



Inspections Department

Mark A. Fleet, Building Official

540-665-5650

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**RESIDENTIAL ADDITION
BUILDING PERMIT APPLICATION REQUIREMENTS**

1. A completed application that includes:
 - The name of the current owner of the property or lot and the tax map identification number (this may be found on your real estate bill)
 - Directions to the location of the property or lot
 - Setbacks: Actual distance (measured in feet) from the proposed addition to the property line
 - A daytime phone number so that you may be contacted with questions
2. A recorded plat or drawing of the property.
 - Please mark where the addition will be located on the plat. Place the actual distance of the proposed addition on the plat and indicate, in feet, the distance to all property lines
1. One Complete set of structural plans that contain the following information – *See also Building Plan Requirements.* (a minimum of 3/16" scale. All plans not to scale shall show all dimensions)
 - o Foundation information including the footing size, location, and depth, wall information, ex: poured, CMU, wood, etc. including wall height and width.
 - o Structural framing plan indicating size, spacing, and direction of floor joist, beams, girders, etc. Wall framing information including stud size, spacing and height
 - o Full Roof Framing plan indicating rafter/ joist size and spacing. Please indicate the direction in which the roof system will run and the direction/location of ceiling joists in the roof system. If engineered trusses are being installed, please include the manufactures' truss layout. (Individual truss documents may be requested) . Roof framing details shall show dormers, bonus rooms, and attachment of new roof framing to the existing structure.
 - o Elevations front, rear, right and left of building and include the windows, exterior finish and roof finish, etc.
 - o Floor plan with all room(s) dimensioned and labeled as to their use. Please include the square footage of each room. Window & door location with dimensions.

Additional information may be required depending on the specifics of your project

Your permit application and plans will be reviewed by:

- a) the Zoning Department to ensure compliance with setback requirements and
- b) the Inspections Department to ensure compliance with Virginia Residential Code

You will be contacted when your permit has been approved and is ready to be issued or, if there is any additional information required to complete the review process.

Should you have any questions regarding your plans after your permit has been issued please contact us at 540-665-5650.