

BUILDING PERMIT APPLICATION REQUIREMENTS

***** All applicable items to your project must be included at the time of submittal *****

- _____ Development Permit (Zoning & Building Application)
- _____ Recorded deed or recordation receipt if property not listed in current owner's name
- _____ Site Plan on Plat of Property – If no plat exists, a survey must be done - **must be drawn to scale.**
 - ❖ Show Entrance & Driveway, any Right-of-Ways or Easements on property
 - ❖ Show approximately where the well and septic will be located
 - ❖ Show the approximate location of all structures (*including decks, porches, etc.*)
 - ❖ Show the building dimensions of all structures
 - ❖ Show the setback measurements for all structures - **If structure is to be within 20 feet of the minimum setback, a foundation survey and a setback certification will be required. Setbacks are measured from the closest point of the structure to the property line or assumed right-of-way (this includes steps, decks, porches, overhangs, etc.)**
- _____ Town's Approval Letter, if applicable
- _____ Construction Information Sheet
- _____ Affidavit Forms – Contractor License Exemption or Owner/Agent
- _____ Contractors must provide copy of state and county license, as well as the subcontractors forms for each trade to include a copy of the tradesman certification card – commercial projects must have a Class A Contractor's License
- _____ Shrink/Swell soil report from engineer if you property is in the following tax map area: 10, 17, 21, 22, 36, 37, 28, 45, 46, 53, 54, 55, 56, 61, 63, 73, 74, 83, 84, 88, 89, 97 -- applies to new single-family dwellings, manufactured or modular dwellings, additions, and detached garages
- _____ Responsible Land Disturbing Agreement (Agreement in Lieu form) – **Form must have original signatures** and a copy of the RLD Certificate must be provided
- _____ Lake Anna Shoreline Packet, Checklist, and signed Agreement form, if construction is on Lake Anna
- _____ Dominion Virginia Power Approval Letter, if construction is on Lake Anna – contact Peery Agee – 540-894-2307
- _____ Subdivision Approval Letter from the property owner's association, if applicable (BRS and Shenandoah Crossings need to provide letter for connecting to public water/sewer)
- _____ Approval from Water Authority or other agency for public water and sewer
- _____ Sewage disposal construction permit (Health Permit)
- _____ Entrance Permit (or copy of existing entrance permit) from VDOT for state roads (434-589-1013) – if private road, see VDOT installation specifications
- _____ Mechanic's Lien Agent information – must provide statement on letterhead
- _____ Two (2) complete sets of building plans with deck/porch plans, truss specs, all engineered lumber (LVL's, etc.), and pre-cast foundation package (if applicable)
- _____ Manufactured Homes – must provide two (2) copies of setup manual, floor plan showing all rooms labeled and footer location layout. **MUST PROVIDE COPY OF INSTALLER'S STATE LICENSE.**