

Single Family Dwelling Permit Procedures

Note: Approval 1 must be completed before proceeding to approval 2. Both approvals must be received before a Building Permit application will be accepted.

1. Water and Sewage Disposal Permit Approvals
 - a) Town water and sewer connection approval form.
 - b) Mecklenburg County Health Department Private Well Construction Permit (approved) and Sewage Disposal Construction Permit (approved). Phone #: (434) 738-9557
 - c) Subdivision water and sewage disposal connection approval form.
2. Zoning Permit Approval
 - a) If the property is located within the towns of Boydton, Chase City, Lacrosse or Clarksville, then that respective town zoning office will issue a zoning permit.
 - ^ **Note:** Town of South Hill issues zoning and building permits for property located within their town limits. South Hill phone #: (434) 447-5041
 - b) If the property is located in Mecklenburg county, then the Mecklenburg County Zoning Office will issue the zoning permit. See “Zoning” Tab on Home page for additional information or call (434) 738-6191 ext. 4340.
3. Building Permit Application
 - a) Required Information
 - ^ Approved permits for water and sewage disposal. See item 1 above.
 - ^ Approved permit from zoning office. See item 2 above.
 - ^ Approved Erosion and Sediment Control Plan. See “Zoning” tab on Home page.
 - ^ Two sets of complete plans
 - ^ Building plans are required on all work regardless of size
 - ^ Engineered drawings may be required by the building official on unique or special construction.
 - ^ Truss drawings and all engineered wood specifications for all structural elements not identified in the Virginia Uniform Statewide Building Code.
 - ^ **Note:** Engineer's “Red” Stamp required on all engineer plans and / or details.
 - ^ Dwelling information: size of dwelling (in square feet), size of basement, garages, porches, decks, etc., type of heat, number of bedrooms, number of bathrooms, number of fixtures, size of electrical service, and all structural member sizes are needed.
 - ^ Mechanic's Lien Information (if applicable).
 - ^ Accurate directions to property location from Boydton, Virginia, using road names.
 - ^ Electric Power Company name.
 - ^ A copy of the State Contractor's license for all contractors and sub-contractors. In addition, the Virginia State Certification Card numbers of all subcontractors providing electrical, plumbing or mechanical work must be provided or , as per 54.1-1111, an affidavit must be signed and notarized.
 - b) Permit Approval Information
 - ^ Permit Application approval time: Determined by plan review time
 - ^ Plan review time: 3-5 days depending on the size and type of building.
 - ^ Permits will be mailed to the owner's address after approval or the permit may be retrieved if the applicant has notified the permit technician that they will pick up the permit in person.

Note: No work shall begin before a permit is issued / approved.

- c) Inspection Requirements: see “Required Inspections” under FORMS FOR DOWNLOAD link.

Mecklenburg County Building Inspection Office
Phone 434-738-6191 ext. 4331 or 434-447-7636 ext. 4331 Fax: 434-738-6315
350 Washington Street P.O. Box 307 Boydton, VA 23917