



Building Permit Application Checklist

Please submit the following as applicable:

- Completed Development Services Application.
- Completed Building Permit Application.
- Completed Land Use Permit Application.
- Health Department construction permit for septic and/or well. Private septic systems require letter from appropriate agency (when applicable).
- Proof of WVWA (Western Virginia Water Authority) connection fee payments on parcels where WVWA services are available.
- Proof of Ownership (if not in property records).
- Two sets of 1/4" scale plans. Provide enough detail to ensure construction methods and materials are clearly understood by the plan reviewer and inspector. ** Foundation and Elevation plans are not required for manufactured homes, except manufactured homes installed on a basement require a sealed plan, with a Virginia's engineer or architect seal on the foundation plan. The foundation plan must include wall, column and beam sizes.
- Zoning approval will be required for construction located in the Town of Rocky Mount or in the Town of Boones Mill.
- Copy of lease agreement required for manufactured homes placed in mobile home parks.