



**County of Powhatan, Virginia**  
**HOUSE PLAN REQUIREMENTS**  
**CHECKLIST**

For Office Use Only	
Building Permit #	
Date of Submittal	
Received By	

**DETACHED ONE AND TWO FAMILY DWELLINGS, TOWNHOUSES AND ACCESSORY STRUCTURES**

**Applications for Construction Permits must be submitted Monday—Friday between 9:00 am and 4:00 pm ONLY.**

PLANS SUBMITTED FOR REVIEW SHALL INCLUDE THE FOLLOWING:	Yes	No
Plans must be ¼" scale and printed to ¼" scale		
Header/Beam sizes (doors, openings, windows, etc.)		
Joist size and spans		
Door and window sizes		
LVL's to be identified with specs, nail patterns, and layout sheet from manufacturer		
1 Joist spec sheets with layout (if used)		
Identify all rooms and their dimensions		
Footing sizes/design		
Typical wall sectional drawing		
Truss spec sheets with layout		
All other applicable information listed on the Residential Permit Application Requirements sheet		

**Important Notice**

**Information missing will result in delay of permit issuance. Please acknowledge you have included all required information and have read the requirements listed.**

**Signature \_\_\_\_\_ Date \_\_\_\_\_**



**County of Powhatan, Virginia**  
**RESIDENTIAL PERMIT**  
**APPLICATION REQUIREMENT**  
**CHECKLIST**

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**DETACHED ONE AND TWO FAMILY DWELLINGS, TOWNHOUSES AND ACCESSORY STRUCTURES**

Applications for Construction Permits must be submitted Monday—Friday between 9:00 am and 4:00 pm ONLY.

APPLICATIONS SUBMITTED FOR REVIEW SHALL INCLUDE THE FOLLOWING:	Yes	No
<b>Zoning Compliance Affidavit</b> - Required for all new structures and additions to existing structures.		
<b>Building Plans</b> – 2 complete sets drawn to ¼" scale to include: footing/foundation/ basement plan, wall heights, height of unbalanced fill and soil classification, wall construction material and any reinforcement · floor plan for each level · roof plan: showing typical individual roof members and bearing, all overbuilt roof areas, hip members and true valleys · dimensioned truss layout plan and corresponding truss detail drawing · Joist spec sheets and large layout (if used), LVL specs & layouts · wall sections · tall wall structural plan details for walls that exceed 12 feet in height bearing the seal and signature of a registered design professional · identify and locate the wall bracing methods utilized: braced wall lines and spacing, braced wall panel construction and locations, construction method for supporting braced wall panels with a length of 48 inches or less · identification of all structural members, header sizes, door sizes, window sizes, column sizes, etc. · deck plans indicating all beams, girders, joists, posts and footing sizes. Manufacturer’s drawings for manufactured homes, including the foundation, stoop and/or deck plans. Manufacturer’s drawings for swimming pools and certified engineer’s design for in-ground pools, footing/prefab carports and garages.		
<b>Shrink/swell soil analysis report</b> (if required by subdivision plat or identified as having a moderate or high shrink/swell potential). Two (2) copies.		
<b>Engineered footing/foundation design</b> if soil report confirms moderate or high shrink/swell soil conditions or other adverse soil conditions at building site. Two (2) copies.		
<b>Home Owner acting as their own Contractor</b> – Submit Affidavit of Exemption from Contractor Licensing.		
<b>Contractors</b> – Submit copy of Contractor’s License and current County Business License the business operates from.		
<b>Site Plan (copy of plat)</b> – Submit four (4) copies depicting proposed structure(s) and distances measured in feet to property lines at front, sides, and rear.		
<b>VDOT entrance permit or approval letter</b> for an existing entrance		

APPLICATIONS SUBMITTED FOR REVIEW SHALL INCLUDE THE FOLLOWING:	Yes	No
Agreement in Lieu of an Erosion and Sediment Control Plan – signed by the landowner and Certified Responsible Land Disturber.		
Permit Application must be signed.		

