

PROCEDURE TO ACQUIRE A BUILDING PERMIT - ADDITIONS

1. Check the zoning on your property in the Department of Code Compliance. A copy of your recorded deed will be required if the purchase of the property in question was made within the last 30 days.

2. If the addition is a bedroom (or a bathroom where none has previously existed in the dwelling unit) you must contact the Pittsylvania County Health Department at 434-432-7232 ext. 260 for approval.

3. Plan approval is required. Please come into the office between 8:00 & 9:00 a.m. Monday through Friday to guarantee the presence of an inspector to approve the plans.

4. After the above steps have been completed you may apply for a building permit. **No permits will be issued without all of the following information:**
 - a) Plan approval
 - b) Health Department approval (when necessary)
 - c) Size of addition (heated and non heated) and cost of structural portion only
 - d) Number of Plumbing fixtures (when applicable)
 - e) Any electrical work
 - f) Any heating & a/c work
 - g) The distance of the new addition from all property lines and any other structure on the property (A drawing will be done in the office, or you can bring one in with you).

5. **A list of all Contractors to be working on this project and their class A, B or C State Contractors numbers as well as their certifications for elec, plb & hvac.**

6. **ACCURATE DIRECTIONS** from a major highway to your job site *USING ROAD NUMBERS OR NAMES.*

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