

The Permit Process

How to Make It as Quick and Easy as Possible



Brief Overview

- The topics that will be covered in this presentation are:
 - When a permit is required
 - Permit applications
 - Plans and the plan review process
 - Issuing permits



When is a Permit Required?

- According to Section 102.3 of the 2012 Virginia Construction Code, there are 12 exemptions from the building code. These include:
 - Farm buildings and structures, except for a building or portion of a building located on a farm that is operated as a restaurant as defined in Section 35.1-1 of the Code of Virginia and licensed as such by the Virginia Board of Health pursuant to Chapter 2 of Title 35.1 of the Code of Virginia.
 - Living quarters in farm buildings and structures are not exempt from the code or from permitting.
 - Federally owned buildings and structures unless federal law specifically requires a permit from the locality. Underground storage tank installations, modifications and removals shall comply with this code in accordance with federal law.
 - Off-site manufactured intermodal freight containers, moving containers and storage containers placed on site temporarily or permanently for use as a storage container.



- Section 108.2 of the 2012 VCC lists 26 exemptions from permitting. These include:
 - One story detached structures used as tool and storage sheds, playhouses, or similar uses, provided the building area does not exceed 256 square feet and the structures are not classified as a Group F-1 or H occupancy.
 - Fences of any height unless required for pedestrian safety as provided for by Section 3306, or used for the barrier for a swimming pool.
 - Ordinary repairs:
 - Replacement of windows and doors with windows and doors of similar operation and opening dimensions that do not require changes to the existing framed opening and that are not required to be fire rated in Group R-2 where serving a single dwelling unit and in Groups R-3, R-4 and R-5.
 - Replacement of an unlimited amount of roof covering or siding in Groups R-3, R-4 or R-5 provided the building or structure is not in an area where the design (3 second gust) wind speed is greater than 100 miles per hour (160 km/hr) and replacement of 100 square feet (9.29 m²) or less of roof covering in all groups and all wind zones.
 - Installation or replacement of cabinetry or trim.
 - Application of paint or wallpaper.
- If your project doesn't meet any of these exemptions, then a permit is needed.



Applications

- We currently have eight permit applications: Residential Building, Commercial Building, Mobile Home, Trade, Generator, Sign, Foundation, and Change of Occupancy.
- There are several fields that are included on each application. These include: the work description, job site information, owner information, applicant information, mechanic's lien agent, contractor information, and estimated cost of construction.



- The work description needs to include the complete scope of work being performed as it pertains to the specific application being filled out. Please be very descriptive when filling out this portion of the application.
- The job site information box needs to be filled out according to the location where the work is being performed. If dealing with new construction that doesn't have a 911 address yet, please indicate the road name and tax parcel number.
- The owner information pertains to the property owner. Please fill out this box completely, including the owner's mailing address.
- The applicant information box is for the person who is filling out the application and applying for the permit. The name in this section needs to match the signature line on the bottom of the application.
 - Please do not list a business name in this box.
 - Just a reminder, ANYONE can apply for a permit.



- The mechanic's lien agent needs to be filled out if there is a lien on the work being performed.
 - According to Fullerton Law School, by law, the mechanic's lien agent must be a licensed attorney at law, a licensed title insurance company, or a financial institution (bank). See Virginia Code Annotated Section 43-1.
 - As a practical matter, most mechanic's lien agents are the title insurance companies that the property owners intend to use to settle out sales of residential lots to consumers.



- On every permit application, there is a place for contractor information. The information needed for this section is the contractor name, Virginia contractor license number, license expiration date, and the estimated cost of construction.
 - The contractor will need to be properly licensed for the specific project. They will need to have the proper classification and specialty pertaining to the job amount and job type.
 - The cost of construction includes materials and labor for the permitted project. For trade permits, please provide only the cost of the specific trade being permitted.
 - If you have any questions regarding whether or not your license is suitable for a specific project, please contact the Department of Professional and Occupational Regulation (DPOR).



Job Parameters-Board for Contractors

Company Licenses			Individual Licenses (If held without a contractor license)		
Class C	Class B	Class A	Tradesman	Elevator Mechanic, Accessibility Mechanic, Water Well Systems Provider	Backflow Certification
Single Project: \$1,000 - \$10,000 Annual Amount: Less than \$150,000	Single Project: \$10,000 - \$120,000 Annual Amount: Less than \$750,000	Single Project: More than \$120,000 Annual Amount: More than \$750,000	Jobs under \$1000	Jobs under \$1000	Required for any sized jobs is stating they are certified. No contractor license available.
**LSC and WWP require a Class C for any projects under \$10,000. There is no minimum of \$1,000.			**May perform work less than \$250 if not holding themselves out as a tradesman		

Residential Building Application

- The Residential Building Application is for construction of new dwellings (single-family, duplexes, and multi-family), additions, alterations (such as adding a deck or covered porch), remodels, accessories (such as storage buildings, detached garages, retaining walls, and pools), and demolitions.

RESIDENTIAL PERMIT APPLICATION		Permit #
Washington County Building & Development Services 1 Government Center Plaza, Suite A Abingdon, VA 24210 Phone: 776-525-1340 Fax: 276-525-1309 www.washcovva.com		
TYPE OF WORK <input type="checkbox"/> New Construction <input type="checkbox"/> Alteration/Remodel <input type="checkbox"/> Addition <input type="checkbox"/> Demolition <input type="checkbox"/> Renewal		
CATEGORY OF CONSTRUCTION <input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Modular Home <input type="checkbox"/> Duplex <input type="checkbox"/> Townhouse <input type="checkbox"/> Accessory Structure (describe): _____ <input type="checkbox"/> Other (describe): _____		
WORK DESCRIPTION Construction Type: Land Disturbance (grading) over 10,000 sq. ft.: Yes <input type="checkbox"/> No <input type="checkbox"/>		
JOB SITE INFORMATION Job Address: _____ City/State/Zip: _____ Subdivision: _____ Lot #: _____ Tax Map/Parcel #: _____		
PROPERTY OWNER Name: _____ Mailing Address: _____ City/State/Zip: _____ Phone #: (____) _____		
APPLICANT (Check if Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Renter <input type="checkbox"/> Applicant Name: _____ Phone: _____ Cell: _____ Email: _____		
MECHANICS LEIN AGENT Name: _____ Address: _____ City/State/Zip: _____ Phone: (____) _____		
<small>I hereby certify that I am the owner of the record herein described property, or that the proposed work has been authorized by the owner of record and that I have been authorized to make this application as a designated agent. I agree to conform to all applicable state and local regulations, rules, and policies and shall be deemed to have accepted a condition attaching to the exercise of the permit. In addition, if a permit is issued, I certify that the code official or his authorized representative shall have the authority to enter the premises at any reasonable hour for the purpose of enforcing the provisions of the applicable code(s).</small>		
Applicant: _____		Date: _____
FOR COUNTY USE ONLY DATE APPLICATION RECEIVED: _____ RECEIVED BY: _____ BUILDING PERMIT FEE \$ _____ ZONING COMPLIANCE FEE \$ _____ TOTAL FEE AMOUNT \$ _____ PARCEL ZONING: _____ FH DISTRICT: YES <input type="checkbox"/> NO <input type="checkbox"/> AIR SAFETY DISTRICT: YES <input type="checkbox"/> NO <input type="checkbox"/> MAG. DISTRICT: _____		
NEW CONSTRUCTION/ADDITIONS # Bedrooms: _____ # Stairs: _____ # Full Baths: _____ # Units: _____ # Half Baths: _____ Water Source: Public <input type="checkbox"/> Well <input type="checkbox"/> Spring <input type="checkbox"/> Sewage: Public <input type="checkbox"/> Septic <input type="checkbox"/> Heat Type: Heat Pump <input type="checkbox"/> Geo Thermal <input type="checkbox"/> Gas <input type="checkbox"/> Wood Stove <input type="checkbox"/> Solar <input type="checkbox"/> Foundation: Slab <input type="checkbox"/> Crawl <input type="checkbox"/> Basement <input type="checkbox"/> Building Height: _____ ft. Living Area: _____ sq. ft. Garage Area: _____ sq. ft. Basement (unfinished): _____ sq. ft. Basement (finished): _____ sq. ft. Carport Area: _____ sq. ft. Deck Area: _____ sq. ft. Covered Porch: _____ sq. ft.		
ALTERATIONS/DEMOLITIONS Year Built: _____ Area of Alteration/Remodel: _____ sq. ft. Area of Demolition: _____ sq. ft. Asbestos Survey Provided: Yes <input type="checkbox"/> No <input type="checkbox"/>		
ACCESSORY STRUCTURES Detached Garage: _____ sq. ft. Pool Length: _____ ft. Width: _____ ft. Max Depth: _____ ft. Retaining Wall Height: _____ ft. Fence Height: _____ ft. Gazebo/Storage: _____ sq. ft.		
CONTRACTOR INFORMATION Business Name: _____ Address: _____ City/State/Zip: _____ Phone #: (____) _____ State License #: _____ Exp. Date: _____ Estimated Cost of Construction \$ _____		



Commercial Building Application

- The Commercial Building Application is used for new commercial construction, additions, accessory structures, alterations, remodels, and demolitions.

