

Permit Checklist

Permit Type: **New Commercial Building**

FORMS YOU MAY NEED

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

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

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

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

[Basement\)](#)
[Cross Section \(One 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.

Commercial Land Disturbance Permit REQUIRED

- Please contact the Campbell County Environmental Manager for further direction. New Commercial Building Permits will **NOT** be issued until the appropriate Land Disturbance Permits have been obtained.

Zoning Verification and Site Plan Approval REQUIRED

- Zoning approval and a signed site plan are **REQUIRED** prior to obtaining a building permit. Please contact the Campbell County Zoning Administrator for further direction. Once you have an approved Site Plan, it can be uploaded to the “Site Plan” submittals.

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□ 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, etc.
- Mechanics Lien Agent Information-Name, address and phone number.
- General and Sub Contractor Information. Subs are required to be listed for Commercial Projects.
- (1) ONE complete set of construction drawings is **REQUIRED** to be uploaded to “Structural Plans” in submittals. You may upload one complete set or if available, upload each set of trade drawings to the appropriate submittal category. (Ex. “Electrical Plans”, “Plumbing Plans”, “Mechanical Plans”)