

# 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.

## 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 Remodeling Permit*

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. Provide Construction Documents. Plans must be submitted a minimum one week prior to applying for building permit.
2. Provide Tax Parcel Number.
3. Obtain written approval from the Giles County Health Department if changing number of bedrooms and have private septic system.
4. Complete Owner Builder Affidavit, if applicable
5. Apply and pay for Permit

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## FEES FOR PERMITS:

Remodel .10¢ per square foot or  
Minimum \$30.00

*basements and garages are to be included*

# MINIMUM INSPECTIONS REQUIRED

- Rough In's  
Electrical, Plumbing, Framing
- Insulation
- Final and Certificate of Occupancy

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

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\*When electrical inspection is requested 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.