

RESIDENTIAL PERMIT
APPLICATION REQUIREMENTS

**Detached One and Two
Family Dwellings and
Townhouses**

THE COUNTY OF
POWHATAN
VIRGINIA

Building Inspections Department
3834 Old Buckingham Road, Suite F
Powhatan, Virginia 23139

Tel 804-598-5622
Fax 804-598-5877
www.powhatanva.gov

*****Checklist must be submitted at time of permit application*****

Applications for all new Single Family Dwellings shall include the following:

- Well and septic permits issued from the Health Department.
 - Note: the well does not have to be installed at the time of application but must be installed before the permit can be issued.
- Zoning Compliance Affidavit- Required for all new structures and additions to existing structures.
- Building Plans – two (2) complete sets of detailed plans drawn to scale.
- If applicant is a Home Owner – Submit the Affidavit of Exemption from Contractor Licensing (must be notarized).
- If applicant is a Contractor – Submit copies of Contractor’s License and County of Powhatan Business License.
- Site Plan (**copy of plat** obtainable via County Clerk’s office) – Submit two (2) copies depicting proposed structure(s) and distance measured in feet to property lines at the front, sides, and rear.
- VDOT entrance permit or VDOT approval letter for an existing entrance (applicable for new buildings accessed from any state maintained road).
- Agreement in Lieu of an Erosion and Sediment Control Plan – signed by the landowner and Certified Responsible Land Disturber.
- Completed Permit Application.

Additional required items to be determined during plan review:

- Shrink/swell soil analysis report (if required by subdivision plat or if located in area identified on the Powhatan County Soil map as having a moderate or high shrink/swell potential) - Submit two (2) copies.
- Engineered footing/foundation design if soil report confirms moderate or high shrink/swell soil conditions or other adverse soil conditions at building site. Submit two (2) copies.

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RESIDENTIAL CONSTRUCTION Permit Application

PERMIT NUMBER: _____ DATE OF APPLICATION: _____ RECEIVED BY: _____

OWNER NAME: _____
Last name First name Middle initial

ADDRESS: _____ SITE ADDRESS: _____
(If different)

ZIP: _____ ZIP: _____

CONTACT PHONE: _____ CONTACT EMAIL: _____

SUBDIVISION: _____

LOT: _____ BLOCK: _____ SECTION: _____

SETBACKS OF PROPOSED BUILDING: FRONT: _____ BACK: _____ RIGHT: _____ LEFT: _____

**IT IS THE RESPONSIBILITY OF THE BUILDER TO ASSURE FRONT, SIDE AND REAR-YARD SETBACK REQUIREMENTS ARE MET AND THAT
SOILS ARE SUITABLE FOR FOOTINGS**

TAX PARCEL #: _____ TOTAL ACREAGE OF LOT: _____

HEALTH DEPT. PERMIT NUMBER: _____ EXPIRATION DATE: _____

WATER: (Check one) Public Private Well SEWAGE: (Check one) Public Private Septic

STRUCTURE: (Check one) ADDITION ALTERATION NEW CONSTRUCTION TEMPORARY

NATURE OF WORK: _____
(Examples: Single Family Dwelling, 2 Story, 4 BR, Basement, Attached Garage, Deck, Swimming Pool etc.)

CONTRACTOR: _____ STATE LICENSE NO. _____
Last name, First name Middle initial

TRADING AS: _____ CLASS: _____ EXPIRATION: _____

ADDRESS: _____ SPECIALTY CLASSIFICATION(S): _____

PHONE: _____

BUSINESS LICENSE NO. _____ LOCALITY _____ EXPIRATION: _____

(THIS SECTION TO BE COMPLETED BY COUNTY STAFF)

Use Group: _____ Use Code: _____ Fed. Use Code: _____ Construction Type: _____

Magisterial Dist.: _____ Zoning: _____ Traffic Area: _____ Voting Dist.: _____

USBC Edition: _____ Hydrologic Unit: _____ Route #: _____ Floodplain: Y/N _____

Site Plan # _____ Variance/Conditional Use Permit# _____ Occupant Load: _____

Planning & Zoning Approval _____ Building Dept. Approval _____

CHECK EACH PERMIT TYPE FOR WHICH APPLICATION IS MADE AND PROVIDE REQUESTED INFORMATION

SINGLE FAMILY DWELLING **DUPLEX** Value: \$ _____ Total Sq. Ft: _____

# Stories	# Bed Rooms	# Full Baths
# Half Baths	# Kitchens	Type of Heat
Basement Y/N	% Basement Finished	Flue Y/N (Type)
# Fireplaces	Type of Fireplace	Exterior Finish
Sq. Ft. Porch	Sq. Ft. Deck	Sq. Ft. Basement
Sq. Ft. 1st Floor	Sq. Ft. 2nd Floor	Sq. Ft. 3 rd Floor
Sq. Ft. Garage	Unfinished Space	Other

