

BUCKINGHAM COUNTY BUILDING PERMIT CHECKLIST

2012 VIRGINIA CONSTRUCTION CODE EFFECTIVE JULY 15, 2015

- ___ Obtain a Zoning Permit from the Zoning Administrator's Office 434-969-4242
- ___ Take Zoning Permit to Health Department to apply for a Well/Septic Permit 434-969-4244
- ___ Obtain a Driveway Entrance Permit from VDOT Office 800-367-7623
- ___ Obtain tax receipt from Treasurer's Office 434-969-4744
(Showing that taxes are currently paid for the Tax Map Number of the property where work outlined in the Building Permit will be done)

Bring the following items to the Building Inspector's Office to apply for a Building Permit:

- ___ Zoning Permit
- ___ Well/Septic Permit from Health Department
- ___ Driveway Entrance Permit from VDOT (must be original)
- ___ Mechanic's Lien Agent name and address, if applicable
- ___ Copy of Contractor's License performing work
- ___ 2 Copies of floor plans to include but not limited to: footing/foundation design; exterior wall design; electrical with lighting fixtures and receptacles; HVAC design with Manual J & Manual S (HVAC design does not apply to manufactured or modular homes)
- ___ Complete and accurate directions to site
- ___ Proof that taxes are currently paid for the Tax Map Number listed

Before a Certificate of Occupancy can be issued, the following items must be on file:

- ___ A passing final inspection
- ___ Completion statement from Health Department for Well/Septic

Inspections Required

Please Note—Power company is notified after Building Inspector returns to his office following the inspection.

For a Singlewide / Doublewide / On-Frame Modular:

- ___ Footers (18" below grade)
- ___ Block / Strap / Tie-down
- ___ Early service (optional)
- ___ Final inspection (includes all safety aspects and the meter base) well & septic completion statement & water sample test

For an Off-Frame Modular:

- ___ Footers (18" below grade)
- ___ Sill Plate
- ___ Final inspection (includes all safety aspects and the meter base) well & septic completion statement & water sample test

For a Stick Built Dwelling:

- ___ Footers (18" below grade)
- ___ Under slab (for homes with basements)
- ___ Rough-in inspections (framing & exterior veneer inspection, electrical, plumbing, mechanical, HVAC duct joints)
- ___ Insulation
- ___ Final inspection (includes all life safety codes) well & septic completion statement & water sample test

DIRECTIONS

Guide for providing directions for Zoning / Building Permit:

It is extremely important that complete, accurate directions are supplied to this office.

Directions are to be provided from the County Administration Building to your building site. Use terms such as 'left' and 'right', instead of 'East' and 'West'. Look at a map to verify directions are accurate and that the roads turn the way they are listed on the permit.

Supply the 911 address if available, or the 911 address next to the site. Describe any driveway landmarks and how far off the road the building site is located.

It is required that the yellow building permit is displayed at the job site where it will be visible from the road.

BUCKINGHAM COUNTY ZONING / BUILDING PERMIT APPLICATION

*Application is hereby made for a permit: (1) to erect/alter a structure, as shown herein or located as shown in accompanying plans; (2) change the use of a structure or parcel; or (3) to clear/fill or grade land subject to Buckingham County's Erosion & Sediment Control Ordinance. The information which follows is part of this application. It will be relied upon for the issuance of a Building Permit and/or Certificate of Occupancy. It is understood and agreed by this applicant that any error, misstatement, or misrepresentation, either with or without intent on behalf of the applicant, such as might, or would operate to cause disapproval of this application, shall constitute sufficient grounds for revocations of permit. A copy of the plat and site plan shall accompany this application (unless for the purpose of perk test only). Please see attached Building Permit Checklist for more information regarding the building permit process. *There is a \$10.00 fee required for zoning permit approval.**

NAME ON PERMIT (PRINT): _____

ADDRESS: _____

CITY, STATE, ZIP: _____ **PHONE NUMBER:** _____

LANDOWNER (PRINT): _____

ADDRESS: _____

CITY, STATE, ZIP: _____ **PHONE NUMBER:** _____

DIRECTIONS TO SITE (PLEASE SEE GUIDELINES—PAGE 2):

Will you become a new resident to Buckingham County? YES NO

Tax Map Number: _____ # Acres: _____ Zoning District: _____

Is this a Subdivision? If yes, provide Subdivision name: _____

Magisterial District: _____ Flood District: _____ DBIZ: _____

If yes to DBIZ then, I understand what a DBIZ is and that the Peter Francisco S&WCD will be notified:

Initial: _____ Date: _____

UTILITIES:

Will the intended/altered structure have plumbing? YES NO

Will the intended/altered structure have electricity? YES NO

Power company: DOMINION CENTRAL VA SOUTHSIDE ELEC AEP

CLASSIFICATION OF WORK (PLEASE SELECT ONE CATEGORY):