COMMERCIAL PERMIT APPLICATION		Permit #
Washington County Building & Development Services 1 Government Center Plaza, Suite A Abingdon, VA 24210 Phone: 276-525-1340 Fax: 276-525-1309 www.washcovva.com		
TYPE OF WORK:		
<input type="checkbox"/> New Construction <input type="checkbox"/> Alteration/Remodel <input type="checkbox"/> Addition <input type="checkbox"/> Demolition <input type="checkbox"/> Renewal		
CATEGORY OF CONSTRUCTION		
Building Primary Use: _____ Building Secondary Use: _____ Accessory Structure (describe): _____ Other (describe): _____		
WORK DESCRIPTION		
_____ _____ _____		
JOB SITE INFORMATION		
Job Address: _____ City/State/Zip: _____ Development Name: _____ Type: _____ Job Site Phone #: (____) _____ Tax Map/Parcel #: _____		
PROPERTY OWNER		
Name: _____ Mailing Address: _____ City/State/Zip: _____ Phone #: (____) _____		
APPLICANT (Check if) Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Agent <input type="checkbox"/>		
Applicant Name: _____ Phone: _____ Cell: _____ Email: _____		
MECHANICS LEIN AGENT		
Name: _____ Address: _____ City/State/Zip: _____ Phone: (____) _____		
<small>I hereby certify that I am the owner of the parcel described herein, or that the proposed work has been authorized by the owner of record and that I have been authorized to make this application as a designated agent. I agree to conform to all applicable state and local regulations, rules, and policies and such shall be deemed a condition entering into the exercise of the permit. In addition, if a permit is issued, I certify that the code official or his authorized representative shall have the authority to enter the parcel(s) described herein at any reasonable hour for the purpose of enforcing the provisions of the applicable codes.</small>		
Applicant: _____		Date: _____
Signature _____		
FOR COUNTY USE ONLY		
DATE APPLICATION RECEIVED: _____		RECEIVED BY: _____
BUILDING PERMIT FEE \$ _____		ZONING COMPLIANCE FEE \$ _____
PARCEL ZONING: _____		TOTAL FEE AMOUNT \$ _____
FH DISTRICT: YES <input type="checkbox"/> NO <input type="checkbox"/>		AIR SAFETY DISTRICT: YES <input type="checkbox"/> NO <input type="checkbox"/>
		MAG. DISTRICT: _____
NEW CONSTRUCTION/ADDITIONS		
New Building Area: _____ sq. ft. # Stories: _____ # Units: _____ Water Source: Public <input type="checkbox"/> Well <input type="checkbox"/> Spring <input type="checkbox"/> Sewage: Public <input type="checkbox"/> Septic <input type="checkbox"/>		
ALTERATIONS/DEMOLITIONS		
Year Built: _____ Area of Alteration/Remodel: _____ sq. ft. Area of Demolition: _____ sq. ft. Asbestos Survey Provided: Yes <input type="checkbox"/> No <input type="checkbox"/> Land Disturbance (grading) over 10,000 sq. ft. Yes <input type="checkbox"/> No <input type="checkbox"/>		
TRADE PERMITS INVOLVED		
Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Elevator <input type="checkbox"/> Sign <input type="checkbox"/> Fire Safety: Sprinkler <input type="checkbox"/> Alarm <input type="checkbox"/> Hood <input type="checkbox"/> (Each trade will require individual permits)		
Items required prior to issuance of Permit:		
Construction Plans & Site Plan <input type="checkbox"/> VDOT Highway Entrance Permit <input type="checkbox"/> Health Dept. Permit Documents <input type="checkbox"/> Erosion & Sediment Control Plan <input type="checkbox"/> Certified Responsible Land Disturber (RLD) <input type="checkbox"/> Proof of Ownership (Tax Ticket or Recorded Deed) <input type="checkbox"/> Proof of Water Connection <input type="checkbox"/>		
CONTRACTOR INFORMATION		
Business Name: _____ Address: _____ City/State/Zip: _____ Phone #: (____) _____ State License #: _____ Exp. Date: _____ Estimated Cost of Construction \$ _____		



Mobile Home Application

- The Mobile Home Application is to be filled out for new and replacement singlewides and doublewides.
- This application is not to be used for modular homes.
 - Modular Homes require a residential building application.

MOBILE HOME PERMIT APPLICATION		Permit #
Washington County Building & Development Services 1 Government Center Plaza, Suite A Abingdon, VA 24210 Phone: 276-525-1340 Fax: 276-525-1309 www.washcovva.com		
TYPE OF MOBILE HOME <input type="checkbox"/> Singlewide <input type="checkbox"/> Relocation <input type="checkbox"/> Doublewide <input type="checkbox"/> Demolition <input type="checkbox"/> Renewal		
WORK DESCRIPTION Manufacturer: _____ Year: _____ HUD Label # _____ Model # _____ Mfg. Installation Instructions required if 2 yrs old or newer Data Plate: Yes <input type="checkbox"/> No <input type="checkbox"/> Land Disturbance (grading) over 10,000 sq. ft: Yes <input type="checkbox"/> No <input type="checkbox"/> Estimated Cost \$ _____ Certified Mobile Home Installer: _____		
JOB SITE INFORMATION Job Address: _____ City/State/Zip: _____ Subdivision: _____ Lot #: _____ Tax Map/Parcel # _____		
PROPERTY OWNER Name: _____ Mailing Address: _____ City/State/Zip: _____ Phone #: (____) _____		
APPLICANT (Check if Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Renter <input type="checkbox"/>) Applicant Name: _____ Phone: _____ Cell: _____ Email: _____		
MECHANICS LEIN AGENT Name: _____ Address: _____ City/State/Zip: _____ Phone: (____) _____		
<small>I hereby certify that I am the owner of the record herein described property, or that the proposed work has been authorized by the owner of record and that I have been authorized to make this application as a designated agent. I agree to conform to all applicable state and local regulations, rules, and policies and such that be deemed a condition entering into the exercise of the permit. In addition, if a permit is issued, I certify that the code official or his authorized representative shall have the authority to enter the area(s) described herein at any reasonable hour for the purpose of enforcing the provisions of the applicable code(s).</small>		
Applicant: _____ Signature _____ Date: _____		
FOR COUNTY USE ONLY		
DATE APPLICATION RECEIVED: _____ RECEIVED BY: _____		
BUILDING PERMIT FEE \$ _____ ZONING COMPLIANCE FEE \$ _____ TOTAL FEE AMOUNT \$ _____		
PARCEL ZONING: _____ FH DISTRICT: YES- <input type="checkbox"/> NO- <input type="checkbox"/> AIR SAFETY DISTRICT: YES- <input type="checkbox"/> NO- <input type="checkbox"/> MAG. DISTRICT: _____		
NEW MOBILE HOMES/ADDITIONS # Bedrooms: _____ # Full Baths: _____ # Half Baths: _____ Water Source: Public <input type="checkbox"/> Well <input type="checkbox"/> Spring <input type="checkbox"/> Sewage: Public <input type="checkbox"/> Septic <input type="checkbox"/> Heat Type: Heat Pump <input type="checkbox"/> Geo Thermal <input type="checkbox"/> Gas <input type="checkbox"/> Wood Stove <input type="checkbox"/> Solar <input type="checkbox"/> Foundation: Slab <input type="checkbox"/> Crawl <input type="checkbox"/> Basement <input type="checkbox"/> Piers <input type="checkbox"/> Building Height: _____ ft. Living Area: _____ sq. ft.		
MOBILE HOME TRANSPORTER Business Name: _____ Address: _____ City/State/Zip: _____ Phone #: (____) _____ State License #: _____ Exp. Date: _____		
ELECTRICAL CONTRACTOR INFORMATION Business Name: _____ Address: _____ City/State/Zip: _____ Phone #: (____) _____ State License #: _____ Exp. Date: _____		
HVAC CONTRACTOR INFORMATION Business Name: _____ Address: _____ City/State/Zip: _____ Phone #: (____) _____ State License #: _____ Exp. Date: _____		
PLUMBING CONTRACTOR INFORMATION Business Name: _____ Address: _____ City/State/Zip: _____ Phone #: (____) _____ State License #: _____ Exp. Date: _____		



Trade Application

- The Trade Application is for electrical, mechanical, plumbing, and fire safety work.

