New Home, Modular Home & Mobile Home

- New Home & Modular Home Specification Sheet
- Manufactured Home Installation Requirement Sheet
- Certificate of Occupancy Requirements for a Mobile Home

For Swimming Pools

- Requirements Affidavit, including Fencing Plans, for In-Ground or Above-Ground Swimming Pool

For Accessory Structures

- Accessory Dwellings in a Flood Zone Form
- Farm Structure Affidavit

The Building Permit Manager will distribute all applications to the following agencies for review and approval by:

**County Building Official
County Zoning including Flood
Overlay District**

**Environmental (E&S, Stormwater)
Health Department**

ITEMS REQUIRED FOR EACH BUILDING APPLICATION TYPE

COMMERCIAL BUILDING PERMITS

(TYPES: New Construction, Additions, Accessory Structure, Renovations, Carports, Swimming Pool, Elevators & Minor Building Permits of Reroofs and Demolition)

REQUIRED FOR ALL APPLICATIONS:

1. Real Estate Taxes must be current
2. Building Application (completed on-line through our ACCESS Online Permit Portal)
3. Owner's Consent Form (if Property Owner is not the applicant)
4. Contractor's License Info & County Business License Info for Contractor **OR** Affidavit Form stating that the Applicant is not subject to licenser as a Contractor
5. County Business Licenses for the Business
6. Completed Site Plan Form, showing location of all structures (**existing and proposed structures, location of well and septic, distance measurements of structures to well, septic, front, side and rear property lines**).
7. Building Plans (Stamped/Engineered Plans)
8. Framing Specification Sheet Form
9. ***If located in a Flood Zone, Flood Elevation Certificate must be provided where structure is located.***

ADDITIONAL ITEMS DEPENDENT UPON TYPE OF APPLICATION

For Demolitions

- Provide Asbestos Report if structure was built before January 1, 1985

For Swimming Pools

- Requirements Affidavit, including Fencing Plans, for In-Ground or Above-Ground Swimming Pool

For Accessory Structures

- Accessory Dwellings in a Flood Zone Form
- Farm Structure Affidavit

The Building Permit Manager will distribute all applications to the following agencies for review and approval by:

**County Building Official
County Zoning including Flood
Overlay District**

**Environmental (E&S, Stormwater)
Health Department
VDOT, if needed**