



PROCEDURE TO ACQUIRE A BUILDING PERMIT SINGLE-FAMILY DWELLING

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) Plan approval
 - b) Size of Dwelling (heated space only), size of basement, porches, stoops, slabs; type of heat to be installed, size of electric service to be installed, number of bedrooms, number of baths and number of plumbing fixtures (sinks, tubs, toilets, hot water heater, dishwasher, washing machine, mop sink, refrigerator hookup, outdoor spigots, etc) finished or unfinished basement and the size of each, garage or carport (size), size of floor joist & rafters.
 - 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 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 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.**