

Construction of Residential Stick-Built Structures and Set Up of Modular Homes (Unincorporated Areas)

1 GETTING STARTED

Zoning Verification

Obtain verification letter from Planning/GIS at 755 Roanoke Street, Suite 2A. (540) 394-2148.

Building Permit

Apply for a building permit at the Department of Inspections in Suite 1D, after receiving the Zoning Verification Letter. You are required to bring **ONE** set of Plans, and a **COMPLETE** application packet to apply. See the checklist attached to the permit application to help determine what information and documents is required to be submitted along with the

2 PERMIT APPROVALS

Applications require a 7-10 business-day review period. If more information is needed, the process will take longer. Zoning, Erosion & Sediment, and Building Departments must approve permit applications before a permit to build can be issued. When the building permit has been issued, construction may begin. No work can be done, nor inspections performed until there is a signed permit in place. Zoning and Land Disturbance (if required) must be issued *prior* to issuance of the building permit.

completed application. Incomplete packets will not be accepted.

Building and trade permits (electrical, mechanical, and plumbing) must be applied for separately. This responsible person(s) must be either a licensed contractor, tradesman or the homeowner, as defined by Virginia Construction Code (VCC) and the Department of Professional Occupation Regulation (DPOR).

The permit fee is due at time of application.

3 POWER AUTHORIZATION

An Application to Connect Electrical Power or an “Early Service Form” is required to be signed by the responsible party prior to authorizing power to job site, with necessary work order numbers from the utility company.

4 INSPECTIONS

Call the Health Department at (540) 585-3300 for required inspection related to the septic system before it is covered. The Health Department will issue an operation permit for the well and septic system. **If you are on public systems, contact the Montgomery County PSA at (540) 382-1997 to obtain an operations permit. An operations permit is required before a final inspection can be scheduled.**

Call the Department of Inspections at (540) 382-5750 for required inspections of the structure. No final inspections will be scheduled until an operations permit from the Health Dept and/or Montgomery County PSA (as it pertains to your job) is in our possession.

After passing the final inspection, the Department of Inspections will then issue a Certificate of Occupancy (CO).