

SCHEDULING AN APPOINTMENT TO OBTAIN BUILDING PERMIT

The following items must be presented at the time of appointment:

- Certificate of Zoning Compliance
- Health Department Construction Permit, *If Applicable*
- Signed VDOT Entrance Permit or signed document from VDOT representative stating entrance permit not required. This document must be signed and dated by VDOT representative. (540) 381-7200
- Building Plans must be approved prior to obtaining permit.

REQUESTING INSPECTIONS

Call the Giles County Building Department and provide the following information:

- Permit Number
- Name of Owner
- Name of Person Requesting Inspection
- Contact Number
- Which Inspection is Needed

IMPORTANT NUMBERS

Giles County Building Department	921-2527
Giles County Zoning Administrator	921-2527
Giles County GIS Department	921-2525
Giles County Health Department	921-2891
MISS UTILITY	811 or 800-552-7001
Appalachian Power	1-800-956-4237

Giles County Building Department

*Process for Obtaining Permit for
Accessory Structures
(Detached Garages
and Utility Buildings)*

John W. Mills, Building Official
Stewart Hazelwood, Building Inspector
John Ross, Building Inspector

120 North Main Street, Suite 4
Pearisburg, VA 24134
540-921-2527 • Fax: 540-921-1846

Hours of Operation

Monday - Friday 8:00 a.m. - 4:00 p.m.
excluding Holidays

STEPS TO OBTAIN PERMITS

1. Obtain a Certificate of Zoning Compliance.
2. Provide Tax Parcel Number.
3. Obtain written approval from the Giles County Health Department , if applicable.
4. Provide a copy of plans (Important: The building permit will not be issued until the plans are approved. Plans must be submitted one week prior to applying for building permit.)
5. Complete Owner Builder Affidavit, if applicable.
4. Agreement in Lieu of Erosion and Sediment Control Plan is needed if more than 10,000 square feet of land is disturbed.
5. Apply and pay for Permit

FEES FOR PERMITS:

Accessory Structures

.10¢ per square foot or
\$30.00 Minimum

(Detached Garages and Utility Buildings)

MINIMUM INSPECTIONS REQUIRED

- Footers, if applicable
- Slabs
- Framing
- *Electrical
- Final and Certificate of Occupancy

**A 24 Working
Hour Notice is
required for all
inspections**

*At the time of the electrical inspection, if a separate meter is placed on the structure the following must be met: *One safe egress into the structure, plumbing connections made, inside panel box labeled with the cover on and must provide the Appalachian Power workorder number. This workorder number is a 9 digit number beginning with 02.*

There will be **NO OCCUPANCY** allowed without final inspection and issuance of the Certificate of Occupancy. Occupancy without a Certificate is a violation of the Virginia Uniform Statewide Building Code and is punishable by not more than a \$2,500.00 fine.

IMPORTANT INFORMATION

You must begin work within six (6) months after the permit is issued or permit will be void. If authorized work is suspended or abandoned for six months, the permit shall be null and void.