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 for
Singlewide and Doublewide Manufactured Homes

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

Hours of Operation

Monday - Friday 8:00 a.m. - 4:00 p.m
excluding Holiday
Steps To Obtain Permits

1. Obtain VDOT entrance permit. (540) 381-7200
2. Obtain a Certificate of Zoning Compliance.
4. Obtain written approval from the Giles County Health Department.
5. Agreement in Lieu of Erosion and Sediment Control Plan is needed if more than 10,000 square feet of land is disturbed.
6. Apply and pay for Permit
7. Contact the GIS Department to obtain your new 911 address after first inspection has bee completed. If your permit is for a singlewide manufactured home and if you need an address prior to the first inspection, please contact the GIS Department. You will be asked to mark the property indicating driveway entrance, and all four corners of the home must be staked and flagged.

Minimum Inspections Required

- Footers, if applicable includes piers, perimeter (if applicable) decks, landings, stairs
- Block (piers) and anchors
- *Electrical, Plumbing, Egress
- Sewer Connection (where public sewer is available within the county)
- Final and Certificate of Occupancy

*Inspections for Block (Piers), Anchors, Electrical, Plumbing Connections, Egress - are conducted during the same inspection.

*bWhen the 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 work order number. This work order 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:

Singlewide Manufactured Homes: $45.00
Doublewide Manufactured Homes: 06¢ per sq. ft.

A 24 Working Hour Notice is required for all inspections

IMPORTANT

You must begin work within six (6) months after the permit is issued or permit will be voided. If authorized work is suspended or abandoned for six months, the permit shall be null and void.