



COUNTY OF CAMPBELL

COMMUNITY DEVELOPMENT

PO Box 100
85 Carden Lane
Rustburg VA 24588

Building Permit Application Checklist

This checklist is for residential and commercial construction projects that require approval from various departments before a building permit can be issued, and to help the applicant gather all information needed to submit a complete building permit application.

Checklist must be completed and all required information submitted before a permit will be issued.

Items that are green underlined are required, as needed for the project, to obtain a Building Permit.

Write "N/A" if not applicable.

1. Zoning

CONTACT: **Zoning**

A Zoning Verification Form is required so that all departments in the process know that the proposed structure or use is *permitted*. If the project is within the jurisdiction of the Town of Brookneal (434-376-3124) or the Town of Altavista (434-369-5001) zoning verification is required from that town instead.

2. County Water and/or Sewer

CONTACT: **CCUSA**

New Construction

Connection to Campbell County Utilities and Service Authority (CCUSA) service(s) is *mandatory* if water and/or sewer are available. Contact CCUSA to verify availability of services. Receipt for CCUSA fee(s)

Building Modifications and 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)

3. Installing a Well and Septic System

CONTACT: **Health Dept**

Contact CCUSA before this step. There may be existing or planned utilities unknown to the general public.

For well and septic installation or issues, building modifications, or a change of use, contact the Campbell County Health Department. Health Department permit(s)

4. Land Disturbance

CONTACT: **E&S**

If 10,000 square feet of land or more will be cleared, graded, or otherwise disturbed, a Land Disturbance permit is required and the services of a Responsible Land Disturber (RLD) must be retained. You must provide the RLD's name, phone, certification number, and certification expiration date. 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.

5. Food Service

CONTACT: **Health Dept**

If food service or preparation will occur an approval letter from the Health Department is required. The Department of Agriculture also regulates food service and may be involved.

... o v e r ►

Building Inspections	Zoning	CCUSA	Health Department	E&S
434-332-9596	434-332-9597	434-239-8654	434-332-9550	434-332-9506
85 Carden Ln	85 Carden Ln	20644 Timberlake Rd	116 Kabler Ln	85 Carden Ln
Rustburg, VA 24588	Rustburg, VA 24588	Lynchburg, VA 24502	Rustburg, VA 24588	Rustburg, VA 24588

6. Other considerations

CONTACT: Building Inspections

(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.

Changing Use of a Building

If there is a significant change of use (such as converting a residential house into a business) a surveyed site plan, engineering floor load report, and floor plans for the existing and planned interior are required. If change includes food service, contact CCUSA (see #2) and Health Dept (see #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.

7. Building Permit Application Form

CONTACT: Building Inspections

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.

Plans

Site plans are *required* for most commercial construction and changes of use to demonstrate compliance with zoning, E&S, VDOT, Utilities, and the Fire Marshal.

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

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.*

- 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

Fees

The County accepts only cash and checks. A final amount cannot be determined until the permit application has been fully reviewed.

► **By completing and signing this checklist you are accepting responsibility for having read and understood the above information, contacted all necessary departments, and provided all information needed for a building permit.**

Signature _____

Date _____