ADDITION, ALTERATION, REPAIR, ACCESSORY STRUCTURES

Value of Improvement: \$ _____ Total Sq. Ft: _____

#Rooms Added	#Bed Rooms Added	#Bath Rooms Added
#Decks & Size	#Porches	#Kitchens Added
Garage Y/N	Carport Y/N	Storage Shed Y/N
(circle one) Attached/Detached	(circle one) Attached / Detached	(circle one) Attached/Detached
Square Feet Added	Flue Y/N	Fireplace Y/N
Other Work (Specify): _____		

MANUFACTURED/MOBILE HOME Value: \$ _____ Total Sq. Ft.: _____

Dimensions	Model Year	Manufacturer
#Bedrooms	#Baths	
Deck Size	Porch Size	

DEMOLITION Value: \$ _____ (Total cost of demolition)

Describe building or building element to be demolished _____

Have all utilities been disconnected? Yes No If No, explain _____

Please provide appropriate documentation (receipts) that demolition debris has been properly disposed of.

MECHANICS LIEN AGENT (ONE AND TWO FAMILY DWELLINGS ONLY)

I request that the following mechanics lien agent be listed on my permit.

Name: _____ Phone: _____

Street or P.O. Box: _____ City, State, Zip: _____

I certify that I am legally authorized to make this application. I also certify that all construction will be executed in accordance with the applicable provisions of the Virginia Uniform Statewide Building Code and the Ordinances of Powhatan County. No portion of the work executed under this permit will be used or occupied until a Final Inspection and/or Certificate of Occupancy is granted.

Applicant Signature

Date

Print Name

Applicant is Building Owner Owner's Agent Contractor/Contractor's Agent

NOTE: If the permit applicant does not hold a Contractor's license issued by the Virginia Department of Professional and Occupational Regulation, submit a notarized Affidavit of Exemption from Contractor Licensing.

Cash and check are the only acceptable form of payment.

Site Address _____

ZONING COMPLIANCE AFFIDAVIT

In signing this affidavit, the property owner and/or contractor understands and agrees to the following:

- The proposed use(s), distances from property lines, and distances from other structures as listed on the attached application are correct.
- It is the responsibility of the property owner and his contractor to ensure that the building is constructed/sited in compliance with the setback distances required for this structure by the Zoning Ordinance.
- The County bears no responsibility for construction/siting errors.
- The contractor is aware of all zoning requirements pertinent to this project.
- If the building is sited in violation of any setback distance, the property owner will be required to demolish or move the portion of the building not in compliance or take other corrective measures to avoid legal action from the County of Powhatan. The law does not favor variances granted for any construction or siting errors resulting from failure to follow the approved permit.
- Construction siting errors are not considered hardships by the Planning Department, and the Board of Zoning Appeals has been so informed.

Check one: **Property Owner** **Contractor**

I, _____, know and understand the requirements of the attached zoning permit as well as provisions of the Powhatan County Zoning Ordinance pertinent to this project. I understand that if this project results in the violation of any provision of the Zoning Ordinance, the property owner or contractor, or both, will be subject to legal action by the County of Powhatan.

Signature

Date

Address:

Phone Number:

Subscribed and sworn to before me this _____ day of _____, 20____, in the City/County of _____, Virginia.

Notary Public

Commission Expiration

AFFIDAVIT OF EXEMPTION FROM CONTRACTOR LICENSING

All permit applicants who do not hold a valid state contractor's license are required to complete this affidavit. This is a sworn legal document. The applicant's signature shall be witnessed by a Notary.

