



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

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</b> entrance permit or approval letter for an existing entrance		

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