TRADE PERMIT APPLICATION		Permit #																				
Washington County Building & Development Services 1 Government Center Plaza, Suite A Abingdon, VA 24210 Phone: 276-525-1340 Fax: 276-525-1309 www.washcovva.com		ELECTRICAL PERMIT Additional Wiring: <input type="checkbox"/> Temporary Pole: <input type="checkbox"/> Repair Service: <input type="checkbox"/> New Service: <input type="checkbox"/> Service Change: <input type="checkbox"/> Replace/Repair Equip: <input type="checkbox"/> Amps: _____ Work Order #: _____ AEP <input type="checkbox"/> BVU <input type="checkbox"/> BTES <input type="checkbox"/> Overhead <input type="checkbox"/> Underground <input type="checkbox"/> Contractor Name: _____ State License #: _____ Expiration Date: _____ Estimated Cost of Construction \$ _____																				
TYPE OF WORK: <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Fire Safety <input type="checkbox"/> Renewal		MECHANICAL PERMIT <table border="1"> <thead> <tr> <th></th> <th>New</th> <th>Replace</th> <th>Repair</th> </tr> </thead> <tbody> <tr> <td>Fuel/Gas</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HVAC Equipment</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Gas Logs</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Commercial Hood</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> Contractor Name: _____ State License #: _____ Expiration Date: _____ Estimated Cost of Construction \$ _____		New	Replace	Repair	Fuel/Gas				HVAC Equipment				Gas Logs				Commercial Hood			
	New	Replace	Repair																			
Fuel/Gas																						
HVAC Equipment																						
Gas Logs																						
Commercial Hood																						
CATEGORY OF CONSTRUCTION <input type="checkbox"/> Residential <input type="checkbox"/> Commercial		PLUMBING PERMIT <table border="1"> <thead> <tr> <th></th> <th>New</th> <th>Replace</th> <th>Repair</th> </tr> </thead> <tbody> <tr> <td>Waterline</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sewerline</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> Contractor Name: _____ State License #: _____ Expiration Date: _____ Estimated Cost of Construction \$ _____		New	Replace	Repair	Waterline				Sewerline											
	New	Replace	Repair																			
Waterline																						
Sewerline																						
WORK DESCRIPTION _____ _____ _____		FIRE SAFETY PERMIT <table border="1"> <thead> <tr> <th></th> <th>New</th> <th>Replace</th> <th>Repair</th> </tr> </thead> <tbody> <tr> <td>Fire Alarm</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Hood Suppression</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Fire Sprinkler</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> Contractor Name: _____ State License #: _____ Expiration Date: _____ Estimated Cost of Construction \$ _____		New	Replace	Repair	Fire Alarm				Hood Suppression				Fire Sprinkler							
	New	Replace	Repair																			
Fire Alarm																						
Hood Suppression																						
Fire Sprinkler																						
JOB SITE INFORMATION Job Address: _____ City/State/Zip: _____ Tax Map/Parcel #: _____ General Contractor: _____ Project Name: _____		<small>I hereby certify that I am the owner of the record herein described property, or that the proposed work has been authorized by the owner of record and that I have been authorized to make this application as a designated agent. I agree to adhere to all applicable state and local regulations, rules, and policies and such shall be deemed a condition entering into the exercise of the permit. In addition, if a permit is issued, I certify that the code official or his authorized representative shall have the authority to enter the premises described herein at any reasonable hour for the purpose of enforcing the provisions of the applicable code(s).</small>																				
PROPERTY OWNER Name: _____ Mailing Address: _____ City/State/Zip: _____ Phone #: (____) _____		FOR COUNTY USE ONLY DATE APPLICATION RECEIVED: _____ RECEIVED BY: _____ BUILDING PERMIT FEE \$ _____ ZONING COMPLIANCE FEE \$ _____ TOTAL FEE AMOUNT \$ _____ PARCEL ZONING: _____ FH DISTRICT: YES <input type="checkbox"/> NO <input type="checkbox"/> AIR SAFETY DISTRICT: YES <input type="checkbox"/> NO <input type="checkbox"/> MAG. DISTRICT: _____																				
APPLICANT (Check if Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Renter <input type="checkbox"/>) Applicant Name: _____ Phone: _____ Cell: _____ Email: _____		Applicant: _____ Signature _____ Date: _____																				
MECHANICS LEIN AGENT Name: _____ Address: _____ City/State/Zip: _____ Phone: (____) _____																						



Generator Application

- The Generator Application is for the installation of both new and used generators.
- Plans must be submitted with the application and must be approved through plan review prior to the permit being issued.
- Plans required (Two Copies):
 - Generator Specification Sheets
 - ATS Specification Sheets
 - One-line electrical drawings and details
 - Electrical load calculations
 - Location of fuel tank
 - Site plan

GENERATOR PERMIT APPLICATION		Permit #
Washington County Building & Development Services 1 Government Center Place, Suite A Abingdon, VA 24210 Phone: 276-525-1340 Fax: 276-525-1309 www.washcova.com		GENERATOR INFORMATION Generator Type: _____ Amps: _____ Kilowatts: _____ Load Shed Amount: _____ Fuel Type: _____ Square Footage of Structure: _____ Power Company: _____ Work Order #: _____ Estimated Cost of Construction \$: _____
CATEGORY OF CONSTRUCTION <input type="checkbox"/> Residential <input type="checkbox"/> Commercial		ELECTRICAL CONTRACTOR Contractor Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone #: _____ State License #: _____ Expiration Date: _____
WORK DESCRIPTION _____ _____ _____		FUEL GAS CONTRACTOR Contractor Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone #: _____ State License #: _____ Expiration Date: _____
JOB SITE INFORMATION Job Address: _____ City/State/Zip: _____ Tax Map/Parcel #: _____ General Contractor: _____ Project Name: _____		ITEMS REQUIRED PRIOR TO PERMIT ISSUANCE <ul style="list-style-type: none"> • Two (2) copies of generator spec sheets • Two (2) copies of ATS spec sheets • Two (2) copies of one-line electrical drawings and details • Two (2) copies of electrical load calculations • Location of fuel tank • Site plan
PROPERTY OWNER Name: _____ Mailing Address: _____ City/State/Zip: _____ Phone #: (____) _____		I hereby certify that I am the owner of the record herein described property, or that the proposed work has been authorized by the owner of record and that I have been authorized to make this application as a designated agent. I agree to conform to all applicable state and local regulations, rules, and policies and such shall be deemed a condition entering into the exercise of the permit. In addition, if a permit is issued, I certify that the code official or his authorized representative shall have the authority to enter the area(s) described herein at any reasonable hour for the purpose of enforcing the provisions of the applicable code(s).
APPLICANT (Check if Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Renter <input type="checkbox"/>) Applicant Name: _____ Phone: _____ Cell: _____ Email: _____		Applicant: _____ Signature _____ Date: _____
MECHANICS LEIN AGENT Name: _____ Address: _____ City/State/Zip: _____ Phone: (____) _____		FOR COUNTY USE ONLY DATE APPLICATION RECEIVED: _____ RECEIVED BY: _____ BUILDING PERMIT FEE \$ _____ ZONING COMPLIANCE FEE \$ _____ TOTAL FEE AMOUNT \$ _____ PARCEL ZONING: _____ FH DISTRICT: YES <input type="checkbox"/> NO <input type="checkbox"/> AIR SAFETY DISTRICT: YES <input type="checkbox"/> NO <input type="checkbox"/> MAG. DISTRICT: _____



Sign Application

- The Sign Application is used for the installation of both new and used free-standing and wall-mounted signs.
- Plans required:
 - Two sets of construction plans
 - Site plan

