

**County of Dinwiddie  
Building Inspections**

**Phone: (804) 469-4504  
Fax: (804) 469-4503**

**PROCEDURES FOR OBTAINING A BUILDING PERMIT  
AND/OR A MOBILE HOME PERMIT**

A ZONING PERMIT IS REQUIRED FROM THE PLANNING DEPARTMENT IN ORDER TO RECEIVE A HEALTH PERMIT. THE PERSON REQUESTING THE ZONING PERMIT MUST HAVE THE NAME OF THE **CURRENT PROPERTY OWNER** TO OBTAIN TAX MAP AND PARCEL NUMBER FROM THE COMMISSIONER OF THE REVENUE'S OFFICE. THERE IS AN ADMINISTRATIVE FEE OF \$30.00 COLLECTED UPON ISSUANCE OF A ZONING PERMIT. THE APPLICANT SHALL TAKE THE ZONING PERMIT TO THE HEALTH DEPARTMENT AND/OR DINWIDDIE COUNTY WATER AUTHORITY.

- A. IF AN ON-SITE WELL AND/OR SEPTIC SYSTEM IS PROPOSED, THE DINWIDDIE HEALTH DEPARTMENT MUST BE CONTACTED.**
- B. IF A PUBLIC WATER AND/OR SEWER SYSTEM IS PROPOSED, THE DINWIDDIE WATER AUTHORITY MUST BE CONTACTED.**

**REGARDLESS OF WHICH OFFICE IS CONTACTED THE PROPER DOCUMENTATION FOR SEWAGE DISPOSAL AND POTABLE WATER SUPPLY MUST BE OBTAINED FROM THE REVIEWING AGENCY PRIOR TO APPLYING FOR A BUILDING OR MOBILE HOME PERMIT.**

IN ORDER TO RECEIVE A BUILDING PERMIT, OR MOBILE HOME PERMIT YOU MUST BRING THE FOLLOWING DOCUMENTS WITH YOU TO THE BUILDING INSPECTIONS OFFICE:

- A. THE CORRECT TAX MAP AND PARCEL NUMBER CAN BE OBTAINED FROM THE COMMISSIONER OF THE REVENUE'S OFFICE;**
- B. A COPY OF THE CURRENT HEALTH PERMIT AND/OR A LETTER FROM THE DINWIDDIE COUNTY WATER AUTHORITY OR HEALTH DEPARTMENT STATING THEY WILL SERVE YOUR LOT WITH WATER AND/OR SEWER;**
- C. TWO (2) SETS OF BUILDING SPECIFICATIONS AND PLANS ARE REQUIRED; IN THE CASE OF A MANUFACTURED HOME , THE TITLE OR THE CONTRACT SALES AGREEMENT FOR THE MANUFACTURED HOME IS REQUIRED;**
- D. A SCALED DRAWING OF THE PROPERTY, LOCATING THE STRUCTURE TO BE BUILT OR PLACED SHOWING THE DISTANCE FROM THE STRUCTURE TO THE FRONT, SIDES, AND REAR PROPERTY LINES;**
- E. TITLE TO THE PROPERTY;**
- F. VDOT ENTRANCE PERMIT APPLICATION;**
- G. EROSION AND SEDIMENT CONTROL AGREEMENT; AND**
- H. SURVEYOR'S PLAT OF PROPERTY AND REQUIRED FORM.**
- I. CONTRACTORS MUST PROVIDE A COPY OF THEIR STATE CONTRACTORS LICENSE AND MUST APPLY FOR A DINWIDDIE COUNTY BUSINESS LICENSE.**
- J. THE HOMEOWNER OR APPROPRIATE CONTRACTOR WILL ALSO NEED TO APPL FOR ELECTRICAL, PLUMBING, AND MECHANICAL PERMITS.**

Fees are due at the time the application is taken.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO ADVISE THE BUILDING INSPECTOR OF CONSTRUCTION PROGRESS AND TO REQUEST APPROPRIATE INSPECTION IN A TIMELY MANNER.

**\*\*\*AT LEAST ONE DAY'S NOTICE MUST BE GIVEN PRIOR TO THE DATE OF SITE INSPECTION\*\*\***

PRIOR TO OCCUPYING THE STRUCTURE AND HAVING THE ELECTRIC CURRENT RELEASED, A FINAL INSPECTION MUST BE MADE BY THE BUILDING INSPECTOR. **IN ORDER FOR A CERTIFICATE OF OCCUPANCY TO BE ISSUED, A COMPLETION STATEMENT FROM THE HEALTH DEPARTMENT AND/OR WATER AUTHORITY MUST BE PRESENT SAYING THAT THE PROPER HOOKUPS HAVE BEEN MADE AND THE POTABLE WATER SUPPLY SYSTEM IS FUNCTIONAL AND VERIFICATION OF INSTALLATION OF ENTRANCE ACCESS CULVERT.**