

# SINGLE FAMILY APPLICATION CHECK LIST

- Complete Application: All areas of the application need to be completed. If printed off the internet, make three copies of the application once you have completed it.
- Contractor's Information: A copy of contractor's state license must be submitted.  
A copy of all subcontractors state license must be submitted with application.  
A copy of contractor's Greene County business license. Call the Commissioner at (434)985-5211 if you have questions.
- Building Plans: Two sets of plans showing structural components room layout, window sizes, location of smoke detectors. We prefer 11x 14 or smaller size plans for residential permits.
- Site Sketch: Site sketches must be drawn on a copy of a survey plat. Current surveys are located in Clerk's Office. **Show all buildings located on property, show location of proposed buildings and the distance to the property lines of new construction.** The distance should be shown to the front, sides and rear property lines. New driveway location must be drawn and neighboring driveways should be shown with the house numbers. Two copies of the sketch must be submitted. Zoning inspections will be done in review process therefore all property lines and corners must be clearly marked upon submittal.
- VDOT: Proof of an entrance permit must be submitted if your driveway is located on a state maintained road or a future proposed state maintained road. You can call 434-293-0011 to obtain information about this requirement. Existing driveway must be reviewed by VDOT also.
- Private Septic:  
Private Well: You must apply to the Health Department for these permits. A copy of the approved permit must be submitted with the building permit application. Contact the Health Department at 434-985-2262.
- Public Water  
Public Sewer: Water/Sewer services located east of Stanardsville must be purchased thru the County Administration Office (434-985-5201). The tax map number must be given at the time of purchase. Verification of this purchase must be submitted with the permit application. You will also need to obtain a letter from Rapidan Service Authority (434-985-7811) stating that they will provide these services to the lot. This letter needs to be submitted with your permit application no matter where your property is located if it is served by RSA public water/sewer.
- T&L Water: This private water company (434-985-7504) provides water to the Twin Lakes and Greene Mtn. Lake areas. You must submit a letter from T&L Water Company stating they will provide water to your lot if you are in their service area.
- Erosion and  
Sediment Control: Completed the Land Disturbance Permit Application forms must be submitted with application for building permit. You can contact the Erosion and Sediment Control Administrator by calling 434-985-5206.

**There may be additional forms to complete in our office upon arrival.**

**Your application will NOT be accepted for review if the above requirements are not submitted with the application packet. Payment is due at the time of submittal by check or cash.**

## **DECKS, ADDITIONS, SHEDS, POOLS, ACCESSORY STRUCTURES SUBMITTAL PROCESS**

- Complete Application:** All areas of the application need to be completed.
- Contractor's Information:** A copy of contractor's state license must be submitted.  
A copy of all subcontractor's state license must be submitted.  
A copy of contractor's Greene County business license. (434-985-5211) must be submitted.
- Building Plans:** Two sets of plans showing structural components.
- Site Sketch:** Site sketches must be drawn on survey plat. Current surveys are located in Clerk's Office. Show all buildings located on property, show location of proposed buildings and the distance to the property lines of new construction. The distance should be shown to the front, sides and rear property lines. Zoning inspections will be done therefore all property lines and corners must be clearly marked prior to calling for footing inspection.
- Private Septic:** The Health Department must complete the new construction for existing sewage disposal form. The completed form must be submitted with your building permit application. The Health Department can be reached at 434-985-2262.

## COMMERCIAL PERMITS

**If this is new construction, you must first submit a site plan and erosion and sediment/stormwater management plan for approval.**

- Complete Application: All areas of the permit application need to be completed.
- Contractor's Information: A copy of contractor's state license must be submitted.  
A copy of all subcontractor's state license must be submitted.  
A copy of contractor's Greene County business license. (985-5211) must be submitted.
- Building Plans: Two sets of plans showing structural components. All commercial construction must be designed by an architect or engineer.
- Site Sketch: A copy of the letter from the planning department noting the approval of the site plan must be submitted. Zoning inspections will be done therefore all property lines and corners must be clearly marked prior to calling for footing inspection.
- Private Septic:  
Private Well: You must apply to the Health Department for these permits. A copy of the approved permit must be submitted with the building permit application. Contact the Health Department at 434-985-2262.
- Public Water  
Public Sewer: Water/Sewer services located east of Stanardsville must be purchased thru the County Administration Office (985-5201). The tax map number must be given at the time of purchase. Verification of this purchase must be submitted with the permit application. You will also need to obtain a letter from Rapidan Service Authority (985-7811) stating that they will provide these services to the lot. This letter needs to be submitted with your permit application no matter where your property is located if it is served by RSA public water/sewer.
- Erosion and  
Sediment Control: All bonds must be posted prior to permit application submittal. 434-985-5206

**Your application will NOT be accepted for review if the above requirements are not submitted with the application packet. Payment is due at the time of submittal.**

**TO: All Applicants**

**FROM: Building Inspections Department**

**SUBJECT: Submitting Permit Application**

**DATE: April 20, 2007**

**Attached you will find the new process for submitting building permit applications to our office for approval. You will find in the new process that the applicant will be responsible for bringing a complete submission packet into our office. Upon your arrival we will conduct a review of your packet and if any of the requirements are missing, you will be asked to bring back the submittal once you have obtained ALL required paperwork.**

**We feel that this will expedite the processing of your building permit submittal. With this process, the applicant will know that they have submitted a complete packet and the processing should run much more smoothly. We are finding with our current process that building permits are stalled due to an incomplete application submittal.**

**We will start this new process on May 1, 2007 and would appreciate you following the checklist to ensure that you come to our office well prepared on your first visit. The more prepared the applicant is, the smoother the process will run for the applicant.**

**If you have any questions or concerns about our new process, please contact our office.**