

# TINY HOME PERMIT APPLICATION

Washington County Building & Development Services



1 Government Center Place, Suite A  
Abingdon, VA 24210

Phone: 276-525-1340

Email: [buildhelp@washcova.com](mailto:buildhelp@washcova.com)

Permit # \_\_\_\_\_

## ELECTRICAL CONTRACTOR INFORMATION

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Phone #: VA State License #: \_\_\_\_\_

Amps \_\_\_\_ Temporary \_\_\_\_ New Service \_\_\_\_

Overhead \_\_\_\_ Underground \_\_\_\_

AEP \_\_\_\_ BVU \_\_\_\_ BTES \_\_\_\_

## TYPE OF WORK

- New Construction     Alteration/Remodel  
 Addition     Demolition     Renewal

## CATEGORY OF CONSTRUCTION

- Single Family  
 Accessory Structure (describe): \_\_\_\_\_  
 Other (describe): \_\_\_\_\_

## WORK DESCRIPTION

\_\_\_\_\_ Construction Type: \_\_\_\_\_  
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: \_\_\_\_\_

## HOME DETAILS

# Bedrooms: \_\_\_\_ # Baths: \_\_\_\_  
Living Area sq. ft.: \_\_\_\_ Deck Area sq. ft.: \_\_\_\_  
Covered Porch sq. ft.: \_\_\_\_ Building Height: \_\_\_\_  
Water Source: Public:  Well:  Spring:   
Sewer Source: Public:  Septic:

## HVAC CONTRACTOR INFORMATION

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Phone #: \_\_\_\_\_

State License #: \_\_\_\_\_

## PLUMBING CONTRACTOR INFORMATION

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

State License #: \_\_\_\_\_

Sewage: Public:  Septic:

## ESTIMATED COST

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

State License #: \_\_\_\_\_

Total estimated Cost of Construction (including trades):  
\$ \_\_\_\_\_

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

- (1) Washington County Service Authority, Proof of connection to public water service. 21522 Regal Drive, Abingdon VA 24211, **276-628-7151**. Town of Abingdon sewer/public water connection, 133 West Main St, **276-628-3167**
- (2) 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). **276-676-5474**
- (3) Virginia Department of Transportation Entrance Permit for new building/structure to be served by access drive connection to a Virginia secondary highway. Required for new construction only—not required for renovations or additions. Approval may be in the form of Entrance Permit, Existing Driveway Letter, or Non State Maintained Right of Way letter. **276-676-5582**
- (4) **Site Plan drawing (washcova.com GIS map, measurements from each of the property lines from construction)**. Required for new construction, additions, and major renovations. Constructions plans if decks are larger than 3 x 3.
- (5) Copy of DMV registration to transport tiny home.
- (6) County Application for Land-Disturbing Permit form and Soil Erosion & Sediment Control Plan where more than 10,000 sq. ft. of ground will be disturbed (graded) during construction. Required for new construction and additions. Agreement in Lieu of plan is acceptable for Residential only.

### WHERE DO I GO TO OBTAIN A VIRGINIA DEPARTMENT OF HEALTH WATER OR SEPTIC SYSTEM APPROVAL (FOR BUILDINGS/STRUCTURES WHERE NO PUBLIC WATER OR SANITARY SEWER SERVICE IS AVAILABLE) OR RECEIPT FOR PAYMENT OF PUBLIC WATER OR SANITARY SEWER CONNECTION FEE (FOR BUILDINGS/STRUCTURES TO BE SERVED BY PUBLIC UTILITIES)?

Please contact the Environmental Services Division of the Virginia Department of Health, Washington County Community Services Building, 15068 Lee Highway, Bristol, Virginia, (276) 676-5474 for information concerning Virginia Department of Health Water and/or Septic System Approval.

Connection Fees to public services available in Washington County may be paid at the following location, depending on the public service provider:

Town of Abingdon, Virginia—Municipal Building, 133 West Main Street, Abingdon, Virginia (276)628-3167

Town of Damascus, Virginia—Town Hall, 208 West Laurel Avenue, Damascus, Virginia (276) 475-3831

Washington County Service Authority—21522 Regal Drive, Abingdon, Virginia (276) 628-7151

Bristol Virginia Utilities Board—15022 Lee Highway, Bristol, Virginia (276) 821-6100

### WHERE DO I OBTAIN AN APPLICATION FOR LAND-DISTURBING PERMIT FORM?

A County Application for Land-Disturbing Permit form may be obtained through the Washington County Department of Building & Development Services, 1 Government Center Place, Suite A, Abingdon, Virginia, or online at [www.washcova.com](http://www.washcova.com) (Department of Building & Development Services webpage). An Erosion and Sediment Control Plan must be submitted along with application in order to obtain a Land-Disturbing Permit. Licensed professional civil engineers or land surveyors prepare Erosion and Sediment Control Plan documents (at Applicant's expense).