SIGN PERMIT APPLICATION		Permit #
Washington County Building & Development Services 1 Government Center Place, Suite A Abingdon, VA 24210 Phone: 776-525-1340 Fax: 276-525-1309 www.washcovva.com		
TYPE OF WORK New <input type="checkbox"/> Replace Existing Sign <input type="checkbox"/>		
WORK DESCRIPTION _____ _____ _____		
JOB SITE INFORMATION Job Address: _____ City/State/Zip: _____ Development Name: _____ Type: _____ Job Site Phone #: (____) _____ Tax Map/Parcel # _____		
PROPERTY OWNER Name: _____ Mailing Address: _____ City/State/Zip: _____ Phone #: (____) _____		
APPLICANT (Check if) Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Agent <input type="checkbox"/> Applicant Name: _____ Phone: _____ Cell: _____ Email: _____		
MECHANICS LEIN AGENT Name: _____ Address: _____ City/State/Zip: _____ Phone: (____) _____		
I hereby certify that I am the owner of the record herein described property, or that the proposed work has been authorized by the owner of record and that I have been authorized to make this application as a designated agent. I agree to conform to all applicable state and local regulations, rules, and policies and such shall be deemed a condition entering into the exercise of this permit. In addition, if a permit is issued, I certify that the code official or his authorized representative shall have the authority to enter the area(s) described herein at any reasonable hour for the purpose of enforcing the provisions of the applicable code(s). Applicant: _____ Signature _____ Date: _____		
FOR COUNTY USE ONLY DATE APPLICATION RECEIVED: _____ RECEIVED BY: _____ BUILDING PERMIT FEE \$ _____ ZONING COMPLIANCE FEE \$ _____ TOTAL FEE AMOUNT \$ _____ PARCEL ZONING: _____ FH DISTRICT: YES <input type="checkbox"/> NO <input type="checkbox"/> AIR SAFETY DISTRICT: YES <input type="checkbox"/> NO <input type="checkbox"/> MAG. DISTRICT: _____		
FREESTANDING SIGNS Number of Existing Sign(s) _____ Area of New Sign(s): 1. _____ sq. ft. 2. _____ sq. ft. Dimensions of New Sign(s): 1. _____ ft. x _____ ft. 2. _____ ft. x _____ ft. Proposed Height of New Sign(s): 1. _____ ft. 2. _____ ft. *Type of Illumination _____ *If sign is illuminated, electrical permit is required.*		
BUILDING MOUNTED SIGNS Length of Building _____ ft. Area of Existing Sign(s) _____ sq. ft. (If existing sign(s) are being replaced) Area of New Sign(s): 1. _____ sq. ft. 2. _____ sq. ft. 3. _____ sq. ft. 4. _____ sq. ft. 5. _____ sq. ft. 6. _____ sq. ft. *Type of Illumination _____ *If sign is illuminated, electrical permit is required.*		
CONTRACTOR INFORMATION Business Name: _____ Address: _____ City/State/Zip: _____ Phone #: (____) _____ State License #: _____ Exp. Date: _____ Estimated Cost of Construction \$ _____		
Land Disturbance (grading) over 10,000 sq. ft. Yes <input type="checkbox"/> No <input type="checkbox"/>		
ITEMS REQUIRED PRIOR TO PERMIT ISSUANCE <ul style="list-style-type: none"> • Two (2) Copies of Construction Plans • Site Plan • Proof of Ownership (Tax Ticket or Recorded Deed) 		



Foundation Application

- The Foundation Application is for foundation work only.
- It doesn't cover work beyond the foundation.
- Issuance of a Foundation permit does not guarantee approval of a building permit.
- Plans required:
 - Two sets of construction plans
 - Site plan

FOUNDATION PERMIT APPLICATION		Permit #
Washington County Building & Development Services 1 Government Center Place, Suite A Abingdon, VA 24210 Phone: 276-525-1340 Fax: 276-575-1309 www.washcovva.com		FOUNDATION INFORMATION Foundation Type: _____ Total Square Footage: _____ sq. ft. Footings (Y/N) _____ Piers (Y/N) _____ Piles (Y/N) _____ Basement (Y/N) _____
RESIDENTIAL CATEGORY OF CONSTRUCTION <input type="checkbox"/> New Construction <input type="checkbox"/> Alteration/Remodel <input type="checkbox"/> Addition <input type="checkbox"/> Renewal		CONTRACTOR INFORMATION Contractor Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone #: _____ State License #: _____ Expiration Date: _____ Estimated Cost of Construction: _____
COMMERCIAL CATEGORY OF CONSTRUCTION <input type="checkbox"/> New Construction <input type="checkbox"/> Alteration/Remodel <input type="checkbox"/> Addition <input type="checkbox"/> Renewal		MECHANICS LEIN AGENT Name: _____ Address: _____ City/State/Zip: _____ Phone: (____) _____
WORK DESCRIPTION _____ _____ _____		ITEMS REQUIRED PRIOR TO PERMIT ISSUANCE <ul style="list-style-type: none"> • Two (2) copies Construction Plans • Site plan • Proof of Ownership (Landcard or Recorded Deed)
JOB SITE INFORMATION Job Address: _____ City/State/Zip: _____ Tax Map/Parcel #: _____		
PROPERTY OWNER Name: _____ Mailing Address: _____ City/State/Zip: _____ Phone #: (____) _____		
APPLICANT (Check if Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Renter <input type="checkbox"/> Applicant Name: _____ Phone: _____ Cell: _____ Email: _____		
DISCLAIMER: A Foundation Permit does not indicate an approval of the building plans. It is understood all foundation work is subject to corrective action if the building plans are not approved or change for any reason. All work and material shall conform strictly with County Ordinances & State & Federal regulations.		
I hereby certify that I am the owner of the record herein described property, or that the proposed work has been authorized by the owner of record and that I have been authorized to make this application as a designated agent. I agree to conform to all applicable state and local regulations, rules, and policies and such shall be deemed a condition entering into the exercise of the permit. In addition, if a permit is issued, I certify that the code official or his authorized representative shall have the authority to enter the area(s) described herein at any reasonable hour for the purpose of enforcing the provisions of the applicable code(s).		
Applicant: _____ Signature _____ Date: _____		
FOR COUNTY USE ONLY DATE APPLICATION RECEIVED: _____ RECEIVED BY: _____ BUILDING PERMIT FEE \$ _____ ZONING COMPLIANCE FEE \$ _____ TOTAL FEE AMOUNT \$ _____ PARCEL ZONING: _____ FH DISTRICT: YES <input type="checkbox"/> NO <input type="checkbox"/> AIR SAFETY DISTRICT: YES <input type="checkbox"/> NO <input type="checkbox"/> MAG. DISTRICT: _____		



Change of Occupancy Application

- The Change of Occupancy Application is used when converting a structure or portion of a structure, from one occupancy group to another.
- For example, when converting a dwelling into a dentist office, you would need a Change of Occupancy permit.

**COUNTY OF WASHINGTON, VIRGINIA
BUILDING AND DEVELOPMENT DEPARTMENT** **APPLICATION FOR CHANGE OF OCCUPANCY**

APPLICATION FOR:
 APPLICATION FOR: CHANGE OF OCCUPANCY OTHER DATE: _____

OWNER INFORMATION:
 OWNER NAME: _____
 OWNER CONTACT INFORMATION: _____
911 Street Address or P.O. Box
 City: _____ State: _____ Zip Code: _____ Home Telephone: _____
 Work Telephone Number: _____ Mobile Telephone Number: _____ Email: _____

TENANT INFORMATION:
 TENANT NAME: _____
 TENANT CONTACT INFORMATION: _____
911 Street Address or P.O. Box
 City: _____ State: _____ Zip Code: _____ Home Telephone: _____
 Work Telephone Number: _____ Mobile Telephone Number: _____ Email: _____

STRUCTURE INFORMATION:
 BUILDING/STRUCTURE IS LOCATED ON THE FOLLOWING PROPERTY / PARCEL:
 PARCEL ID: _____ County Tax Map ID No: _____ PARCEL SIZE: _____ Acres/SqFt _____
911 Street Address of Existing Structure located on Parcel: _____ City: _____
 State: _____ Zip Code: _____ NO. OF EXISTING BUILDINGS/STRUCTURES ON PARCEL: _____
 EXISTING OCCUPANCY GROUP / USE: _____ PROPOSED OCCUPANCY GROUP / USE: _____
 ORIGINAL DATE CERTIFICATE OF OCCUPANCY ISSUED: _____
 EXISTING STRUCTURE TOTAL SIZE: _____ sqft TOTAL STORIES: _____ SIZE PER STORY: _____ sqft
 EXTERIOR DIMENSIONS: _____ NO. OF PARKING SPACES: _____ ADA PARKING SPACES: _____
 EXTERIOR CONSTRUCTION TYPE: _____
 INTERIOR CONSTRUCTION TYPE: _____
 NO. OF EXITS TO EXTERIOR: _____ CLEAR WIDTH OF EXIT DOORS TO EXTERIOR: _____
 DOES STRUCTURE HAVE ANY COORIDORS: _____ CLEAR WIDTH OF COORIDORS: _____
 NO. OF BATHROOMS: _____ NO. OF ADA COMPLIANT BATHROOMS: _____
 INTERIOR STAIRS, NO. OF RISERS: _____ EXTERIOR STAIRS, NO. OF RISERS: _____ RAMPS: _____
 TYPE OF HEATING SYSTEM: _____
 TYPE OF FIRE ALARM SYSTEM: _____
 TYPE OF SPRINKLER SYSTEM: _____

APPLICANT SIGNATURE: _____ **DATE:** _____

FOR COUNTY USE ONLY
 DATE APPLICATION RECEIVED: _____ RECEIVED BY: _____
 PARCEL ZONING: _____ FH DISTRICT: YES NO AIR SAFETY DISTRICT: YES NO MAG DISTRICT: _____



Application Submittal Documents

- Certain types of projects require additional documents to be submitted along with the permit application.
- These documents will vary with each specific project.
- We have included required submittal document charts for your reference. If you have any questions regarding what documents are required for your project, please call our office.



