



PATRICK COUNTY VIRGINIA

PLEASE READ ALL INFORMATION CAREFULLY

WHEN APPLYING FOR A NEW DWELLING BUILDING PERMIT YOU MUST PROVIDE THE FOLLOWING:

- ☒ **Sewer disposal & well construction permits (these can be obtained from the Health Dept.)**
- ☒ **Structural building plans**
- ☒ **Information of the mobile home, if applies (year, size, # of bedrooms, etc.)**
- ☒ **Completed building permit application**

For power service you will need to contact American Electric Power at 800-956-4237. The Building Inspections office will need the work order number that AEP gives you when you put in your application.

An Erosion & Sediment Permit will be required if you are disturbing more than 10,000 square ft. Any questions regarding this can be directed to Mark Vernon at 276-693-2007.

REQUEST FOR INSPECTIONS

(Under Normal Circumstances)

- 1. The Building Inspection Office will receive building inspection calls between the hours of 8am – 10am. Inspectors will be in the field between the hours of 10am – 4pm with no appointment times to be given.**
- 2. All work to be inspected must be completed before calling for an inspection. If the work is not completed and to a satisfactory manner when an inspection is conducted then a re-inspection charge will be applied. Please have the following information available when calling in an inspection:**

- ☒ **Permit number**
- ☒ **Name the permit is in**
- ☒ **Type of inspection**

THE ABOVE GUIDELINES ARE IN GENERAL CONTEXT. FOR SPECIFIC INSTALLATION REQUIREMENTS, THE MANUFACTURES INSTALLATION INSTRUCTIONS WILL SUPERSEDE ANY INFORMATION CONTAINED HEREIN.



Mark A. Vernon
ESC & SWM Administrator Patrick County
P.O. Box 466
Stuart, VA 24171
276-694-6094

NOTICE OF ESC & SWM PERMIT REQUIREMENTS FOR SINGLE-FAMILY RESIDENTIAL CONSTRUCTION

In accordance with the Patrick County Erosion & Sediment Control (ESC) Ordinance, land-disturbance of 10,000 square feet and greater associated with the construction of any single-family detached residential structure shall require the issuance of a **Land-Disturbing Permit (Form LDA-004)**.

Additionally, and as applicable, in accordance with the Patrick County Stormwater Management (SWM) Ordinance, land-disturbance of 1 acre and greater associated with the construction of any single-family detached residential structure, that is outside a common plan of development or sale (e.g. – subdivision) shall require the issuance of a stormwater **VSMP Authority Permit (Form SWM-007)** and a state **Construction General Permit (VAR10)**. Likewise, any land-disturbance associated with the construction of any single-family detached residential structure, that is within a common plan of development or sale (e.g. – subdivision) shall require the issuance of a stormwater **VSMP Authority Permit** and a state **Construction General Permit VAR10**.

Said permits may be obtained from the Patrick County ESC/SWM Office located in Suite 218 of the Patrick County Veterans Memorial Building. Permit applications can be downloaded at <http://www.co.patrick.va.us/erosion-minutes> and at <http://www.co.patrick.va.us/stormwater-management>.

By my signature below, I hereby agree that if the amount of land-disturbance associated with my single-family detached residential construction project is 10,000 square feet or greater as it pertains to a Land-Disturbing Permit, or if the amount of land-disturbance is 1 acre or greater and is outside a common plan of development or sale, or if my single-family residential structure falls within a common plan of development or sale, as either case pertains to a VSMP Authority Permit and state VAR10 Permit, I will contact the Patrick County ESC/SWM Office and obtain the required permit/s prior to beginning any land-disturbing activities. I also hereby certify that I understand that failure to obtain either of the required permits prior to performing land-disturbing activities is a violation of the aforementioned ordinances as well as state law, and as a result of such failure I may be subject to legal action.

