

PROCEDURE TO ACQUIRE A BUILDING PERMIT

ACCESSORY BUILDING

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 your property is a portion of a larger parcel, must bring new, recorded survey.
2. After the above zoning applications have been approved and zoning permits issued, 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. Size of structure with drawings; if a separate meter to accessory building, need the size of electric service to be installed; size of floor joist and rafters; type of heating; and number of plumbing fixtures, if applicable.
 - c. A drawing showing your property lines; the position of the structure on the lot; the distances the structure will be placed from all four property lines and any other structures on the property.
 - d. 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.
 - e. Accurate directions on how to get to your property from Boydton, Virginia, using road names.
3. **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).**