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 ¼" 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.