

# SCHEDULING

## AN APPOINTMENT TO OBTAIN BUILDING PERMIT

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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.

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

## REQUESTING INSPECTIONS

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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

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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 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  
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 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.

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## FEES FOR PERMITS:

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

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# 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

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

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

\*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.

## 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.