

Permit Checklist

Permit Type: **Additions and Alterations Commercial and Residential**

FORMS YOU MAY NEED

[Site Sketch](#)

[Owner-Builder Statement](#)

[Asbestos Form](#)

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

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

Septic Approval (IF APPLICABLE)

- Residential or Commercial Projects that are on a private septic and are ADDING bedrooms to an existing property are **REQUIRED** to obtain approval from the Campbell County Health Department prior to obtaining a building permit. A Safe Adequate and Proper Form (SAP) may be required by the Health Department. This approval **MUST** be uploaded under "Health Department Permit" submittals.

County Water and/or Sewer (IF APPLICABLE)

- Commercial or Residential Projects that have public utilities will need to contact Campbell County Utilities and Service Authority to determine if any additional information is required.

Residential 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.

Commercial Land Disturbance Permits- PLEASE contact our office for instructions. (434-332-9596)

Zoning Verification

- **Commercial projects** may require a site plan to be submitted. Please contact our office if you are unsure if your project will require a site plan. If required, this **MUST** be uploaded under the “Site Plan” submittals.
- **Residential Projects:** 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.
- Asbestos Documentation if applicable. If you are unsure if you need asbestos documentation, please contact our office.
- 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 required to be listed for commercial projects***
- (1) ONE complete set of construction drawings is **REQUIRED** to be uploaded to “Structural Drawings” in submittals. If you do not have a complete set of drawings please upload the appropriate cross section, floor plan and construction details.