

MANUFACTURED HOME PERMIT APPLICATION

Permit # _____

Washington County Building & Development Services

1 Government Center Place, Suite A
Abingdon, VA 24210



Phone: 276-525-1340
buildhelp@washcova.com

TYPE OF MOBILE HOME

- Singlewide Relocation
 Doublewide Demolition Renewal

WORK DESCRIPTION

Manufacturer: _____
Year: _____
HUD Label # _____
Model # _____

Land Disturbance (grading) over 10,000 sq. ft: Yes No

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 Contractor Renter

Applicant Name: _____
Phone: _____ Cell: _____
Email: _____

ESTIMATED COST

Estimated Cost including trades & moving: \$ _____

NEW MOBILE HOMES/ADDITIONS

Bedrooms: _____ # Full Baths: _____
Half Baths: _____
Number of decks: _____
Heat Type.....: Heat Pump Gas Wood Stove
Solar
Foundation: Slab Crawl
Piers

Building Height: _____ ft. Total Living Area: _____ sq. ft.
(1) Deck Area: _____ sq. ft. (2) Deck Area: _____ sq. ft.
Covered Porch: _____ sq. ft.

MANUFACTURED HOME TRANSPORTER

Business Name: _____
Phone #: (_____) _____
State License #: _____ Exp. Date: _____

ELECTRICAL CONTRACTOR INFORMATION

Business Name: _____
Phone #: (_____) _____
State License #: _____

AEP BVU BTES

HVAC CONTRACTOR INFORMATION (MECHANICAL)

Business Name: _____
Phone #: (_____) _____
State License #: _____ Exp. Date: _____

PLUMBING CONTRACTOR INFORMATION

Business Name: _____
State License #: _____ Exp. Date: _____

Water Source: Public Well Spring
Sewage: Public Septic

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- NO- AIR SAFETY DISTRICT: YES- NO- MAG. DISTRICT: _____



Required Submittal Documents for New Construction

- **Virginia Department of Health Septic System Approval where no public sewer service is available or proof of connection to public sanitary sewer service.**
 - Approval from the Department of Health may be in the form of a Septic System Construction Permit or a Safe, Adequate, and Proper Determination (if using existing septic system).
 - Virginia Department of Health, Environmental Services Division, 15068 Lee Highway, Bristol, VA 24202, (276) 676-5474
 - Proof of connection to public sanitary sewer service may be a receipt and/or application for service or other documentation from the service provider.
 - Washington County Service Authority, 21522 Regal Drive, Abingdon, VA 24211, (276) 628-7151
 - Town of Abingdon, 133 West Main Street, Abingdon, VA 24210, (276) 628-3167

- **Virginia Department of Health Well System Approval where no public water service is available or proof of public water connection.**
 - Well system information may be obtained from the Virginia Department of Health.
 - Virginia Department of Health, Environmental Services Division, 15068 Lee Highway, Bristol, VA 24202, (276) 676-5474
 - Proof of connection to public water service may be a receipt and/or application for service or other documentation from the service provider.
 - Washington County Service Authority, 21522 Regal Drive, Abingdon, VA 24211, (276) 628-7151
 - Town of Abingdon, 133 West Main Street, Abingdon, VA 24210, (276) 628-3167

- **Virginia Department of Transportation Approval**
 - Approval may be in the form of an Entrance Permit, Existing Driveway Letter, or Non-State Maintained Right-of-Way Letter.
 - Abingdon Residency, 700 East Main Street, Abingdon, VA 24210, (276) 676-5582
 - Lebanon Area Residency, Building 938, North Highway 71, Lebanon, VA 24266, (276) 889-7600

- **Proof of Ownership**
 - A landcard will be obtained from the County GIS upon submission of permit application. The Permit Technicians will notify applicant at that time if any additional documentation is needed.

- **Site Plan and Zoning Approval (if applicable)**
 - Site plan will need to include proposed location of the structure along with distances to the adjoining property lines.
 - Washington County Zoning Department, 1 Government Center Place, Suite A, Abingdon, VA 24210, (276) 525-1391
 - Town of Damascus, 208 West Laurel Avenue, Damascus, VA 24236 (276) 475-3831
 - Town of Glade Spring, 113 E. Glade Street, Glade Spring, VA 24340 (276) 429-5134

- **Construction Plans**
 - If submitting hard copies of the construction plans, two copies are required.
 - Electronic submission is also available. Please contact the Permit Technicians for more information.