

PROCEDURE TO ACQUIRE A BUILDING PERMIT

REPLACEMENT MOBILE HOME

1. Check Zoning Permit in the Zoning Department.
 - a. If land has been purchased within the past 9 months, must bring recorded deed.
 - b. If a portion of a larger parcel, must bring new, recorded survey.
 - c. If land is part of a land/home sale, must bring signed sales agreement for the land (will include legal description of the property).
2. Apply to the Mecklenburg County Health Department to have your land perked for well and septic.
3. After the above applications have been approved and permits issued, you may apply for a Building Permit. **NO PERMITS WILL BE ISSUED WITHOUT ALL OF THE FOLLOWING INFORMATION:**
 - a. Home must have HUD label (was begun in mid 1976).
 - b. Size of home (heated space only); size of porches and stoops; type of heat to be installed; size of electric service to be installed; size of basement.
 - c. Drawing showing how decks or porches are to be constructed.
 - d. A site plan showing your property lines; the position of the dwelling on the lot; the distances the home will be placed from all four property lines and any other structures on the property.
 - e. Copy of manufacturer's installation/setup manual.
 - f. A copy of the State Contractor's License for the contractors and subcontractors responsible for setting the home, and a copy of the Mobile Home setup completion certificate. Also, the Virginia State Certification Card numbers of all subcontractors dealing in electrical must be provided regardless the cost of the job or, as per 54.1-1111, an affidavit must be signed and notarized.
 - g. A copy of permits issued by the Mecklenburg County Health Department.
 - h. Registration form from Commissioner of Revenue's Office for: travel trailer, camper, single-wide and double-wide.
 - i. Accurate directions on how to get to your property from Boydton, Virginia, using road names.
 - j. Electric Company name.
4. Before receiving your final Certificate of Occupancy from this office, the Mecklenburg County Health Department must have issued an Operational Permit. A copy of this permit must be in the Building Inspections Department before a Final Certificate of Occupancy may be issued.
5. **NO INSPECTIONS WILL BE MADE UNLESS THE BUILDING PERMIT IS POSTED ON SITE/VISIBLE FROM THE ROAD (PER VUSBC 110.5). ALSO, ONE SET OF APPROVED CONSTRUCTION DOCUMENTS SHALL BE AVAILABLE AT THE BUILDING SITE AND READILY AVAILABLE TO THE BUILDING OFFICIAL (PER VUSBC 109.5).**