

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 Permits
**Single Family
Dwellings**

**120 N. Main Street, Suite 4
Pearisburg, VA 24134
540-921-2527
Fax: 540-921-1846**

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

Hours of Operation

Monday - Friday

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

STEPS TO OBTAIN PERMITS

1. Obtain VDOT entrance permit.
(540) 381-7200
2. Obtain a Certificate of Zoning Compliance.
3. Provide Tax Parcel Number.
4. House Plans MUST be submitted at minimum one week prior to obtaining building permit.
(see plan requirements for residential one and two family dwellings)
5. Obtain written approval from the Giles County Health Department.
6. Agreement in Lieu of Erosion and Sediment Control Plan is needed if more than 10,000 square feet of land is disturbed.
7. Apply and pay for Permit
8. Contact the GIS Department to obtain your new 911 address after footers have been inspected by County Building Inspector.

FEES FOR PERMITS:

Single Family Dwelling .08¢ per sq. ft.
includes: garages, basements (finished and unfinished area)

MINIMUM INSPECTIONS REQUIRED

- Footing before concrete is poured
- Poured Wall, if applicable
- Foundation - before backfill
- Waterproofing/Drainage
- Slab (garage, basement, stoop, and porch)
- Rough In's
Framing, *Electrical, plumbing,
- Insulation
- Fireplace – throat and hearth
- Sewer Connection (where public sewer is available within county)
- Final – Certificate of Termite Treatment *Required before Final and CO*

A 24 Working Hour Notice is required for all inspections

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

Temporary Electrical inspection for permanent electrical service: This inspection will allow the power copany to connect power before the house is complete. THIS IS A COURTESY. It is not permission to OCCUPY the dwelling.

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

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.