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
Houses

120 N. Main Street, Suite 4
Pearsburg, 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.
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.

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**Fees for Permits:**

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

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**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

*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.

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**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.

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