

## **PROCEDURES TO FOLLOW WHEN BUILDING A STRUCTURE, MODULAR, MANUFACTURED HOME OR INDUSTRIALIZED BUILDING IN DINWIDDIE COUNTY**

**In order to receive a Building Permit, Modular or 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 (804-469-3771) or letter of availability from Dinwiddie Water Authority (804-861-0998). 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 \$209 for disturbing more than an acre.) If you have any questions regarding this form or how it needs to be completed, please contact Stephen Edwards at 804-469-4500 ext. 2170.
3. Please contact VDOT at 804-863-4009 concerning the entrance to your property. We will need a hard copy of the approval from their office.
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.

COMMERCIAL 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 Applications. 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. Please contact Bridget Roberts at 804-469-4500 ext. 2155 if you have any questions regarding fees or need help with calculating fees.
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 15 to 20 business days. We will call you when your permit has been signed and is ready for pick up.

**The following items are REQUIRED to be submitted when applying for a  
Commercial Project Permit Application**

- Sealed floor plans by design professional (Engineer)
- Footing and Foundation plans by Engineer
- All sheets of Steel Building plans stamped by Engineer
- Code notes by a Virginia Licensed Design Professional (Engineer) to include:
  - use group, type of construction, sq. footage, egress, occupant load, accessibility requirements, bathroom accessibility, mechanical ventilation requirements, energy code requirements, separation requirements between areas; And any other required code notes
- Electrical Plans
- Plumbing Plans
- Mechanical Plans
- Soil test and report
- Whether or not building will be sprinklered
- Water Authority approval 804-861-0998 or Health Department Approval 804-469-3771
- 3 Complete sets of plans with all the above required information
- Statement of special inspections prepared by the registered design professional in charge.
- Any documents required by Planning Department, Please contact Mark Bassett 469-4500 ext. 2116

Review of your application and plans will begin once all required information is received. During the review process there may be other items needed specific to your project.