Permit Application/ Submittal Checklist

Note: If no address has been assigned by this office the driveway and the 4 corners of the building must be staked prior to scheduling a 911 address request. Permit applications can NOT be processed completely without a physical address.

Application Submittal List Applicant: _____

Property Address or Tax Parcel#: _____

Required? Y / N	Reviewed by Staff	**Residential: _____ Commercial: _____ Other: _____**
_____	_____	**Detached Sheds > 256 sq.ft.** (site plan showing location of building, zoning clearance, permit application, health department approval, building plans from seller or builder.
_____	_____	**New 1 &2 Family Dwelling Permit Application Package** ***(Includes Building & Zoning Applications, Health Department Approval and E&S Agreement in Lieu of form.)***
_____	_____	**Commercial Building Permit Application Package** ***(Includes Application and Commercial Plan Review Checklist)***
_____	_____	**Plat or Site Plan Res.** ***(showing existing structures with distances to lots lines and location of well and septic.) Survey Plats required for new construction)***
_____	_____	**Site Plan Comm.** ***(Prepared by a Va. Registered Design Professional, that includes Project layout, buildings, parking layout, easements, pedestrian and vehicle movement, landscaping, storm drainage calculations)***
_____	_____	**Copy Zoning Permit** ***(if project is located in an incorporated town)***
_____	_____	**Virginia Contractors License or signed contractors exempt form**
_____	_____	**Contractors County Business License** ***(if applicable)***
_____	_____	**Flood Zone Documentation & Elevation Certificate**
_____	_____	**Well & Septic Permit or Water/Sewer Tap Fee Receipt**
_____	_____	**Stormwater /SWPPP E&S Permit or Agreement In-lieu of plan**
_____	_____	**Shrink Swell Soil Test for Site** ***(New residence or substantial addition)***
_____	_____	**VDOT Driveway Permit** ***(if applicable)***
_____	_____	**Building Permit Application**
_____	_____	**1 & 2 Family Residential Plan Submittal Guidelines**
_____	_____	**1 Set of (Legible) Building Plans** *(New and Existing Work)*

Final / Certificate of Occupancy List

_____	_____	**All Inspections Completion List**
_____	_____	**All Additional or Special Fees Paid / Impact Fees**
_____	_____	**Sewer Disposal System & Well Operation Permit**
_____	_____	**E&S / SWM Office sign-off on site**
_____	_____	**Duct Pressure and Blower Door Test Results**
_____	_____	**Certificate of Occupancy**
_____	_____	**Completed Zoning Permit**

Your application for a permit cannot be reviewed until the missing documents are provided. Signature: _____ Date: _____