

## PROCEDURE TO ACQUIRE A BUILDING PERMIT

### ADDITIONS

1. Check Zoning Permit in the Zoning Department.
  - a. If land has been purchased within the past 9 months, must bring recorded deed.
2. If the addition is a bedroom (or a bathroom where none has previously existed in the dwelling unit) you must contact the Mecklenburg County Health Department at 434-738-9557 for approval.
3. After the above steps have been completed, you may apply for a Building Permit. **NO PERMITS WILL BE ISSUED WITHOUT ALL OF THE FOLLOWING INFORMATION:**
  - a. Plan approval (two sets of plans are required).
  - b. Health Department approval (when necessary).
  - c. Size of addition (heated and non-heated) and cost of structural portion only.
  - d. Number of plumbing fixtures (when applicable).
  - e. Any electrical work.
  - f. Any heating and a/c work.
  - g. The distance of the new addition from all property lines and any other structure on the property (a drawing will be done in the office, or you can bring one with you).
  - h. A copy of the State Contractor's License for all contractors and subcontractors. Also, the Virginia State Certification Card numbers of all subcontractors dealing in electrical, plumbing, and HVAC must be provided regardless the cost of the job or, as per 54.1-1111, an affidavit must be signed and notarized.
  - i. Accurate directions on how to get to your property from Boydton, Virginia, using road names.
4. **NO INSPECTIONS WILL BE MADE UNLESS THE BUILDING PERMIT IS POSTED ON SITE/VISIBLE FROM THE ROAD (PER VUSBC 110.5).**