- | | |
|---|--|
| <input type="checkbox"/> Addition | <input type="checkbox"/> Temporary Structure |
| <input type="checkbox"/> Alteration (Remodel) | <input type="checkbox"/> Other – N/A |
| <input type="checkbox"/> New Construction | |

NATURE OF WORK (PLEASE SELECT ONE DESCRIPTION):

ADDITION/REMODEL—RESIDENTIAL:

- Addition—Living Space
- Addition—Porch/Deck
- Remodel

DWELLING—NEW:

- Apartment Building
- New Dwelling—Stick built
- Mobile Home—Singlewide (SW)
- Mobile Home—Doublewide (DW)
- Mobile Home—Triplewide (TW)
- Modular Unit

DWELLING—REPLACE:

- Replace SW with SW
- Replace SW with DW
- Replace SW with Modular
- Replace SW with Stick built
- Replace DW with SW
- Replace DW with DW
- Replace DW with MODULAR
- Replace DW with STICK BUILT
- Replace STICK BUILT with _____

COMMERCIAL:

- New Commercial Construction
- Addition—Commercial
- Remodel—Commercial

CHURCH:

- Church Construction
- Church Construction (Sanctuary only)

CARPORT/GARAGE:

- Carport
Attached / Detached (CIRCLE ONE)
- Garage
Attached / Detached (CIRCLE ONE)
- Garage with living space above
Attached / Detached (CIRCLE ONE)

SHELTER/STORAGE:

- Farm Use Building
- Mobile Home—Workshop/Storage
- Pavilion
- Shed (Between 257 – 599 sq. ft.)
- Shed (600 sq. ft. or more)

SWIMMING POOL:

- In-ground Pool
- Aboveground Pool

MISCELLANEOUS/OTHER:

- Demolition
- Electrical
- Mechanical
- Plumbing
- Sewer—Commercial
- Sewer—Residential
- Install Aboveground Storage Tank
- Underground Storage Tank
Install / Remove (CIRCLE ONE)

PRINT / SIGN:

By signing, I do hereby certify that the information given in this application is correct & true.

APPLICANT (PRINT): _____ DATE: _____

APPLICANT (SIGN): _____ DATE: _____

APPLICANT(S) (PRINT): _____ DATE: _____

APPLICANT(S) (SIGN): _____ DATE: _____

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OFFICE USE ONLY

ZONING

Taxes checked: Paid Owed

Upon review, permit: Approved Conditional Approval Denied

Other Comments:

Zoning Administrator's Signature: _____ Date: _____

BUILDING INSPECTIONS

Taxes checked: Paid Owed

Additional documentation:

Copy of plans: Received N/A

VDOT approval: Received N/A

VDH approval: Received N/A

Permit Technician's Signature: _____ Date: _____



BUCKINGHAM COUNTY BUILDING INSPECTION

RESIDENTIAL PLAN REVIEW CHECKLIST

(ONLY APPLYS TO SITE/STICK BUILT SINGLE AND MULTIFAMILY HOMES)

- _____ FOOTING FOUNDATION DESIGN WITH ALL DEMENSIONS
- _____ CRAWLSPACE VENTED OR CONDITIONED
- _____ EXTERIOR WALL DETAIL WITH ALL DEMENSIONS
- _____ FLOOR JOIST DETAIL WITH SIZE AND SPACING
- _____ ROOF STRUCTURE DETAIL, (TRUSS OR RAFTERS/CEILING JOIST) INCLUDE DEMENSIONS AND SLOPE
- _____ ROOF STRUCTURE MEMBERS SPAN AND SPACING
- _____ ROOF COVERING MATERIALS
- _____ ALL FLOORS SHOWN ON PLANS WITH DEMENSIONS AND DESIGNATION EX: (BATH, BED, KITCHEN, CLOSET, LIVING ROOM, DINING ROOM)
- _____ ALL WINDOWS AND DOORS SHOWN ON PLANS WITH SIZES
- _____ INSULATION R VALUE FLOORS/WALLS/CEILINGS
- _____ ELECTRICAL SERVICE SIZE, LOCATION, AND SERVICE PANEL LOCATION
- _____ LIGHTING/SWITCH/RECEPTACLE/SMOKE DETECTOR LAYOUT
- _____ BATHROOM(S) DESIGN WITH DEMENSIONS
- _____ KITCHEN DESIGN WITH DEMENSIONS
- _____ SHOW PLUMBING MAIN STACK AND DRAIN
- _____ HVAC LAYOUT
- _____ MANUAL J FOR HVAC SYSTEM
- _____ ALL CHIMNEYS, FIREPLACES, FLUES AND VENTS