

Permit Checklist

Permit Type: **Accessory Building (Pre-Manufactured)**

FORMS YOU MAY NEED

[Site Sketch Form](#)

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 Engineer Specs is **REQUIRED** to be uploaded to “Structural Drawings” in submittals. If you do not have the engineer specs, please contact the dealer where you purchased the building and request a copy.
Pre-Manufactured Accessory building permits will not be issued without Engineered Specs.