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

Giles County
Building
Department

Process for Obtaining
Permit for Additions to
existing structure
including decks and porches*

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

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

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 |

For specific information on code requirements
and inspections of decks and porches, please
see handout new residential construction or
derock addition/replacement to existing Single
Family Dwelling.

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 when adding bedrooms or moving a septic system.
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
6. Contact the GIS Department to obtain your new 911 address, if applicable.

**Minimum Inspections Required**

- Footers, if applicable
- Waterproofing - backfill (basement)
- Slab (garage, basement, stoop or porch)
- Fireplace - Throat and Hearth
- Rough in Electrical, Plumbing, Framing
- Insulation
- Final

*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 and 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 company 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.

**Fees for Permits:**

Additions .10 ¢ per sq. foot
$30.00 minimum
basements and garages are to be included

**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.