

Building a new House? Before you submit, things you need to have!

#1. Sewage disposal system and private well construction permit.

Note: a copy of the issued permits must be provided at time of application. Well must be installed before permit will be issued but the building permit process can begin without the well completion.

*Powhatan Health Department
3908 Old Buckingham Road, Suite 1
Powhatan, VA 23139
Telephone: (804)598-5680
Fax: (804)-598-5688*

#2. Zoning Compliance Affidavit

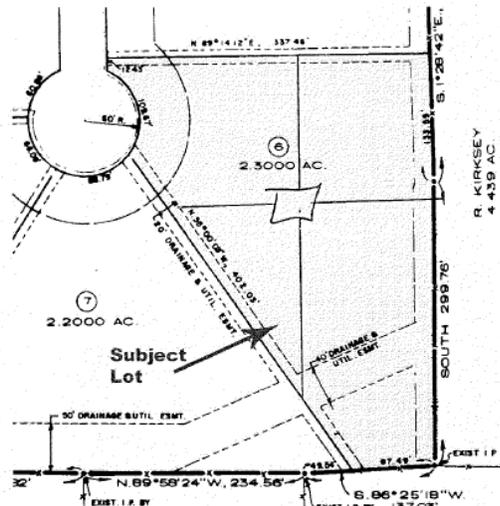
Note: this form must be notarized but we have notaries on staff for your convenience. Be sure to bring proof of identification!

#3. Site plan (copy of your plat – obtainable through the Clerk’s office at the Courthouse):

- 2 copies

Draw the proposed structure **and** a line from each corner of the structure to each property line; include on this line how many feet from each property line the proposed structure will be.

See example below:



If you need additional information, call us!

*Planning & Zoning Department
(804)598-5621*

#4. Building Plans:

- 2 sets of detailed plans.

#5. Are you the homeowner acting as the general contractor?

Fill out the Affidavit of Exemption from Contractor Licensing.

This form must also be notarized, which can be done in our office.

#6 Or are you the contractor?

Submit copies of your contractor's license **and** County of Powhatan business license. You have to submit both!

#7. Do you live on a public or private road?

If you live on a public road, you must submit a VDOT entrance permit **or** VDOT approval letter for an existing entrance.

*VDOT-Chesterfield Residency
3301 Speeks Drive, Midlothian, VA 23112
(804)674-2800*

#8. In order to clear your land or begin land disturbance, fill out the Agreement in Lieu of a Plan.

Answer every question. Once this form is approved, you can begin clearing your land.

Soil Analysis Report –

Some areas of Powhatan County contain shrink swell soil. If your parcel is located in a moderate to high shrink swell soil area or with any adverse soil conditions, two copies of a soil analysis report will be required. This will be determined during plan review. It will not hold up the review process however the permit will not be issued without receipt of this report.

You can also access the Powhatan Land Parcel Viewer (link located on the County's home page) and click the Map Layer for Soils.