

BUCKINGHAM COUNTY BUILDING PERMIT CHECKLIST

- _____ Obtain a Zoning Permit from the Zoning Administrator's Office 434-969-4242
- _____ Take Zoning Permit to Health Department to apply for a Well/Septic Permit
434-969-4244
- _____ Obtain a Driveway Entrance Permit from VDOT Office 434-983-2017
- _____ Obtain tax receipt from Treasurer's Office 434-969-4744 showing that taxes are currently paid for the Tax Map Number of the property where work outlined in the Building Permit will be done

Bring the following items to the Building Inspector's Office to apply for a Building Permit:

- ___ Zoning Permit
- ___ Well/Septic Permit from Health Department
- ___ Driveway Entrance Permit from VDOT (must be the original)
- ___ Mechanic's Lien Agent name and address, if applicable
- ___ Copy of Contractor's License if project is not Owner Contracted
- ___ Copy of floor plans
- ___ Complete and accurate directions to the site
- ___ Proof that Taxes are currently paid for the Tax Map Number listed

Before a Certificate of Occupancy can be issued, the following items must be on file:

- ___ A passing final inspection
- ___ Completion statement from Health Department for Well/Septic

Inspections Required

Please Note – The Power Company is notified after the Building Inspector returns to his office following the inspection.

For a Singlewide / Doublewide / On-Frame Modular:

- ___ Footers (18" Below Grade)
- ___ Block / Strap / Tie-down
- ___ Early Service (optional)
- ___ Final Inspection (includes all safety aspects and the meter base)

For an Off-Frame Modular:

- ___ Footers (18" Below Grade)
- ___ Sill Plate
- ___ Final Inspection (includes all safety aspects and the meter base)

For a Stick-Built Dwelling:

- ___ Footers (18" Below Grade)
- ___ Under Slab (for homes with basements)
- ___ Rough-in Inspections (framing, electric, plumbing, mechanical)
- ___ Insulation
- ___ Final (includes all safety aspects and the meter base)