



COUNTY OF CAMPBELL

COMMUNITY DEVELOPMENT

PO Box 100
85 Carden Lane
Rustburg VA 24588

Building Permit Application Checklist

To help the applicant gather all information needed to submit a complete building permit application.

	Required	Contact
<input type="checkbox"/> 1. Zoning Verification The proposed structure or use must be allowed by the zoning ordinance. The County does not regulate zoning in the Towns of Brookneal or Altavista; if the project is within either town, zoning verification is obtained from there instead.	Zoning Verification	Zoning office, or Towns
<input type="checkbox"/> 2. County Water and/or Sewer <input type="checkbox"/> New Construction Connection to County utilities is <i>mandatory</i> if water and/or sewer are available. Contact CCUSA (Campbell County Utilities & Service Authority) to verify availability of services.	Receipt for CCUSA fee(s)	CCUSA
<input type="checkbox"/> Building Modifications/Change of Use, Additions to Water Supply System The project must be reviewed by CCUSA to verify compliance with service size, availability, backflow prevention, and Fats, Oils, and Grease requirements. Also including pools, hot tubs, and irrigation systems.	Receipt for CCUSA fee(s)	CCUSA
<input type="checkbox"/> 3. Well and Septic System ★ <i>Contact CCUSA before this step in case of existing or planned utilities at the site.</i> For well and septic installation or issues, building modifications, or a change of use.	Health Dept permit(s)	Health Dept.
<input type="checkbox"/> 4. Land Disturbance If 10,000 square feet of land or more will be cleared, graded, or otherwise disturbed, a permit is required and the services of a Certified Responsible Land Disturber (RLD) must be retained. You can get this permit prior to the building permit or at the same time. Most single-family house construction requires this permit when drain fields, driveways, etc are factored in.	Land Disturbance permit	Environmental
<input type="checkbox"/> 5. Food Service When food service or preparation will be included. The Department of Agriculture also regulates food service and may be involved.	Approval Letter	Health Dept.
<input type="checkbox"/> 6. Road Access (Entrances) Entrances connecting to state maintained roads require a VDOT Land Use Permit. Contact VDOT or see virginiadot.org/business/bu-landusepermits.asp	Land Use permit	VDOT

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Zoning, County	Zoning, Brookneal	CCUSA	Health Department	Environmental	VDOT
434-332-9597 85 Carden Ln Rustburg, VA 24588	434-376-3124 Zoning, Altavista 434-369-5001	434-239-8654 20644 Timberlake Rd Lynchburg, VA 24502	434-332-9550 116 Kabler Ln Rustburg, VA 24588	434-332-9506 85 Carden Ln Rustburg, VA 24588	434-947-6559 Lynchburg District, Land Use Section

7. Other Considerations

Contact

(Large) Commercial or Multi-Family Projects

Many larger construction projects require a **Project Evaluation Committee (PEC)** meeting prior to the formal submittal of plans. Contact the Zoning Administrator.

Zoning office,
or Towns

Changing Use of a Building

For a *significant* change of use (e.g. converting a residential house into a business) floor plans for the existing and planned interior, an engineering floor load report, and a surveyed site plan may be required. If change includes food service,

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Food Service

If food service is added or changed, contact CCUSA (#2) and Health Dept (#5).

Asbestos

For commercial and residential structures built prior to 1985, an Asbestos Report by a qualified company is required for demolition or remodeling if for commercial uses. For non-commercial uses, you will need to fill out our Asbestos Form.

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8. Building Permit Application Form

Property Owner(s)

Name, address, and phone number(s).

Contractor(s)

Name, address, phone number, and current Virginia license number.

Mechanics' Lien Agent

Name, address, and phone number, or enter '*None Designated*'. For new or altered one- or two-family dwellings, and often required by the lending agency. This is generally a lawyer, title insurance agent, or financial institution authorized by the owner to receive notice from any person entitled by law to seek payment for labor performed or materials furnished.

Setbacks

Required for all projects to determine project distance from property lines. The reverse of the permit application allows a sketch of the property with all structures and the distance from each property line to the proposed project. Clearly marked setback measurements may be required on site at the time of the footing inspection.

Zoning office,
or Towns

Plans

Site plans are *required* for most commercial construction and changes of use to verify compliance with Zoning, Environmental, VDOT, Utilities, and the Fire Marshal.

Zoning office,
or Towns

Construction plans (two (2) *legible* sets) are required for most commercial or residential construction, and should include:

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- Wall section w/ footing details
- All four (4) elevations
- Location of electric panel box
- All rooms labeled
- Size of decks, stoops, & porches
- Labeled *finished* and *unfinished* areas

Diagrams on which structural details can be sketched will suffice for many smaller projects that do not require a full set of plans (such as additions, remodeling, a garage, or shed). *Prefab sheds must have snow and wind load information.*

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Fees

The County accepts cash, checks, and credit cards (which require an additional fee). A final amount cannot be determined until the permit application has been fully reviewed.

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Zoning, County	Zoning, Brookneal	CCUSA	Health Department	Building Inspections
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