As applicant for a building permit for work to be performed at the following location:

(Location of work)

and pursuant to the provisions §54.1-1111, Code of Virginia, I swear I am exempt from any requirement to be licensed as a contractor in the Commonwealth of Virginia for the following reason: (check one):

- I will perform or supervise the construction, removal, repair or improvement of no more than one building for retail use, one building for commercial use or one residence upon my own real property and for my own personal use during any twenty-four-month period; (personal use excludes buildings owned by the applicant but rented otherwise let out to tenants)
- I will perform or supervise the construction, removal, repair or improvement of a house upon my own real property as a bona fide gift to a member of my immediate family who will reside in the house ("immediate family" includes one's mother, father, son, daughter, brother, sister, grandchild, grandparent, mother-in-law and father-in-law);
- I am the building owner or lessee, but the work will be performed by a contractor duly licensed by the Virginia Department of Professional and Occupational Regulation.

Contractor: _____ State License#: _____

- I am a contractor as defined in §54.1-1100, however, the total contract value of the work to be performed does not exceed \$1,000.00 and does not include landscape irrigation or water well construction. If the work includes plumbing, electrical, HVAC or gas piping, the applicant shall hold a Master Tradesman Certification issued by the Virginia Department of Professional and Occupational Regulation. Certification #:

Applicant _____ **Phone**

Address

City/State/Zip

Signed and acknowledged by **X** _____
(Applicant signature)

In the city or county of _____ on the _____ day of _____, 20____
in the presence of the undersigned witness.

Notary

My Commission expires _____

Agreement In Lieu of a Plan

Powhatan County requires that a land disturbance permit be secured in advance of disturbing more than 10,000 square feet on a property. The 10,000 square feet of disturbance includes areas being utilized for a septic system and for any entrances or driveways.

**Determine if you are eligible for a land disturbance permit with an Agreement in Lieu of a Plan:
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND WILL DELAY THE PROCESSING OF YOUR BUILDING PERMIT**

A specific erosion and sediment control plan is typically required to be submitted and approved in conjunction with a land disturbance permit; however, the law allows an exception for construction of single family homes. The exception allows Powhatan County to accept an agreement in lieu of a specific plan if the property owner agrees in writing to meet the minimum standards of the Virginia Erosion & Sediment Control Law.

To determine whether or not you are eligible for a permit with an Agreement in Lieu of a Plan, answer the following questions:

1. Is the amount of land being disturbed more than 1 acre? Yes No
*I, understand that if I disturb greater than 1 acre, a Virginia Stormwater Management Program Permit must be obtained from the Virginia Department of Environmental Quality (DEQ). Failure to obtain this permit could result in strict enforcement from DEQ.
For more Information,
<http://www.deq.virginia.gov/Programs/Water/StormwaterManagement/VSMPPermits.aspx>
or contact: Virginia Department of Environmental Quality
629 East Main Street, P.O. Box 1105, Richmond, VA 23218 (804)698-4000
Documentation of State Permit approval must be provided prior to approval.
2. Does the property have steep slopes? Yes No
If yes, a site visit with the applicant and/or RLD is required prior to approval.
3. Does the property have an intermittent or perennial stream or wetlands on the property? Yes No
**If yes, USACOE permit approval verification is required or verification stating that no permit is required. Streams and/or wetlands must be flagged prior to construction and confirmed by USACOE.
For more information,
<http://www.nao.usace.army.mil/>
or contact: US Army Engineer District, Richmond Field Office
9100 Arboretum Pkwy # 235, North Chesterfield, VA 23236 (804)323-3780*
4. Are any secondary culverts being installed? Yes No
*If yes, pipe inlet and outlet protection shall be provided around all culvert inlets and outlets. (cont.)
Letter from a certified surveyor/engineer required, stating specifications of secondary culvert size must be provided prior to approval.
5. Will fill material be utilized on the site? Yes No
If yes, where is material coming from and approximately how much?

If you answered **YES** to any of the above questions, you **may not** be eligible for an Agreement in Lieu of a Plan and may need to prepare an Erosion and Sediment Control Plan. To use this form if you answered yes to any of these questions, you must have approval from Environmental Staff before submitting this form to the building department; contact the Environmental Staff at 804-598-5621.

If you answered no to each of the questions above, you are eligible to utilize an agreement in lieu of an erosion and sediment control plan. Complete the remaining items of this application and sign the owner portion of this form.