- Projects disturbing more than 10,000 square feet of land will require Erosion & Sediment approval before the building permit can be issued.
 - In determining the square footage of land to be disturbed, you must figure into your calculations the square footage of construction, construction of the septic system and/or well, construction of driveways and/or parking lots, construction of any accessory structures, and any associated landscaping or gradework.
 - An Agreement-in-Lieu of Plan is used for construction of new single-family dwellings disturbing more than 10,000 square feet, but less than one acre of land.
 - For commercial projects disturbing more than 10,000 square feet of land and for residential projects disturbing more than one acre, a land-disturbing permit is required. For the land-disturbing permit to be issued, a stormwater prevention plan must be submitted and approved.
- Please contact the Environmental Inspector, Carol Arnold, for more information.
 - Office: (276) 525-1324
 - Email: carnold@washcova.com



- An airport overlay application is required for new structural construction within the Airport Safety Overlay Zone.
 - The Airport Safety Overlay Zone is an area designed to protect the airspace over and around Virginia Highlands Airport from obstructions that may be harmful to the users of the airport and the residents of Washington County.
 - The application is filled out and submitted by the Building Department. We will need to know the height of the proposed structure along with the number and type of existing structures before we can send this to the Airport Authority.
 - The approval usually takes a few days to get back to us, but it can take longer depending on the time of year.
- Flood zone certification is required with construction being performed in the flood plains.
- An asbestos survey is required for the demolition of commercial and residential structures being demolished for the construction of commercial structures.



Proof of Septic System or Sewer Requirements

- Any type of new construction, commercial or residential, will require a Septic System Construction Permit or a Safe, Adequate, and Proper Determination from the Health Department. If you are not using a septic system, you must supply proof of sewer service or application for sewer service.
 - Mobile Homes (new or replacement) are required to supply proof of septic or sewer, even if it is in an existing mobile home park. NO EXCEPTIONS.
- For bedroom additions and remodels resulting in additional bedrooms, proof of an approved septic system or sewer service is required.
- For non-bedroom additions and remodels, proof of septic or sewer is not required.



Proof of Water Requirements for Residential Construction

- Any type of new residential construction that has not recently had a main-use structure on the parcel or does not already have a water source will require proof of water in the form of an application for public water service, a well construction permit, or a spring water test.
- For new residential construction that has recently had a main-use structure and has an existing water source, proof of water is not required.
- For bedroom additions and remodels resulting in additional bedrooms, proof of water is not required.
- For non-bedroom additions and remodels, proof of water is not required.



Proof of Water Requirements for Commercial Construction

- Any type of new commercial construction will require proof of water to be submitted.
- Any commercial addition or renovation will not require proof of water.



Required Submittal Documents for Residential Building Permits

	New Residential Dwellings on Vacant Land	New Residential Dwelling on Land with Previous Main-Use Structure	Residential Additions	Residential Renovations	Residential Foundation	Residential Accessories	Mobile Homes on Vacant Land	Mobile Homes on Land with Previous Main-Use Structure
Contractor License or Affidavit	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Two Sets of Construction Plans	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Site Plan	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Proof of Sewer or Septic Approval	Yes	Yes	Yes (if bedroom additions)	No (if not changing and creating additional bedrooms)	No	No	Yes	Yes
Proof of Water, Well Approval, or Water Test for Spring	Yes	No (if primary use was recent and an existing water source is present)	No	No	No	No	Yes	No (if primary use was recent and an existing water source is present)
VDOT Entrance Permit or Existing Driveway Letter	Yes	Yes	No	No	No	No	Yes	Yes
Proof of Ownership	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

If renovating an existing room to create a new bedroom, you must supply proof of septic or sewer. If the septic is not approved for the additional bedroom, you must contact the Health Department about updating the system. Our office will need these documents once they become available.



Required Submittal Documents for Commercial Building Permits

	New Commercial Structures on Vacant Land	Commercial Additions	Commercial Renovations	Commercial Foundation	Commercial Accessories
Contractor License or Affidavit	Yes	Yes	Yes	Yes	Yes
Two Sets of Construction Plans	Yes	Yes	Yes	Yes	Yes
Site Plan	Yes	Yes	Yes	Yes	Yes
Proof of Sewer or Septic Approval	Yes	No	No	No	No
Proof of Water, Well Approval, or Water Test for Spring	Yes	No	No	No	No
VDOT Entrance Permit or Existing Driveway Letter	Yes	No	No	No	No
Proof of Ownership	Yes	Yes	Yes	Yes	Yes



Required Submittal Documents for Other Permits

	Electrical	Mechanical	Plumbing	Fire Safety	Generator	Sign	Alternative Energy System	Change of Occupancy
Contractor License or Affidavit	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Two Sets of Construction Plans	No*	No*	No*	Yes	Yes	Yes	Yes	Yes (Floor Plan before and after)
Site Plan	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Proof of Sewer or Septic Approval	No	No	No	No	No	No	No	Yes
Proof of Water, Well Approval, or Water Test for Spring	No	No	No	No	No	No	No	No
VDOT Entrance Permit or Existing Driveway Letter	No	No	No	No	No	No	No	No
Proof of Ownership	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

For new structures, additions, and renovations, the MEP's must be included in the submitted plans or as a deferred submission.



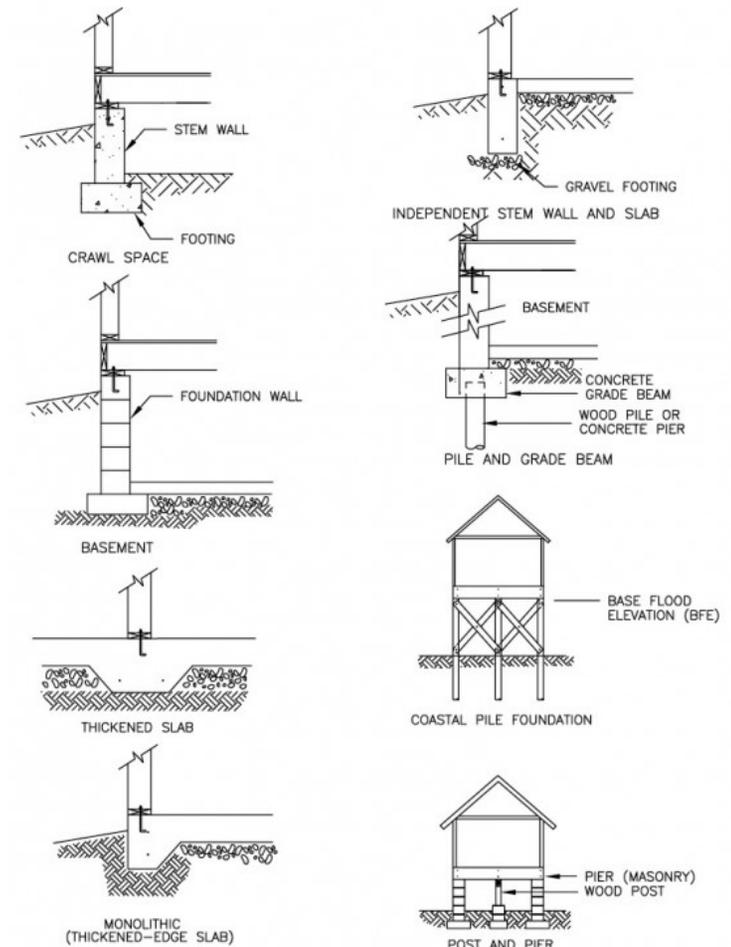
Plans

- In the following slides, we will go over what is required in plans. Not all requirements listed will be applicable to your projects, and some information may be required in addition to the requirements listed depending upon the type of project proposed.
- All adopted Virginia Codes can be found online (at no charge) at <http://codes.iccsafe.org/Virginia.html>.
- If you have any questions about whether a specific project will require plans, please reference the charts on the previous slides.



What is Required in Residential Plans?

