



BUILDING PERMIT APPLICATION CHECKLIST

RESIDENTIAL CONSTRUCTION – FOR SINGLE FAMILY DWELLINGS, ADDITIONS, AND ASSOCIATED ACCESSORY STRUCTURES

Documents needed at time of Permit Submission:

❖ **Two copies of the plans and specifications:**

- Please see the Residential Plan Checklist for plan submission requirements.

❖ **One copy of the property plat:**

- This may be the recorded plat, copied off GIS, or hand sketch of the property. Indicate the location of the proposed structure and distances to the property lines and right of way. Also indicate the location and use of all other existing buildings on the property. The Nelson County Planning & Zoning department will use this information to check building setbacks and flood maps for compliance. (434) 263-7090

❖ **Completed asbestos form:**

- A completed Asbestos and Demolition Certification Form is required for renovations, demolition, and reroofing work performed on ALL structures built prior to January 1, 1985.

❖ **One copy of either:**

- The well and septic construction permit, if applicable from the Health Department. (434) 263-8315
- The Water and/or Sewer Connection Service Application, if applicable from the Nelson County Service Authority. (434) 263-5341
- These are only needed if you are building a new dwelling/modular home, replacing/adding a manufactured home, or adding a bedroom to an existing dwelling.

❖ **Land Disturbing Permit:**

- For NEW single family homes, a signed “Agreement in lieu of a plan” is acceptable for issuing a land disturbance permit. This does not relieve the owner/contractor from putting up measures to control erosion and sediment, but allows you not to have an engineered plan unless there are continued problems with erosion or sediment leaving the site. The owner is still responsible for any damage to adjoining parcel or waterways, so control measures should be in place before any construction begins.
- Land-disturbing activity of less than 10,000 square feet on individual lots in a residential development shall not be considered exempt if the total land-disturbing activity in the development is equal to or greater than 10,000 square feet.

❖ **Required RLD:**

- The name and certification number of the Responsible Land Disturber (RLD) for the project is required at the time of application. The RLD is the person who will be responsible for all land disturbing activities on the project, meeting all Department of Environmental Quality (DEQ) Erosion & Soil measures, and needs to hold a current RLD certification from (DEQ). This form is page two of the “Agreement in lieu of a plan”.

❖ **Contractor and subcontractor names:**

- List the company names of all the contractors that will be performing work on the project. This includes the General Contractor and the separate trade contractors such as the Electrical, Plumbing, Gas, and Mechanical Contractors. These contractors must be licensed by the Virginia Department of Professional and Occupational Regulation (DPOR) and we will verify the current status, classification, and correct specialty license for the listed contractors. Each company will also need to have a current Nelson County Business License.

❖ **Homeowner verses contractor applying for permit:**

- If a homeowner decides to apply for any permit in their own name, then they will be acting as their own contractor. We have an affidavit that they must sign for this. The affidavit states that they are the owners of the property, that they will be the responsible party for all work performed, meeting the applicable building codes, and that they will be the ones doing the work. If there is a problem with any project meeting the minimal requirements of the Virginia State Building Codes (USBC), then our department looks at the permit holder to correct the problem.

❖ **Permit application:**

- Fill out the Building Permit Application in its entirety.
- Make payment of all required fees to the County Of Nelson.

❖ **Needing to hire an Architect/Engineer or not:**

- Plans for these residential types of structures do not ordinarily require the services of an architect or engineer unless alternative methods & materials are used. Where a seal is not present, the plans MUST be signed by the individual (not the Company) responsible.

Building Permit Fees: (These are the most common that we see)

Minimum fee for projects valued up to \$5,000.00.	\$25.00
Projects valued at over \$5,000.00.	\$5.00 per \$1,000 of value
Agreement in lieu of an E&S plan (land Disturbing) fee.	To be site determined – ranges from \$35.00 to \$450.00
Erosion & Soil plan (when needed). Review Fee (\$500.00) + Land Disturbing Permit Fee (450.00) for total of \$950.00	
Erosion & Soil plan Performance Bond is required with all E&S plans.	Bond amount is E&S Plan specific
Stormwater plan when disturbed area is over 1 acre.	Sent to and is handled by DEQ for review and fee

- ❖ A 2% Levy Fee is added to all permit fees as per the State