



PROCEDURE TO ACQUIRE A BUILDING PERMIT

ACCESSORY BUILDING

1. Check Zoning Permit in the Zoning Department.
 - a) If land has been purchased within the past 30 days, a recorded deed must be brought into this office at time of application.
 - b) If your property is a portion of a larger parcel, you must bring new, recorded survey.

2. After the above applications have been approved and permits issued you may apply for a Building Permit. **NO PERMITS WILL BE ISSUED WITHOUT ALL OF THE FOLLOWING INFORMATION:**
 - a) Plan approval (may be done between 8:00 & 9:00 a.m. Monday through Friday)
 - b) Size of Structure, if a separate meter to acc. Building we will need the size of electric service to be installed, size of floor joist & rafters, heating and number of plumbing fixtures if it applies.
 - c) A drawing showing your property lines, the position of the Structure on the lot, the distances the Structure will placed from all four property lines & any other structure on the property.
 - d) A list of all Contractors and a list of the State Contractor's License numbers of all contractors and subcontractors you will pay \$1,000.00 or more. Also, the Virginia State Certification Card numbers of all subcontractors dealing in electrical, plumbing and HVAC mst be provided regardless the cost of the job or, as per 54.1-111 - a written statement that he or she is not subject to licensure or registration.
 - e) **ACCURATE** directions on how to get to your property from a major highway **USING ROAD NAMES OR NUMBERS**

3. **NO INSPECTIONS WILL BE MADE UNLESS THE BUILDING PERMIT IS POSTED ON SITE/VISIBLE FROM THE ROAD.**