



PROCEDURE TO ACQUIRE A BUILDING PERMIT  
MOBILE HOMES

1. Check Zoning Permit in the Zoning Department.
  - a) If land has been purchased within the past 9 months, must bring recorded deed.
  - b) If a portion of a larger parcel, must bring new, recorded survey.
  - c) If land is part of a land/home sale, must bring signed sales agreement for the land (will include a legal description of the property).
  
2. Apply to the Pittsylvania County Health Dept. to have your land perked for well & septic.
  
3. 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) **Home must have HUD label (was begun in mid 1976)**
  - b) Size of home (heated space only), size of porches & stoops, type of heat to be installed, size of electric service to be installed, finished or unfinished basement.
  - c) A site plan showing your property lines, the position of the Dwelling on the lot, the distances the home will be 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 the contractor responsible for setting the home and subcontractors you will pay \$1,000.00 or more. Also, the Virginia State Certification Card numbers of the subcontractor dealing in electrical must 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) A copy of permits issued by the Pittsylvania County Health Department.
  - f) **ACCURATE** directions on how to get to your property from a major highway **USING ROAD NAMES OR NUMBERS**
  
4. Before receiving your final Certificate of Occupancy from this office, the Pittsylvania County Health Department must have issued an Operational Permit. A copy of this permit must be in the Building Inspections Dept. before a Final Certificate of Occupancy may be issued.
  
5. **NO INSPECTIONS WILL BE MADE UNLESS THE BUILDING PERMIT IS POSTED ON SITE/VISIBLE FROM THE ROAD.**