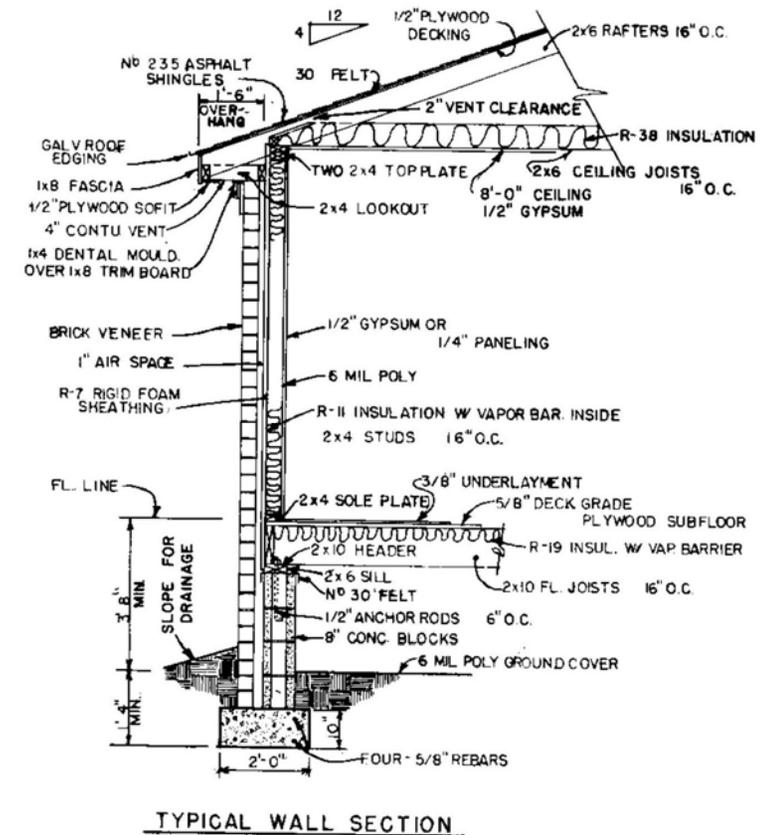
- Footing details will need to be included.
 - Details to be included are:
 - Depth and width
 - Depth of bottom of footing
 - Amount of concrete
 - Any piers will need to be addressed, including spacing, depth, etc.
- Provide foundation details
 - State material (CMV, ICF, etc.)
 - Show unbalanced fill



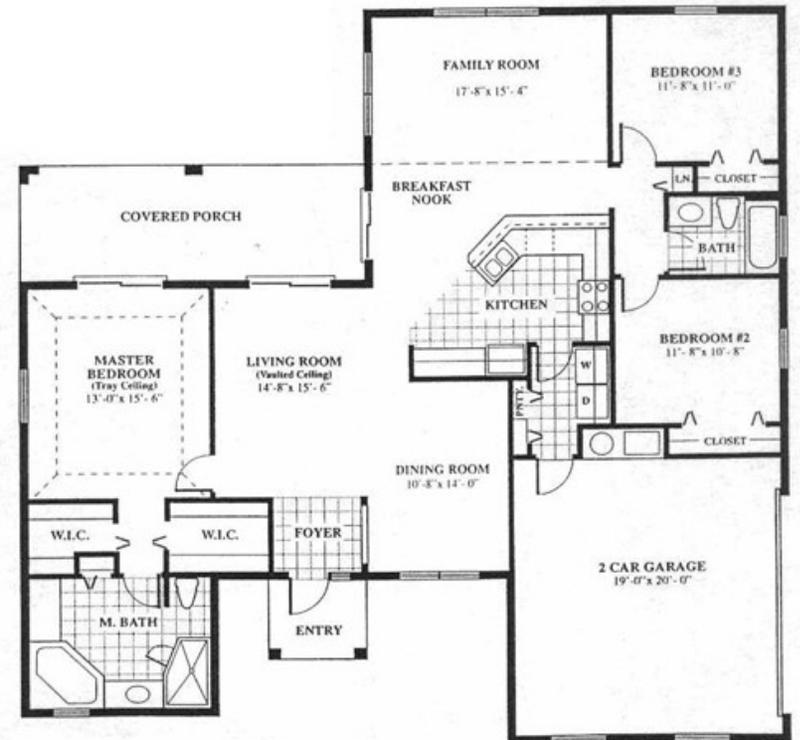
Examples of different types of foundation plans



- Structure details will need to be provided.
 - Wall details
 - Floor details
 - Joist details and span
 - Beam details and span
 - If using floor trusses, please include specification sheets and spans
 - Header details
 - Roof details
 - Rafter size and length
 - Truss specification sheet

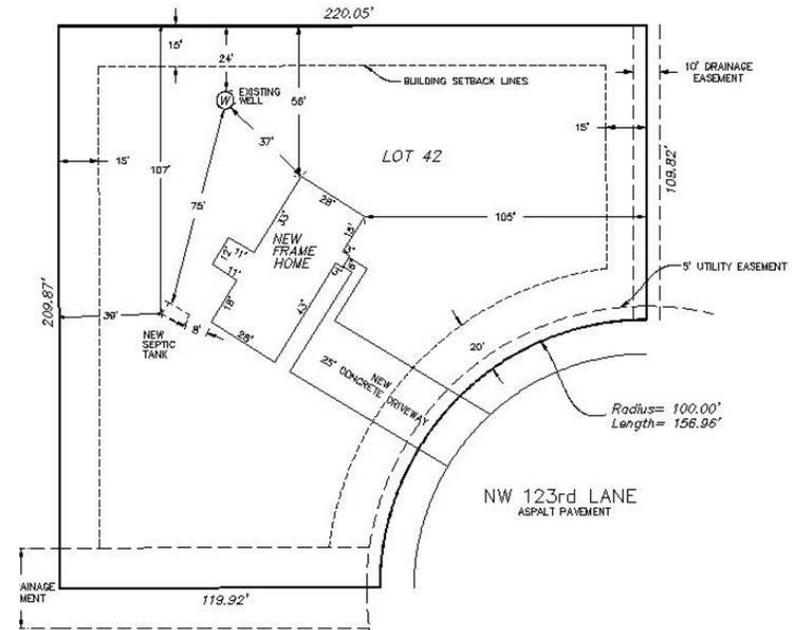


- A floor plan will also be needed if you are building a new dwelling, remodeling/altering an existing dwelling, or building an addition onto an existing dwelling.
 - Please clarify use of each room (bedroom, office, kitchen, etc.)
 - Provide door and window locations (include sizes)
 - Indicate natural ventilation or lighting
 - Provide egress details
 - Bedrooms
 - Interior passage (R311.2.1)



Sample floor plan

- Indicate energy information
 - State insulation
 - Indicate doors and windows
- Provide a site plan showing the structure location and the proposed distances to each property line.



Example of a site plan

SCALE:
1"=40'



Top Reasons Residential Plans are Sent Back for Revisions

1. Lacking roof details, mainly truss specifications
2. Energy information is not indicated
3. Header sizes are not listed or incorrect
4. Egress is not shown
5. Lacking floor details (joists, beams, truss specifications)
6. Footing and foundation details are incorrect or not showing enough information
7. Attachment of decks and porches are not indicated or are incorrect
8. Improper code edition is being used

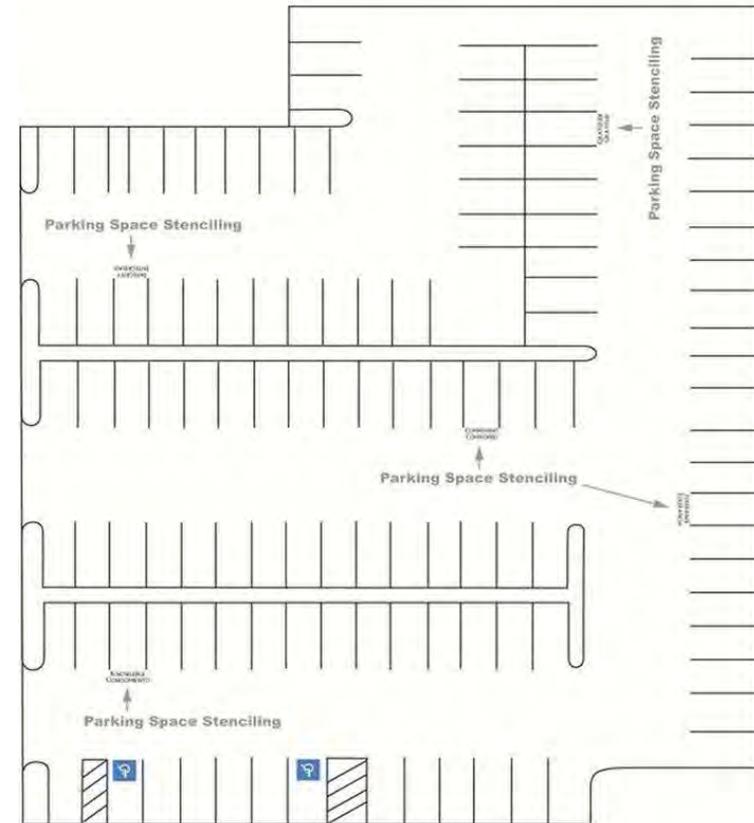


What is Required in Commercial Plans?

- Provide code analysis
 - Square footage of proposed structure
 - Number of exits and requirements for number of exits
 - Construction type and requirements for construction type
 - Occupancy level and requirements for occupancy level
 - Code cycle
- A life safety plan needs to be provided if applicable
 - A life safety plan provides an overview of critical building components required by the building code.
 - There are some exceptions to this requirement for new construction. For example, a small storefront.



