

PROCEDURES TO FOLLOW WHEN BUILDING A STRUCTURE OR LOCATING A MANUFACTURED HOME OR INDUSTRIALIZED BUILDING IN DINWIDDIE COUNTY

In order to receive a Building Permit, or a Manufactured Home Permit, you must bring ALL of the following documents with you.

1. You must obtain a Zoning Permit from the Planning and Zoning Office. (There is a \$50 fee for this permit.) Please bring a copy of your current Health Permit that you have obtained from the Dinwiddie County Health Department or a letter from the Dinwiddie Water Authority if you have already applied prior to applying for a Zoning Permit. If you have not applied for your Health Permit with the Health Department or Dinwiddie Water Authority, please do so after applying for your Zoning Permit. If you need more information on this process, please contact Alvin Gurley at 804-469-4500 ext. 2117.
2. Before you break ground, you will need to submit an Agreement In Lieu Of an Erosion & Sediment Control and Stormwater Management Plan for Single Family Residence. (There is a fee of \$25 for disturbing less than an acre or a fee of \$209 for disturbing more than an acre.) If you have any questions regarding this form or how it needs to be completed, please contact Steven Edwards at 804-469-4500 ext. 2170.
3. Please contact VDOT at 863-4000 concerning the entrance to your property.
4. We will need a copy of the Deed to the property as well as a Surveyors Plat showing the location of the dwelling or structure and distances from the new structure(s) to each property line.
5. If you are in shrink swell soil area, you will need to provide shrink swell soil results from a Soil Scientist or Soil Engineer. (If your tax map number begins with the following numbers, you ARE in the shrink swell soil area: 1, 2, 3, 4, 5, 6, 13, 14, 15, 16, 17, 18, 26, 27, 28, 29, 38, 39, 40, 41, 42, 51, 52, 53, 54, 55, 58, 65, 66, 67, 68, 69, 70, 79, 80, 81, 82, 83, 90, 91, 92, 97, 98, 99)
6. SINGLE FAMILY HOME, GARAGE, ADDITION, PORCH/DECK – A complete Building Permit application along with 3 sets of complete building plans, truss reports and any engineering reports associated with your project.

MANUFACTURED HOME – A Manufactured Home Permit application along with 3 sets of specifications to include set up, footing and foundation, room layout, Contract sales agreement or copy of title. If you are putting up decks or porches larger than 5x5, we will also need plans on those.

COMMERICAL BUILDING – 3 sets of specifications to include set up, footing, room layout, how building will be used. Depending on the use of the building, there may be other items needed. Occupancy load to be determined by the Virginia Construction Code.

7. ELECTRICAL, PLUMBING, MECHANICAL, FUEL GAS – Permits must include Permit Number (if there is a Building Permit associated with property), location of work, work to be performed, cost of work, square footage, property owner's name, address and phone number, contractor's name, address and phone number, and State Contractor's License Number and signature.
8. Payments must be made when you turn in the Permit Application. Payments may be made by check or cash in the Building Inspections Office, or by debit or credit card in the Treasurer's Office after submitting application.
9. Once we have received all of the above, your application will be processed and signed after the Building Official has reviewed and approved plans. This process takes 5 to 10 business days. We will call you when your permit has been signed and is ready for pick up.

CONTRACTORS: We MUST have a copy of your State Contractor's License and you must apply for a Dinwiddie County Business License.