

Application Submission Requirements & General Information Checklist

THE FOLLOWING MUST BE SUBMITTED WITH THE BUILDING PERMIT APPLICATION BEFORE PERMITS CAN BE OBTAINED:

1. A 911 address for the proposed building/structure location, posted visible from the road. Zoning, Building, and the Health Department Inspectors need to be able to locate the site. The posted address also ensures that emergency vehicles can find your site.

The 911 Coordinators office is located in the Harold Sneed Public Safety Building at 353 North Main Street, Galax, VA 24333 or by calling 276-236-5122. Please contact the 911 Coordinators office to have them assign you a 911 address for any new residential or commercial structure.

2. An approved Grayson County Zoning Permit (Form 0100). The Zoning Administrator will review the application for compliance with the Grayson County Zoning Ordinance before the issuance of permits for buildings or structures.

**Note: If the proposed building or structure lies within the incorporated town limits of Independence, Fries or Troutdale, you must contact that Town Office for zoning requirements.*

3. Virginia Department of Health Septic System & Well Approval, where no public sanitary service or public water service is available. **This requirement is for New Construction and Additions ONLY.**

Well and septic permits can be obtained through the Grayson County Health Department located at 186 W. Main Street, Independence, VA 24348 or by calling 276-773-2961.

5. Virginia Department of Transportation Entrance Permit for new buildings/structures to be served by new access drive connections to a Virginia secondary highway. VDOT entrance permits may be applied for and obtained through the Area Residency Office of the Virginia Department of Transportation located at 2843 Chapman Road, Wytheville, VA 24382 or by calling 276-228-2153.

6. Building Plans; 2 sets are required for review. Plans must be submitted for any new construction, addition and major renovation. For more information on plan requirements see Building Plan Requirements located on page 2 of this document.

7. E&S Residential Affidavit or approved E&S Plan (see below). In lieu of submission of an Erosion & Sediment Control Plan for construction of a single family residence, an Erosion & Sediment Affidavit (Form ES-1200) can be submitted.

Land Disturbing Permit Application (Form LDA-001) and an Erosion & Sediment Control Plan where more than 10,000 sq ft. of ground will be graded during construction. This requirement is for new construction and additions of any project unrelated to the construction of a single family residence.

8. Affidavit of Permit (*Form AFF-1100*). The owner may act as their own general contractor for the construction or renovation of their own project. However, if a contractor will be completing any portion of the project, they must be licensed in the trade in which they are carrying out. Names and license numbers must be submitted with your permit application.

9. Most recent Grayson County Tax Ticket for parcel on which building/structure is to be built. Property taxes must be current with the Grayson County Treasures Office before building permits can be issued.