Project Information:

Project Address/Location: _____

Tax Map #: _____

Acreage to be disturbed (Include area being disturbed for proposed buildings, as well as the area needed for the driveway, septic fields, wells and any other portions of the site to be graded/disturbed):

Provide a brief description of the type of work planned (such as building a road or driveway, septic field, etc. and the land area involved; square feet, acres, length of road, etc):

Estimated Completion Date for Construction: _____

Who is the contact person responsible for repairing any environmental issues on site during the course of construction? _____

How do they wish to be contacted? via phone via email

Provide phone or email address: _____

Certification/Agreement:

Application is hereby made for a land disturbance permit in accord with the description and for the purposes set forth above, and in accordance with the Powhatan County Erosion and Sediment Control Ordinance.

In lieu of submission of an Erosion and Sediment control plan for the construction of this single family dwelling, I agree to comply with all applicable requirements of the Powhatan County Erosion and Sediment Control Ordinance and the state Minimum Standards for erosion and sediment control (Section 4VAC50-30-40 of the Virginia Erosion and Sediment Control Regulations).

PRIOR TO THE START OF CONSTRUCTION natural vegetative buffers along streams and wetlands shall be flagged. A stone construction entrance shall be installed on the property. Refer to Subdivision Regulations 6.4-3.4 and 6.5-1.0 for driveway standards concerning width, culvert size and maximum slopes. Entrenched silt fence or other acceptable perimeter controls shall be established downslope of the disturbed area to prevent sediment from leaving the site. In addition, all denuded areas on the lot will be seeded and mulched within (7) days of final grading with permanent vegetation or a protective ground cover suitable for the time of year.

I hereby authorize representatives from the Powhatan County Department of Community Development to enter my property for the purpose of conducting erosion and sediment control inspections. I understand the erosion and sediment control inspection is the first inspection required and that this inspection must be scheduled prior to the scheduling of any building inspections for the property.

In addition, I waive my right to future building inspections in the event that inspection of the property reveals that it is not in compliance with state Minimum Standards for erosion and sediment control. I understand that any erosion and sediment control deficiencies identified by county inspectors must be fully addressed before building inspections for the property can resume. Further, I understand, covenant and agree that if the lot has not been stabilized, the County may require that a bond be posted until final construction stabilization can be achieved and a final occupancy permit shall not be issued. Additional state and federal permits may also be required. If an erosion and sediment control plan is required, it must be posted on the site at all times with the building permit. If it is not posted at the time of the first inspection, the inspection will fail. Failure to provide accurate site conditions will result in a stop work order placed on the site.

PROPERTY OWNER:		

Name (PRINT)		

Address		

City	State	Zip Code

Phone Number		

Email Address		

Signature	/	Date

RESPONSIBLE LAND DISTURBER:		

Name (PRINT)		