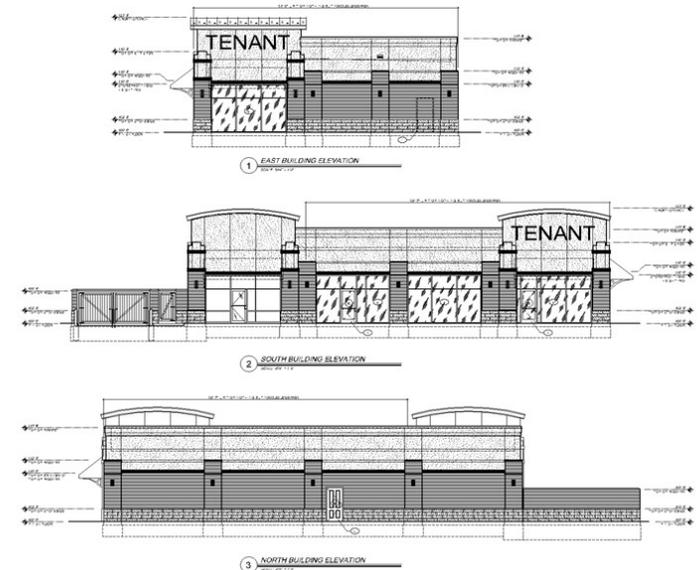
- Provide a site plan that shows the location of proposed structure meeting proper setbacks and showing detailed parking and ADA spaces.



Example of a site plan showing detailed parking and ADA spaces



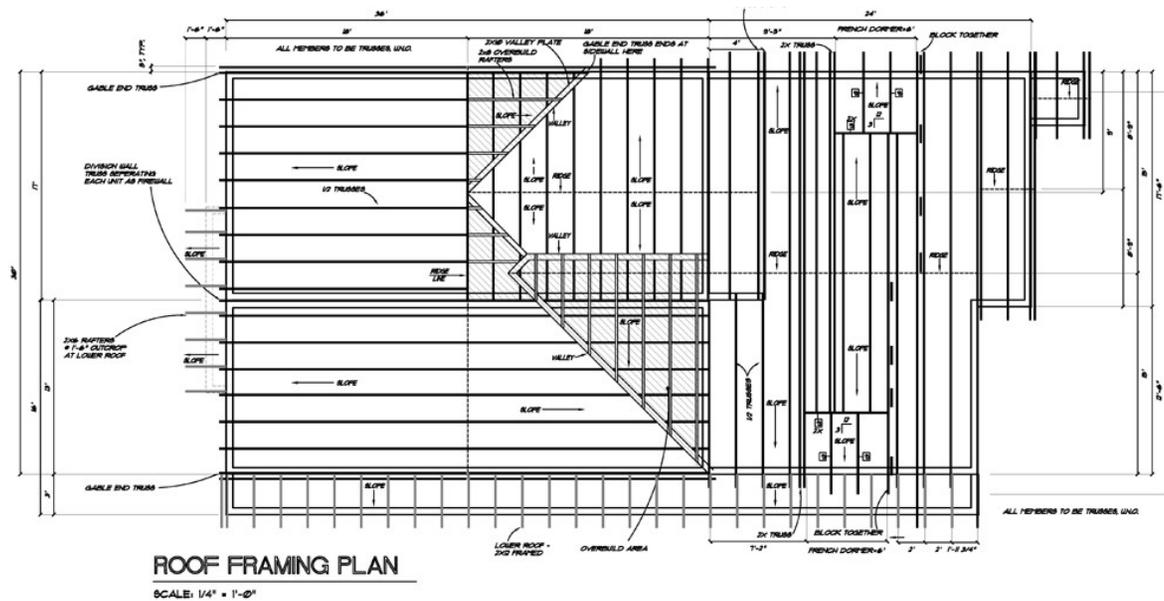
- Foundation Plans need to be included
 - For a slab foundation, slab details must be included with the foundation plan.
 - If a slab is not present, you must have a floor framing plan for each floor.
- Provide section views from footing to ridge indicating connections, wall details, etc.
- Exterior Elevations
 - Plans showing each side of the structure
 - Provides key information about the heights of the structure.
 - Overall roof height
 - Windows, doors, etc.
 - Shows ornamentation and trim which distinguish the building's architectural style.



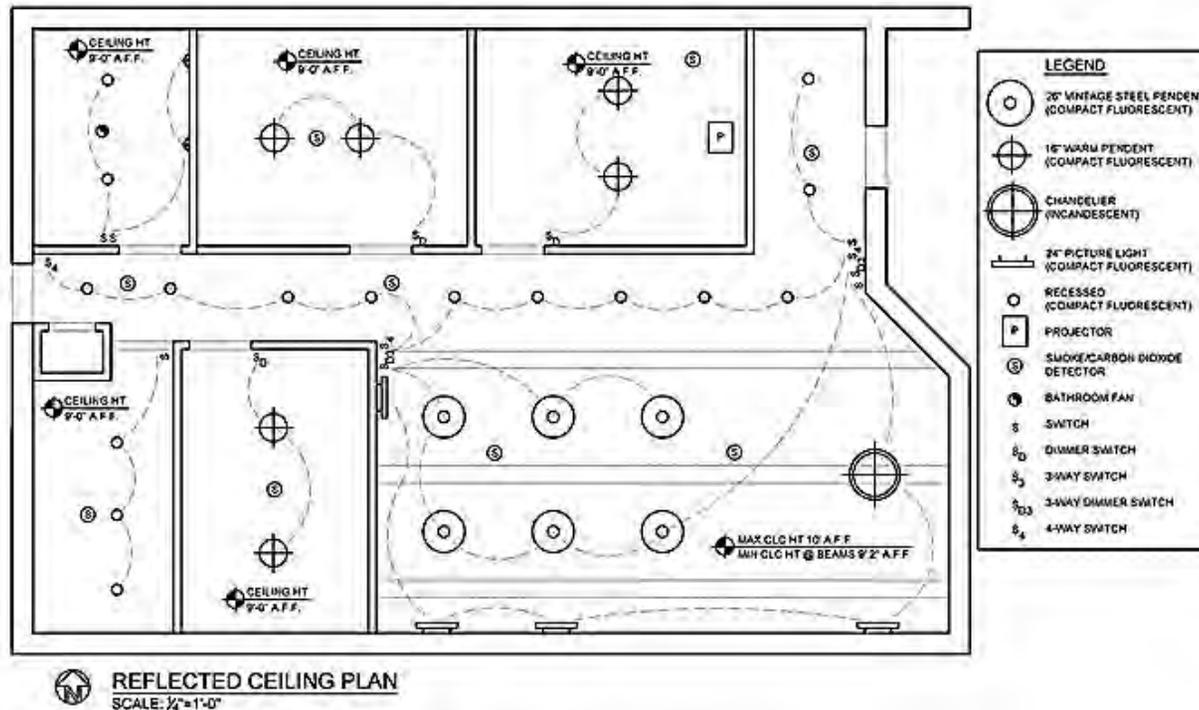
Example of an Exterior Elevation



- A floor plan for each floor will need to be provided.
 - Please be sure to indicate all ADA bathrooms, counters, etc.
- Roof and roof framing plans will need to be submitted.
 - Include roof truss specification sheets if applicable.



- Please submit a reflected ceiling plan, which is a drawing that shows the items that are located on the ceiling of a room or space. It is referred to as a reflected ceiling plan since it is drawn to display a view of the ceiling as if it was reflected onto a mirror on the floor.



- Standard mechanical, electrical, and plumbing plans will also be required.
- Sprinkler and fire alarm plans and specifications will need to be provided if applicable.
- Elevator plans and specifications will also need to be provided if applicable.
- A COMcheck may need to be submitted. You can find this program at <https://www.energycodes.gov/comcheck>.
- Provide any pre-engineered metal building plans.



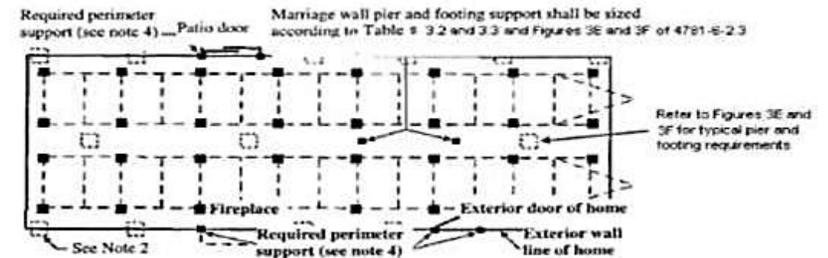
Top Reasons Commercial Plans are Sent Back for Revisions

1. Lacking fire alarm/sprinkler alarm details and specifications
2. Life safety plan is not included
3. Fire walls/rated assemblies are either not shown or incorrect
4. Stairways are not compliant or indicated
5. Truss details are not provided
6. Foundation details are insufficient
7. Engineering details are not included



Doublewide Mobile Home Plans

- Doublewide mobile homes require a footing diagram and floor layout prior to permit issuance. The building official will need to review the documents before signing the permit.