**NOTE:**

**HEALTH DEPARTMENT APPROVAL REQUIRED  
PRIOR TO PERMIT ISSUANCE.**

PLEASE NOTE:

Incomplete construction permit applications **will not be accepted or reviewed** until all relevant materials are submitted.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

COUNTY OF POWHATAN  
Building Inspections Department  
3834 Old Buckingham Road, Suite F  
Powhatan, VA. 23139  
(804) 598-5622-Phone (804) 598-5877-Fax  
www.powhatanva.gov

# 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 <sup>rd</sup> 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 lessee of the relevant property or the agent of either or by the RDP, contractor or subcontractor associated with the work or any of their agents. I am not required to have a contractor license pursuant to Chapter 11 of Title 54.1 of the Code of Virginia.
- 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 Signature \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Subscribed and acknowledge to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the City/County of \_\_\_\_\_, Virginia.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Expiration

\_\_\_\_\_  
Notary registration number



**County of Powhatan,  
Virginia**  
Agreement in Lieu of a Plan

For Office Use Only	
Case #	
Building Permit #	
Date of Submittal	
Received By	

Powhatan County requires that a *Land Disturbance Permit* be secured prior to disturbing more than 10,000 square feet of land. The disturbed area includes areas cleared for septic systems and any entrances/driveways.

A specific *Erosion and Sediment Control Plan* is typically required to be submitted and approved in conjunction with a *Land Disturbance Permit*. The construction of single-family dwellings may be exempt from this requirement, if certain conditions are met. An *Agreement in Lieu of a Plan* may be accepted, if the property owner agrees in writing to meet standards established by the Virginia Erosion and Sediment Control Law.

To determine whether or not a project is eligible for a permit with an *Agreement in Lieu of a Plan*, answer the questions listed below.

Question	Yes	No
<p><b>Question #1:</b> <b>Is the amount of land being disturbed more than one (1) acre?</b></p> <p>If more than one (1) acre is disturbed, a Virginia Stormwater Management Program Permit must be obtained from the Virginia Department of Environmental Quality (DEQ). Documentation of approval from DEQ must be submitted prior to approval of an Agreement in Lieu of a Plan. Failure to obtain this permit could result in strict enforcement from DEQ.</p> <p>For more information, visit <a href="http://www.deq.virginia.gov/Programs/Water/StormwaterManagement/VSMPPermits.aspx">www.deq.virginia.gov/Programs/Water/StormwaterManagement/VSMPPermits.aspx</a> or contact DEQ at (804) 698-4000.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Question #2:</b> <b>Does the property have steep slopes?</b></p> <p>If yes, a site visit with the applicant and/or Registered Land Disturber (RLD) may be required prior to approval.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Question #3:</b> <b>Does the property have an intermittent stream, a perennial stream, and/or wetlands?</b></p> <p>If yes, a permit may be required from the U.S. Army Corps of Engineers (USACOE).</p> <p>If streams and/or wetlands will be disturbed, the applicant is required to submit verification of permit approval from USACOE <u>or</u> verification stating that no permit is required. Streams and/or wetlands must be flagged prior to construction and confirmed by USACOE.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Question #4:</b> <b>Are any secondary culverts being installed?</b></p> <p>If yes, pipe inlet and outlet protection shall be provided around all culvert inlets and outlets. A letter from a certified surveyor/engineer stating specifications of secondary culvert size must be provided prior to approval.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Question #5:</b> <b>Will fill material be utilized on the site?</b></p> <p>If yes, identify where fill material is coming from and the quantity used on site.</p>	<input type="checkbox"/>	<input type="checkbox"/>



If you answered **YES** to any of the questions listed on Page 1, you **may not** be eligible for an *Agreement in Lieu of a Plan* and may need to prepare an *Erosion and Sediment Control Plan*. Contact the Department of Community Development at (804) 598-5621 to verify whether the project is eligible to be implemented in accordance with an *Agreement in Lieu of a Plan* (rather than a full *Erosion and Sediment Control Plan*).

If you answered **NO** to each of the questions listed on Page 1, the project is eligible to utilize an *Agreement in Lieu of a Plan*. Complete the remaining items on this application and submit it to the Department of Community Development prior to disturbing the site.