Address		

City	State	Zip Code

Phone Number		

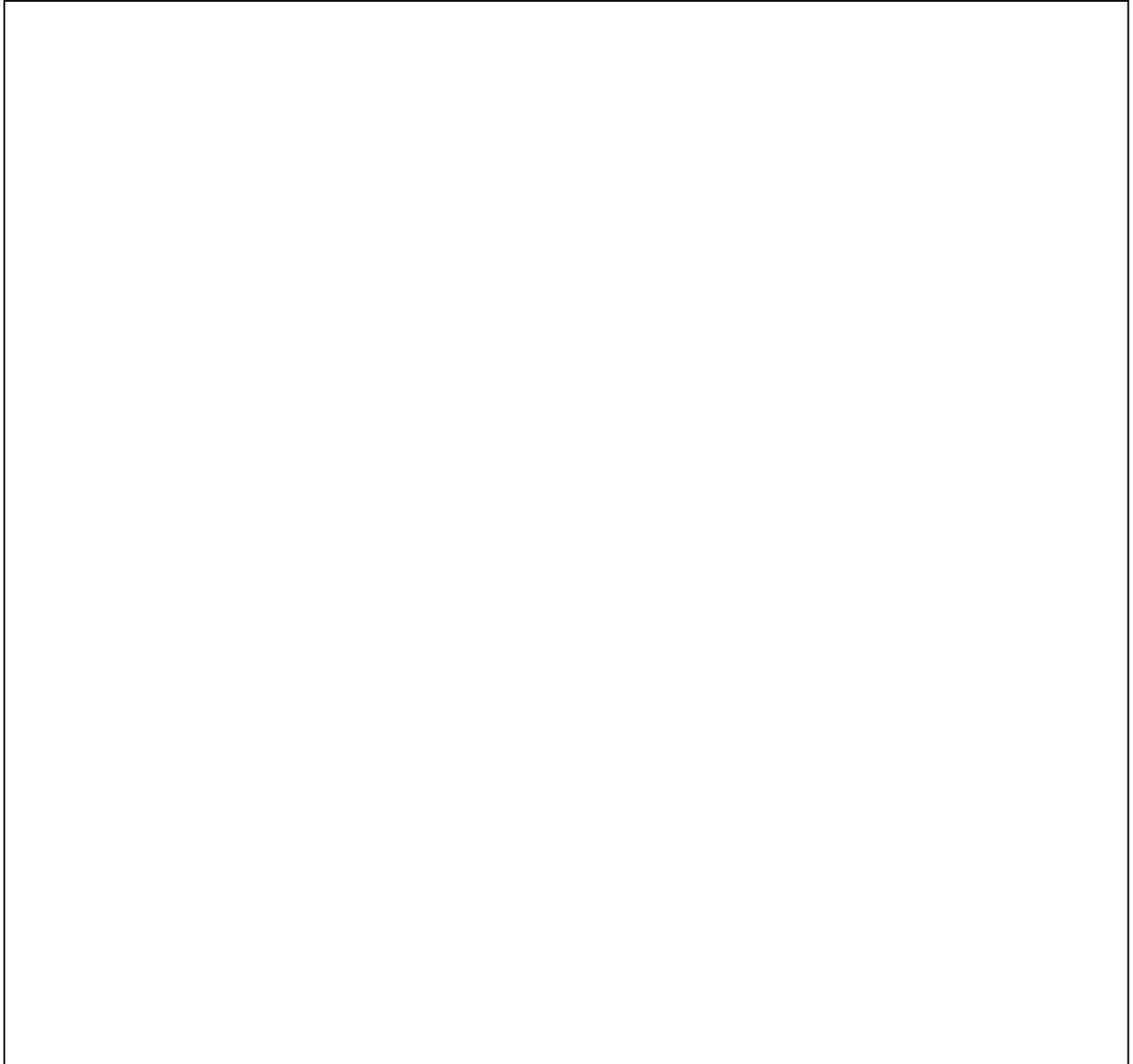
Certificate Number	Expiration Date	

Email Address		

Signature	/	Date

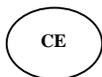
SITE PLAN/GRADING SKETCH REQUIRED

Provide a Site Plan/Grading Sketch showing the proposed clearing, grading, entrance, and any E&S controls to be installed.



SYMBOL KEY

---X---X---X---X SILT FENCE



CONSTRUCTION ENTRANCE

Initials/Date: _____/_____

Checklist for Erosion and Sediment Control Plans

Erosion & Sediment Controls to be used on site.

		Check if applicable:
3.02	Temporary Stone Construction Entrance- A stabilized stone pad of 2-3” stone with a filter fabric underliner located at vehicular ingress and egress on a construction site.	
3.05	Silt Fence- A temporary sediment barrier of synthetic filter fabric that is entrenched at least 4” deep, stretched across and attached to supporting posts located 5-7’ beyond the base of disturbed slopes.	
3.07	Storm Drain Inlet Protection- A sediment filter used to prevent sediment from entering storm drainage systems prior to stabilization of the disturbed area.	
3.08	Culvert Inlet Protection- A sediment filter located at the inlet to a culvert.	
3.17	Stormwater Conveyance Channel- A permanent designed waterway, shaped, sized, and lined with vegetation or structural material such as jute mat, used to safely convey stormwater runoff within or away from the site.	
3.18	Outlet Protection- Structurally lined aprons or other acceptable energy dissipating devices placed at outlets of pipes and culverts or paved channel sections. Example: rip rap.	
3.31	Temporary Seeding- The establishment of a temporary vegetative cover on any disturbed areas by seeding with appropriate rapidly growing annual plants when a site won’t be brought to final grade within 14 days.	
3.32	Permanent Seeding- The establishment of perennial vegetative cover on disturbed areas by planting seed within 7 days of final grading.	
3.33	Sodding- Stabilizing fine-graded disturbed areas by establishing permanent grass stands with sod.	
3.35	Mulch- Application of straw or other suitable materials to the soil surface to prevent erosion and runoff damage to seeded areas. <u>Mulch must</u> accompany the application of temporary or permanent seeding.	