

Construction of Homes or 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** electronic or hard set of plans. A plan for a residential deck is not required if you sign a deck plan waiver agreeing to build the deck in accordance to prescriptive requirements of the DCA-6 Residential Deck Construction Guide. Note: decks constructed to support a spa or hot tub must provide a RDP stamped plan.

A shrink/swell soil analysis is required at time of application for foundations/structures designs

2 PERMIT APPROVALS

Applications require a 7-10 business-day review period. If more information is needed, the process will take longer. Zoning 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 Erosion & Sediment Control Permits, if required, must be issued *prior* to issuance of the building permit.

that include unbalanced fill retention.

54.1-1111 of code of Virginia assuming full responsibility for the construction and/or set-up of the building. Trade permits (electrical, mechanical, and plumbing must be applied for separately).

This responsible person(s) must be a *licensed contractor, the property owner or the property owner's agent.*

The permit fee is due at time of application.

Only *certified contractors holding a master's license* or the *property owner* may apply for trade (electrical, mechanical, and plumbing) permits.

3 CONNECT ELECTRICAL POWER

An "Application to Connect Electrical Power" or an Early Service form is required to be signed by the applicant prior to authorizing power to job site. This is a legal document holding you responsible not to allow occupancy without a certificate of occupancy.

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.**

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 Department and/of 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). Note: The applicant will be the "owner" of the CO. It will be mailed, unless otherwise instructed by the applicant.