Plan Review Process

- We have two plan reviewers:
 - Our commercial plan reviewer, Brian Hilderbrand, reviews all plans that relate to commercial projects, generators, and alternative energy systems.
 - Doug Cassell is our residential plan reviewer. He reviews all plans that relate to residential projects.
- The plans are reviewed in the order they are received. We do not make any exceptions to this rule so that we can be fair to everyone.
- According to Section 109.4 of the 2012 Virginia Construction Code, the building official shall examine or cause to be examined all construction documents or site plans, or both, within a reasonable time after filing. Doug and Brian try to review the plans as quickly as possible, but during the busier seasons, sometimes it will take longer.



- The office will always notify you of any revisions needed or plan approval. You will either be notified by email or phone (email is preferable).
- If plans are lacking certain details, plan revisions will be required.
 - *Revisions may be electronically submitted or dropped off at the office.*
 - We are not able to take revisions over the phone.
 - Once revisions are received, we will then put them in for review again. The revisions are reviewed in the same order as the other permits.



Electronic Plan Review

- The office now has the ability to complete plan review electronically.
- This method of review seems to be more convenient and efficient for the contractors and plan designers (along with our plan reviewers).
- If you wish to submit plans electronically, please contact the office for more information regarding the electronic submission process.
- Once the plans have been approved and the permit has been issued, you will receive the plans in an online link. You will be responsible for printing a set of the approved plans *in color* and keeping the plans accessible on the job site at all times until the project is completed.



Permit Issuance

- A permit cannot be issued until we have all required information and approved plans (if applicable). Please reference the charts for the required submittal documents.
- Once the permit is issued, you will be given a permit, permit card, and plans (if applicable).
 - The permit is for your reference. The permit will include vital information, such as: permit number, job description, minimum setbacks, property zoning, job site address, and the office phone number.
 - **The permit card is supposed to be posted on site at all times until the permit has passed the final inspection.** The inspector will need to have access to both sides of the permit card. He will need to sign off on the card after each completed inspection. We recommend the card be posted in a visible area in a clear bag.
 - **The approved plans must be displayed on site and be easily accessible to the inspector.**
 - If the approved plans and/or permit card are not accessible on the job site, the inspection **will automatically fail.**



Inspections

- We have two building inspectors, Doug Cassell and Glenn Heath, and one environmental inspector, Carol Arnold.
- To schedule an inspection, please call the office at (276) 525-1340.
- We ask that you give us at least 24 hours notice for scheduling an inspection.
- Please do not call requesting an inspection for the same day. If power is out and needs to be reconnected the same day (emergency situations), we are sometimes able to make exceptions to this rule.
- Please do not call Doug or Glenn to schedule an inspection.



Types of Inspections

- The permit card contains a list of all required inspections. You will need to find out what inspections pertain to your specific project.
- The USBC prescribes a minimum of seven inspections to which the building official may add additional inspections. If additional inspections are required beyond those of the USBC, the permit holder will be notified by the building official.



- The seven inspections required by the USBC for new building construction are:
 1. Footing excavations and reinforcements prior to pouring concrete.
 2. Foundation systems
 3. Prep work prior to the pouring of the concrete slab
 4. Electrical, mechanical, and plumbing materials, equipment, and systems prior to concealment.
 5. Structural members and fasteners prior to concealment
 6. Energy conservation material prior to concealment
 7. Final inspection

****Before the inspection of structural members and fasteners prior to concealment can be passed, all MEP's must pass their respective inspections prior to concealment.****



Demolition Permits

- Whenever a structure is demolished, a demolition permit must be applied for and issued.
- You will either fill out a residential or commercial building permit application, depending on the type of project.
- A demolition permit helps to remove the structures from our mapping system in a more timely manner. In return, this helps to lower property taxes because property only gets assessed every three years. If a structure is demolished between assessments without a permit, then the structure will still be included in your taxes.
 - If a permit has not been pulled, it makes the process more difficult to have it removed from the taxes.
- Once a demolition permit has been issued, two inspections are required: one during the demolition and one once the debris has been cleared and all utilities capped.



Permit Expiration

- A permit is valid either for 6 months from the issuance date or 6 months from the last passed inspection.
 - Walkthrough inspections will not give you an extension.
 - Failed inspections will not give you an extension.
 - Visible progress must be made for the permit to remain valid for another 6 months.
 - If the permit is about to expire, you may submit a written request for an extension from the building official.
- If a permit has been expired for less than 18 months, you may renew the permit at no cost.
- If a permit has been expired for more than 18 months, a replacement permit will be required. A permit fee will be charged before the permit can be issued.



Things to Remember

- Working without a permit is illegal. A permit *must be pulled before* any work starts. If work is started without a permit, you will be required to expose the work already done, and you are at risk of having to completely re-do the work.
- Working without a valid Virginia Contractor's license is in violation of State Law prohibiting illegal contracting. Even if you possess a local business license, you are also required to hold a license from the Virginia Board of Contractors. If you hold a license in any other state, you are still **REQUIRED** to hold a valid Virginia Contractor License. **DON'T RISK IT!!**
- If you have a license but perform work outside of your specialty and/or classification, you will be found in violation by DPOR. You can be fined a monetary penalty, and required to take remedial education classes. In addition, your license can also be suspended or revoked.



Contact Information

- **Washington County Building Department**
 - Brian Hilderbrand, Building Official/Commercial Plan Reviewer
 - bhilderbrand@washcova.com
 - Office: (276) 525-1340
 - Doug Cassell, Building Inspector/Residential Plan Reviewer
 - dcassell@washcova.com
 - Office: (276) 525-1323
 - Cell: (276) 525-2567
 - Glenn Heath, Building Inspector
 - gheath@washcova.com
 - Office: (276) 525-1322
 - Cell: (276) 451-5095



- Carol Arnold, Environmental Inspector and Plan Reviewer
 - carnold@washcova.com
 - Office: (276) 525-1324
 - Cell: (276) 451-5098
- Amanda Lester, Permit Technician
 - alester@washcova.com
 - Office: (276) 525-1340
- Ashley Fogleman, Permit Technician
 - afogleman@washcova.com
 - Office: (276) 525-1340
- Building and Development Services Webpage
 - <http://www.washcova.com/administrative-directory/building-development/>



Washington County Zoning Department

- Cathie Freeman, Zoning Official
 - cfreeman@washcova.com
- Stephen Richardson, Assistant Zoning Official
 - srichardson@washcova.com
 - Office: (276) 525-1391



Department of Professional and Occupational Regulation (DPOR)

- Location
 - Perimeter Center
Suite 102 (first floor)
9960 Mayland Drive
Richmond, VA 23233
- Mailing Address
 - Department of Professional and Occupational Regulation
9960 Mayland Drive
Suite 400
Richmond, VA 23233-1485
 - <http://www.dpor.virginia.gov/>
 - Office - (804) 367-8500
- Jeffrey Buckley, Field Supervisor-Regulatory Programs and Compliance
 - Jeffrey.Buckley@dpor.virginia.gov



Virginia Department of Housing and Community Development (DHCD)

- **Richmond Office**

Main Street Centre

600 East Main Street, Suite 300

Richmond, VA 23219

(804) 371-7000

- **Abingdon Office**

468 East Main Street - Suite 300 B

Abingdon, VA 24210

(276) 676-5471

- <http://www.dhcd.virginia.gov/>



Virginia Department of Health

- Environment Services Division
 - Washington County Health Department
15068 Lee Highway, Suite 1000
Bristol, Virginia 24202
 - Phone: (276) 676-5604
 - <http://www.vdh.virginia.gov/LHD/mtrogers/environm.htm>



Virginia Department of Transportation (VDOT)

- Bristol Area Residency
 - 870 Bonham Road
Bristol, VA 24202
 - Phone: (276) 669-6151
 - <http://www.virginiadot.org/business/bu-landusepermits.asp>



Washington County Service Authority (WCSA)

- Location
 - 25122 Regal Drive
Abingdon, VA 24211
- Phone: (276) 628-7151
- Email: inquiry@wcsa-water.com



Town of Abingdon

- If your water or sewer service will be through the Town of Abingdon, please provide us with the application or copy of the last service statement.
 - (276) 628-6611



Power Companies

- To obtain a work order to have electrical service disconnected and reconnected, please call your Power Company before scheduling the inspection with the Washington County Building Department.
 - Appalachian Electric Power
 - To obtain a work order, please call (800) 956-4237.
 - Our office will need the reconnect number before we can contact AEP to inform them of approval.
 - Bristol Virginia Utilities
 - (866) 835-1288
 - Bristol Tennessee Essential Services
 - (423) 968-1526



Town of Glade Spring

- Location
 - 113 East Glade Street
Glade Spring, VA 24340
- Mailing Address
 - P.O. Box 98
Glade Spring, VA 24340
- Email: staff@gladespringva.com
- Phone: (276) 429-5134

If performing structural work in the town limits, you will need to contact this office for zoning approval and flood zone certification.



Town of Damascus

- Mailing Address
 - P.O. Box 576
Damascus, VA 24236
- Phone: (276)783-5103

If performing structural work in the town limits, you will need to contact this office for zoning approval and flood zone certification.