Signature of Property Owner: _____

Printed Name: _____ Date: _____

Address: _____



PATRICK COUNTY VIRGINIA

Application for Building Permit and Plan Examination

Applicant Information: (**Must Be Legal Name As Shown On Deed or Lease**)

☐ **Owner**

☐ **Tenant**

☐ **Lessee**

Name: _____

Address: _____

Phone #: _____

911 Address of Construction/Job Location (if different): _____

If You Are A Tenant Or Lessee: Please Fill Out The Following Information And Attach A Letter Of Authorization From The Owner To Apply For A Building Permit .

☐ **Not Applicable**

Owner's Name (as shown on deed): _____

Address: _____

Phone#: _____

Authorized Agent: (List Relation, accompanied with a Letter of Authorization from Owner, Tenant, Lessee or Contractor) Note: The contractor only needs to submit this letter if an employee of the general contractor will be signing the permits.

☐ **Not Applicable**

Name: _____

Address: _____

Phone #: _____

Contractor Information:

☐ **Check here if owner will be performing the work and see page 5.**

Name: _____

Address: _____

Phone #: _____

Virginia Contractors Licenses Number: _____

Class: (A) _____, (B) _____ (C) _____

Designation: _____

Master Tradesman & Number: _____

Mechanic's Lien Agent as Defined in Section 43.1 of the Code of Virginia:

☐ **None**

Name: _____

Address: _____

Phone #: _____

Map #	Page	Insert	2Circle	Block	Section	Lot	Sub Lot
()	()	()	()	()	()	()	()

Tax Mapping Office: _____

Date: _____

Directions from Stuart to the Construction Site:

Type of Building Permit Applying For

- | | |
|--|---|
| <input type="checkbox"/> Residential Construction | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Residential Remodeling | <input type="checkbox"/> Sprinkler |
| <input type="checkbox"/> Residential Addition | <input type="checkbox"/> Gas Fittings |
| <input type="checkbox"/> Multi-Family Construction | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Commercial Construction | <input type="checkbox"/> Tank Installation |
| <input type="checkbox"/> Commercial Addition | <input type="checkbox"/> Tank Removal |
| <input type="checkbox"/> Industrial Construction | <input type="checkbox"/> Sign Installation |
| <input type="checkbox"/> Industrial Addition | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Garage | <input type="checkbox"/> Singlewide Mobile Home |
| <input type="checkbox"/> o Size: _____ | Year _____ Size _____ |
| <input type="checkbox"/> HVAC | <input type="checkbox"/> Doublewide Mobile Home |
| <input type="checkbox"/> Storage Building | o Year _____ Size _____ |
| o Size: _____ | <input type="checkbox"/> Modular Home |
| <input type="checkbox"/> Electrical (New Service) | o Year _____ Size _____ |
| <input type="checkbox"/> Electrical Upgrade | |
| <input type="checkbox"/> Electrical Reconnection | |

Please Provide The Following Electrical Information If Applicable:

- | | | |
|--------------------------------------|----------------------------------|---------------------------------------|
| <input type="checkbox"/> New Service | <input type="checkbox"/> Upgrade | <input type="checkbox"/> Reconnection |
| # Amps: _____ | | |

Temporary AEP work order #: _____

Permanent AEP work order #: _____

Estimated Cost For This Project: \$ _____

Distance to Closest Property Line from Proposed Structure: _____ft.

Distance from Proposed Structure to Any Other Structure on the Property: _____ft.

Has The Proposed Construction Project Been Verified To Be Outside Of Any Utility Right-Of-Way's Or Easements? (This includes contacting Miss Utility for underground and AEP or the appropriate overhead utility company for easements under or near overhead lines.) **Yes** ☐ **No** ☐ **Not Applicable** ☐

Is This Project Located Within The Town Limits Of Stuart?

- ☐ No
- ☐ Yes ***If so then prior approval from the Town of Stuart will need to be acquired. The Towns Land Use Administrator signature is required before processing permit application.*
- Town Land Use Administrator** (Signature): _____

Please Provide a Brief Description of the Work to be Performed:

Construction Plans

Construction plans must be included with sufficient detail in order for the application to be processed. Plans may be excluded if work is minor in nature and has been pre -approved. All construction is subject to any and all building code regulations regardless of whether indicated on the plans. Plans are not officially approved until field inspections of construction are completed and approved. An Architect or Engineers Seal may be required on plans, due to the Use Group that is found in the Code of Virginia. Unusual or structural building requirements may also require engineered plans.

