

Permit Checklist

Permit Type: **Accessory Building (Stick Built)**

FORMS YOU MAY NEED

[Site Sketch Form](#)

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

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, square footage, Power Company, etc.
- General Contractor Information. *Sub-Contractors are not required to be listed.*
- (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.