

**BUCKINGHAM COUNTY**  
**BUIDING PERMIT**  
**CHECKLIST**

- \_\_\_\_\_ Obtain a Zoning Permit to the Zoning Administrator's Office.
- \_\_\_\_\_ Take the Zoning Permit to the Health Department to apply for a Well/Septic Permit
- \_\_\_\_\_ Obtain a Driveway Entrance Permit from the VDOT Office
- \_\_\_\_\_ Bring the following to the Building Inspector's Office to apply for a Building Permit (usually issued while you. wait):
  - 1) Zoning Permit 2) Well/Septic Permit 3) Driveway Entrance Permit (must be the original)
  - 4) Mechanic's Lien Agent name and address, if applicable
  - 5) Copy of Contractor's License, if project is not owner contracted

**Inspections Required on Construction**

**Inspections Required for a Singlewide/Doublewide/On-Frame Modular**

- \_\_\_\_\_ Footers (18" below grade)
- \_\_\_\_\_ Block/Strap/Tie-Down
- \_\_\_\_\_ Early Service Inspection
- \_\_\_\_\_ Rough Plumbing – heating venting and air conditioning
- \_\_\_\_\_ Final Inspection (includes all safety aspects and the meter base)

**Inspections Required for, Off-Frame Modular**

- \_\_\_\_\_ Footers (18" below grade)
- \_\_\_\_\_ Sill Plate Inspection .
- \_\_\_\_\_ Roof Framing inspection and second floor framing inspection
- \_\_\_\_\_ Final Inspections (includes all safety aspects and the meter base)

**Inspections Required for a Custom-Built Home**

- \_\_\_\_\_ Footers (18" below grade)
- \_\_\_\_\_ Rough Inspections (electrical, plumbing, mechanical) and Under Slab for homes with basements
- \_\_\_\_\_ Insulation Inspection
- \_\_\_\_\_ Final Inspection

*Note 1): The power company is called after the Building Inspector returns to his office following the inspection*

*Note 2): If this application is to be mailed, the County takes no responsibility for the application should the County not receive the application and; this application will be in the Office of the Zoning Administrator for 30 days, upon which the County will no longer be responsible after the 30 day period. Normal approval time is ½ day and it shall be the applicant's responsibility to contact the Zoning Administration Office and pick up the zoning application after approval. (434-969-4242) Approved applications shall not be mailed back to the applicant. The approved Zoning Permit may be faxed if the Zoning Office is supplied a fax number and contact person.*

*Office of the Zoning Administrator, Attn: Robert Luke,  
Buckingham County Administration Building,  
13360 W. James Madison Highway, Box 252,  
Buckingham, Virginia 23921 .*

Buckingham County Fax Number – 1-434-969-1638 On Fax please includes your fax number, as well as contact person.

County Website: [www.buckinghamcountyva.org](http://www.buckinghamcountyva.org)

**SITE PLAN (RECORDED PLAT) MINIMUM**  
**REQUIREMENTS**

**TO ACCOMPANY ZONING PERMIT**

- 1) A copy of your recorded plat (if no plat available, a drawing of your land showing the boundary lines and you shall

show ownership proof)

- 2) Draw building on site plan (plat or drawing) showing location
- 3) Show measurements from the front of the property line to the front of the building in feet on site plan.
- 4) Show measurements from the side of the property line to the sides of the building in feet on site plan,
- 5) Show measurements from the rear of the property line to the rear of the building in feet on site plan.
- 6) Show location of entrance to lot on site plan,
- 7) Show location of all other buildings on the lot and their respective uses on site plan. (I.e. building 1 is a 2 bedroom home, building 2 is a garage, building 3 is a shed, building 4 is a barn and etc.)
- 8) Show distances between buildings in feet on site plan
- 9) Show location of septic drainfield on site plan.
- 10) Show location of well on site plan.
- 11) Show any historical areas on site plan.
- 12) Show any wells, cemeteries, or burial sites on site plan
- 13) Show Road Route number and location of road on site plan and 911 address.
- 14) Show any streams, rivers, lakes, ponds and their location on site plan,
- 15) Show location of parking for vehicles on site plan

You can show the location of each of the above by placing the number on the site plan, if you wish.