Plans included:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Pre- Approved
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Please List The Proposed Use: _____

If There Is To Be a Change of Use, List The Most Recent Use: _____

Is a New Driveway Being Constructed?

- ☐ **Yes** ***If a new driveway is being constructed, we require documentation that a permit has been approved and issued by VDOT for the driveway.*
- ☐ **No**

Sewage Disposal:

- ☐ **PSA**
- ☐ **Private:** *** Must provide a copy of an approved sewage disposal construction permit from the Health Dept.***

Water Supply:

- ☐ **PSA:** ***Requires Approval from PSA Director***
- PSA Director Signature:* _____
- ☐ **Town of Stuart:** ***Requires the Cross Connection Control Administrator's signature***
- Administrator's Signature:* _____
- ☐ **Private:** ***Must provide a copy of an approved well construction permit from the Health Dept.***

FOR RE-ROOFING, ADDITION, RENOVATION OR DEMOLITION ONLY:

Was property built prior to January 1, 1985 and is this portion of the building included in the re-roofing, addition, renovation or demolition?

- ☐ **Yes** *(**If yes, you must complete the attached asbestos regulations form on pages 6-7)*
- ☐ **No**

Is The Project In Or Within 200 Feet Of A Flood Plain?

- ☐ **Yes** *(A flood elevation certificate is required in order to obtain a building permit.)*
- ☐ **No**
- ☐ **Flood elevation certificate has been included**

Business Applicants Only: Is The Project in the Enterprise Zone?

- ☐ **Yes**
- ☐ **No**

The applicant signing for this application is responsible for all required inspections and re-inspection fees that may be incurred by the applicant and/or any sub-contractors. I furthermore, have identified each contractor, sub-contractor or tradesman as required on the contractor register on page 4 of this application. Or I have affirmed that I am acting as my own general contractor and have completed page 5 of this application. The applicant further affirms that the identified Owner is in fact, the legal Owner of the referenced Property Identification Number or a portion thereof, and that the deed has been or is in the process of being duly recorded; AND that all information provided on this building application for the issuance of a Building Permit for the referenced property is true and accurate. Any misrepresentation or false information on this application is grounds for revocation of this permit and will be turned over to our legal counsel.

Owner/Tenant/Lessee Signature

Print

Date

Contractor Signature

Print

Date

Authorized Agent Signature

Print

Date

CONTRACTOR REGISTER

NOTE: EACH LISTED CONTRACTOR MUST PROVIDE A COPY OF THEIR LICENSES AND/OR TRADESMAN CARDS WITH A LETTER STATING THE WORK THEY'RE PERFORMING AND FOR WHOM THE SERVICES ARE BEING RENDERED.

GENERAL CONTRACTOR:

- ☐ *Check here if owner will be performing the work and see page 5.*

Name		Phone #	
Mailing Address	City	State	Zip
State license & Tradesman certification-please attach copies -----Expiration Date			

ELECTRICAL CONTRACTOR:

- ☐ *Check here if owner will be performing the work and see page 5.*

Name		Phone #	
Mailing Address	City	State	Zip
State license & Tradesman certification-please attach copies -----Expiration Date			

PLUMBING CONTRACTOR:

- ☐ *Check here if owner will be performing the work and see page 5.*

Name		Phone #	
Mailing Address	City	State	Zip
State license & Tradesman certification-please attach copies -----Expiration Date			

MECHANICAL CONTRACTOR:

- ☐ *Check here if owner will be performing the work and see page 5.*

Name		Phone #	
Mailing Address	City	State	Zip
State license & Tradesman certification-please attach copies -----Expiration Date			

OTHER SUB-CONTRACTORS:

Name		Phone #	
Mailing Address	City	State	Zip
State license & Tradesman certification-please attach copies -----Expiration Date			

