



DEVELOPMENT SERVICES  
DEPARTMENT OF BUILDING INSPECTIONS

**Building Permit Application Checklist  
Single Family Dwelling (R5)**

- ❑ Submit Completed Developmental Services Zoning Form Application
- ❑ Pickup zoning form after approval
- ❑ Take approved zoning form and a copy of the soil scientists report (Perc Test) to the Health Department

**Please submit the following as applicable to the Building Department:**

- ❑ The Issued Septic Construction Permit from Health Department
  - Note: If Connecting to an existing system you will need copy of Operations Permit. If Operation Permit is not available or if older than 10 years you will need a Safe, Adequate, Proper (SAP) from Health Department.
- ❑ Completed Developmental Services Application
- ❑ Completed Building Permit Application
- ❑ Completed Land Use Permit Application
- ❑ Completed Stormwater and/or E&S Permit if applicable (\$\$ Fee Required)
- ❑ Proof of Western Virginia Water Authority connection Fee payment (Where Applicable)
- ❑ County of Franklin Delinquent Tax Verification Form from Treasurers Office
- ❑ VDOT Entrance Permit Verification
- ❑ Proof of Ownership
- ❑ Two Sets of ¼" Scale Plans
- ❑ If Required: Zoning Approval from the Town of Rocky Mount or Boones Mill
- ❑ Copy of Lease Agreement acquired for Manufactured Homes placed in Mobile Home Parcels

**Contact Information:**

**Developmental Services:** Main Desk (540).483.3047

**Franklin County Health Department:** Main Desk (540).484.0292

**Western Va. Water Authority:** Main Desk (540).853.5700

**VDOT:** Lisa Lewis (540).493.4127

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