

Permit Checklist

Permit Type: **New Residential Building**

FORMS YOU MAY NEED

[Site Sketch Form](#)

[Owner-Builder Statement](#)

[Cross Section \(One Story on Crawl\)](#)

[Cross Section \(One Story on Slab\)](#)

[Cross Section \(One Story on Basement\)](#)

[Cross Section \(Two Story on Crawl\)](#)

[Cross Section \(Two Story on Basement\)](#)

[Cross Section \(Two Story on Slab\)](#)

County Water and/or Sewer (IF APPLICABLE)

- Connection to County utilities is mandatory if water and/or sewer are available. If applicable, please contact Campbell County Utilities & Service Authority to establish connection. A receipt from CCUSA is **REQUIRED** before obtaining a building permit. This **MUST** be uploaded under the “CCUSA Receipt” submittals.

Well and Septic (IF APPLICABLE)

- If your project is on private well and septic, please contact the Campbell County Health Department. A Health Department Construction Permit is **REQUIRED** before obtaining a building permit. This **MUST** be uploaded under “Health Department Permit” submittals.

Land Disturbance Permit (Clearing includes, driveways, drain fields and grading)

Permit REQUIRED if your project is part of a Common Plan of Development. (Any parcel of land created on or after July 1, 2004.)

Permit REQUIRED if you are disturbing **More** than 10,000 sq. ft. of land.

- **Most New Single-Family Dwellings** require a Land Disturbance Permit. You may apply for a Residential Land Disturbance Permit by choosing Environmental Management through the Campbell County Permit Portal.

☐ Zoning Verification

- We must have an aerial photo, plat or [site sketch](#) of the property with the proposed location of the project, the distances from all property lines, and if applicable, where the drain field and septic tank are located. Please have this ready **BEFORE** applying for your permit. This **MUST** be uploaded under the “Site Sketch” submittals. *Please note, the Towns of Brookneal and Altavista handle their own zoning permits. You will need to contact their office if your project is in the town limits.*

☐ Building Permit Details (Info needed prior to applying for permit)

- Project description and scope of work.
- General Permit Information: Owner name and contact info, address, power company, finished and unfinished square footage, number of bedroom and bathrooms, etc.
- Mechanics Lien Agent Information-Name, address and phone number.
- General Contractor Information. If you are the owner acting as the General Contractor, please complete and upload the “[OWNER-BUILDER Statement](#)” to submittals. *Sub-Contractors are not required to be listed.*
- (1) ONE complete set of construction drawings is **REQUIRED** to be uploaded to “Structural Plans” in submittals. If you do not have a complete set of drawings please upload the appropriate cross section, floor plan and construction details.