(I) (We) do understand and will comply with requirements of Chapter 11, Article 1, Section 54.1-1103 of the Code of Virginia.(I) (We) do understand that any changes to the above register shall be reported to the Building Official within two (2) working days of said change. Any acts prohibited by Section 54.1-1115 shall constitute the commission of a Class 1 Misdemeanor.
Signature: _____ Print: _____ Date: _____



PATRICK COUNTY VIRGINIA

54.1111. Prerequisites to obtaining building, etc., permit. Any person applying to the building inspector or any other authority of a county, city, or town in this Commonwealth, charged with the duty of issuing building permits for the construction of any building, highway, sewer, or structure, or any removal, grading, improvement shall furnish prior to the issuance of the permit, either (i) satisfactory proof to such inspector or authority that he is duly licensed or certified under the terms of this chapter to carry out or superintend the same, or (ii) file a written statement, supported by an affidavit, that he is not subject to licensure or certification as a contractor, subcontractor, or owner-developer pursuant to the chapter. The applicant shall also furnish satisfactory proof that the taxes or license fees required by any county, city, or town have been paid so as to be qualified to bid upon or contract for the work for which the permit is applied.

It shall be unlawful for the building inspector or other authority to issue or allow the issuance of such permits unless the applicant has furnished his license or certification number issued pursuant to this chapter or evidence of being exempt from the provisions of this chapter.

The building inspector, or other such authority, violating the terms of this section shall be guilty of a Class 3 misdemeanor.

Note to Property Owner:

If you have made arrangements with a contractor to do this work, the County of Patrick strongly suggests that the contractor be the party to secure the necessary permit(s). **When a contractor obtains a permit for the owner or applicant, they indicate their responsibility for the work. When you sign this affidavit in order to obtain a permit(s) in your name, you are indicating your responsibility for the work to be performed.** When the permit is issued to the property owner, enforcement actions against a contractor become more difficult. The USBC requires that all notice of violations and legal actions be taken against the permit holder. When the contractor applies for the permit, it gives the County the opportunity to verify that the contractor is licensed and certified as required by state and local laws. The unwillingness of the contractor to obtain the necessary permits may be an indication that the contractor is not properly licensed. Please contact the Building Official at 276-694-4143 if you have any questions in regards to this form.

Owners Affidavit

As the owner, I attest that I am if I sub out any of the work to be performed, then the sub-contractors will be listed on the contractors register with the homeowner being registered as the General Contractor.

FAILURE TO LIST SUB-CONTRACTORS OR TRADESMAN IS A DIRECT INDICATION THAT THE OWNER IS THE SOLE BUILDER, which means I am physically performing the work myself.

I _____, of (address) _____
(Name) (Mailing Address)

affirm that I am the owner of a certain tract or parcel of land located at (address):

(Address of where work is being performed)

and that I have applied for a building permit. I affirm that I am familiar with the prerequisites of Section 54.1111 of the Code of Virginia and I am not subject to licensure as a contractor or subcontractor.

Signature

Print

Date



PATRICK COUNTY VIRGINIA

****FOR RE-ROOFING, ADDITIONS, RENOVATION OR DEMOLITION ONLY****

ASBESTOS REGULATIONS FORM

2021 Virginia Uniform Statewide Building Code

Section 110.3/Code of Virginia §36-99.7

(Revised 1/27/25)

This form is to assure compliance with the requirements of the Code of Virginia and the 2018 Virginia Uniform Statewide Building Code. It must be completed for all re-roofing, addition, renovation, demolition or any work that would require a permit that may be disturbing suspected materials that may be asbestos containing.