<b>Project Description</b>	
Tax Map Number	
Physical Address	
General Description of Property Location	
Acreage to be Disturbed (Including Building Site, Entrances/ Driveways, Septic Systems, and Any Other Areas Graded/Disturbed)	
Brief Description of Work Planned (Ex. Building and 100' Driveway)	
Estimated Completion Date for Construction	
Contact Person	
Contact Person: Phone Number	
Contact Person: Email Address	
Sketch Plans (Attach 2 Copies to Application)	<p>On an official survey/plat of the property, sketch the location of:</p> <ul style="list-style-type: none"> <li>• Limits of Clearing and Grading;</li> <li>• Streams and/or Wetlands (if any);</li> <li>• Site Driveway and Entrance; and</li> <li>• Any Erosion and Sediment Controls Used</li> </ul>

**Certification/Agreement**

Application is hereby made for a *Land Disturbance Permit* in accordance with the following:

- Project Description (Application: Page 2)
- Sketch Plans (Attached to Application)
- Powhatan County Erosion and Sediment Control Ordinances (County Code: Chapter 42)

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 Ordinances and minimum standards for erosion and sediment control established by the Commonwealth of Virginia (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 Section 68-175(e)(8)(b) of the Powhatan County Subdivision Ordinance for driveway standards; and
- 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 seven (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 project.

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 minimum standards established by the Commonwealth of Virginia for erosion and sediment control. I understand that any erosion and sediment control deficiencies identified by Powhatan County must be fully addressed before building inspections of the property may resume. Further, I understand, covenant, and agree that if the property has not been stabilized, Powhatan County may require that a bond be posted until final construction stabilization can be achieved and that 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	
Street Address	
City and State	
Zip Code	
Phone #	
Signature	

Responsible Land Disturber	
Name	
Street Address	
City and State	
Zip Code	
Certificate #	
Expiration Date	
Phone #	
Signature	

**Questions?**

Contact the Department of Community Development at (804) 598-5621.

### Erosion and Sediment Control Measures Used On-Site

Place a checkmark next to the control measures that will be used on the site.

Control Measure	Handbook Reference	Check if Applicable
<b>Temporary Stone Construction Entrance</b> A stabilized stone pad of 2—3" of stone with a filter fabric underliner located at vehicular ingress and egress on a construction site.	3.02	<input type="checkbox"/>
<b>Silt Fence</b> 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.	3.05	<input type="checkbox"/>
<b>Storm Drain Inlet Protection</b> A sediment filter used to prevent sediment from entering storm drainage systems prior to stabilization of the disturbed area.	3.07	<input type="checkbox"/>
<b>Culvert Inlet Protection</b> A sediment filter located at the inlet to a culvert.	3.08	<input type="checkbox"/>
<b>Stormwater Conveyance Channel</b> A permanent designed waterway that is shaped, sized, and lined with vegetation or structural material, such as a jute mat, and used to safely convey stormwater runoff within or away from the site.	3.17	<input type="checkbox"/>
<b>Outlet Protection</b> Structurally-lined aprons or other acceptable energy dissipating devices placed at outlets of pipes and culverts or paved channel sections (Example: Rip Rap).	3.18	<input type="checkbox"/>
<b>Temporary Seeding</b> The establishment of a temporary vegetative cover on any disturbed areas by seeding with appropriate rapidly-growing annual plants when the site will not be brought to final grade within 14 days.	3.31	<input type="checkbox"/>
<b>Permanent Seeding</b> The establishment of perennial vegetative cover on disturbed areas by planting seed within 7 days of final grading.	3.32	<input type="checkbox"/>
<b>Sodding</b> Stabilizing fine-graded disturbed areas by establishing permanent grass stands with sod.	3.33	<input type="checkbox"/>
<b>Mulch</b> Application of straw or other suitable materials to the soil surface to prevent erosion and runoff damage to seeded areas. Mulch <u>must</u> accompany the application of temporary or permanent seeding.	3.35	<input type="checkbox"/>
<b>Other Measures (If Applicable)</b>		

### Office Review

This checklist is to be completed by the Powhatan County: Department of Community Development.

Question	Yes	No	Comments
Has the Responsible Land Disturber's certification been confirmed?			
Does this project require an Erosion and Sediment Control Plan?			
Has the floodplain been verified?			
Have the wetlands been verified?			
Has the site been inspected?			Inspection Date: _____
Were stream buffers and wetlands flagged on-site?			
Was the culvert sizing verified?			
Are there any required/proffered perimeter buffers on the site?			
Are any photos of the site on file?			

<b>Additional Notes</b>

<b>County Approval of Agreement in Lieu of Plan</b>	
Signature	
Date	

Form Last Updated: May 2018