Owner (Must be Legal Name as shown on Deed or Lease):

Job location: _____

1. Is this job for work on a building or portions thereof constructed after January 1, 1985?
☐ No – Please go to question 2. ☐ Yes – Please sign on line 10.
2. Is this permit for work on a single family dwelling or an apartment building with 4 or less units?
☐ No – Please go to question 4. ☐ Yes – Please go to question 3.
3. Does this permit involve the demolition of a residential building for commercial development?
☐ No – STOP - Please sign on line 10. ☐ Yes – Please go to question 6.
4. Does this nonresidential permit involve only re-roofing, or re-siding?
☐ No – Please go to question 5. ☐ Yes – Please go to question 9.
5. Does this permit involve disturbing, altering or removing:
 - More than 260 linear feet of existing piping?
 - More than 160 square feet of other building components?
 - More than 35 cubic feet of facility components that cannot be measured?☐ No – STOP - Please sign on line 10. ☐ Yes – Please go to question 6.
6. Has this building been inspected by a Virginia Certified Asbestos Inspector?
☐ No – Please go to question 7. ☐ Yes – Please go to question 8.
7. This building is required to be inspected by a Virginia Certified Asbestos Inspector?
Please have this building inspected for asbestos and re-file this form. Refer to question 8 for guidelines.
8. An asbestos report must be submitted with the permit application. If asbestos has been found in areas affected by construction, than an abatement form must also be submitted by a Virginia licensed abatement contractor. Sign the back of this form.
9. The asbestos regulations require:
 - That this work be inspected by a Virginia Certified Asbestos inspector. If asbestos is found, the work must be done by a Virginia licensed abatement contractor.OR
 - That this work be assumed to contain asbestos, and work will be performed by a Virginia licensed abatement contractor.

10. I understand that this form is a legal document and that, by signing it; I am making a legally binding claim.

I am: ☐ the property owner ☐ contractor

Please Note: There may be other state and federal regulations that must be complied with. It is your responsibility as the owner/contractor/representative to comply with all regulations.

It is the owner's responsibility to comply with all Federal and State asbestos laws, including permits from the Virginia Department of Labor and Industry, OSHA and DOT.

Signature _____ Date _____

Print Name _____

Code of Virginia Asbestos §36-99.7

36-99.7. Asbestos inspection in buildings to be renovated or demolished; exceptions.

A. A local building department shall not issue a building permit allowing a building for which an initial building permit was issued before January 1, 1985, to be renovated or demolished until the local building department receives certification from the owner or his agent that the affected portions of the building have been inspected for the presence of asbestos by an individual licensed to perform such inspections pursuant to § 54.1-503 and that no asbestos-containing materials were found or that appropriate response actions will be undertaken in accordance with the requirements of the Clean Air Act National Emission Standard for the Hazardous Air Pollutant (NESHAPS) (40 CFR 61, Subpart M), and the asbestos worker protection requirements established by the U.S. Occupational Safety and Health Administration for construction workers (29 CFR 1926.1101). Local educational agencies that are subject to the requirements established by the Environmental Protection Agency under the Asbestos Hazard Emergency Response Act (AHERA) shall also certify compliance with 40 CFR 763 and subsequent amendments thereto.

B. To meet the inspection requirements of subsection A except with respect to schools, asbestos inspection of renovation projects consisting only of repair or replacement of roofing, floor covering, or siding materials may be satisfied by a statement that the materials to be repaired or replaced are assumed to contain friable asbestos and that asbestos installation, removal, or encapsulation will be accomplished by a licensed asbestos contractor.

C. The provisions of this section shall not apply to single-family dwellings or residential housing with four or fewer units, unless the renovation or demolition of such buildings is for commercial or public development purposes. The provisions of this section shall not apply if the combined amount of regulated asbestos-containing material involved in the renovation or demolition is less than 260 linear feet on pipes or less than 160 square feet on other facility components or less than thirty-five cubic feet off facility components where the length or area could not be measured previously.

D. An abatement area shall not be reoccupied until the building official receives certification from the owner that the response actions have been completed and final clearances have been measured. The final clearance levels for reoccupancy of the abatement area shall be 0.01 or fewer asbestos fibers per cubic centimeter if determined by Phase Contrast Microscopy analysis (PCM) or 70 or fewer structures per square millimeter if determined by Transmission Electron Microscopy analysis (TEM).

FOR OFFICE USE ONLY:

_____APPROVED

_____DENIED

COMMENTS:

PERMIT# _____

BUILDING OFFICIAL

DATE