

Jim Whitten / MCP
Building Official and
Certified Housing Code Official



***Office of the Building Official
and Certified Housing Code Official***
605-1 Pine Street
Hillsville, VA 24343

OCTOBER 7, 2009

EFFECTIVE IMMEDIATELY

SITE PLAN 109.2

All applications submitted for a building permit must contain a site plan. The site plan shall show the size and location of all proposed construction, including any associated wells, septic tanks or drain fields. The site plan shall also be drawn in accordance with an accurate boundary line survey. If no survey is existing for the parcel of land to be built upon a copy of the parcel may be obtained and verification of any building set backs must be approved before issuing of permit.

A copy of the site plan must be present on job site before the footer inspection will be completed.

**COUNTY OF CARROLL
APPLICATION PACKET**

**IN ORDER TO OBTAIN A BUILDING PERMIT
ALL ITEMS MUST BE COMPLETED**

- **MUST** have a **current** and a **copy** of the Well & Septic Permit (**not a receipt**) from the Health Department.
The Health Department is located in Building C,
on the First Floor, below the Social Services.
Greg Gibson or Kristina Webb 276-730-3180
- **MUST** have a 911 address from the Twin County E-911 Regional Commission (According to the Virginia Uniform Statewide Building Code Section 119.5)
To obtain a 911 address call: 276-236-5122
or email twincounty911@galaxpd.org
- **MUST** have **all** contractors listed, with **all** information including contractors name, address, **original** signature
(no faxed or photo copies will be accepted)
and list both **tradesman and contractor license numbers.**
- **MUST** have a **copy** of a recorded plat
if a parcel of land was subdivided after **July 1, 2009.**

Agreement in Lieu of a Plan

An **Agreement in Lieu of a Plan** will be needed for any land disturbing activity for a **single family residence** where **more than 10,000 sq ft of disturbance** occurs.

Any land disturbing activity for a **single family residence in a subdivision** will require an **Agreement in Lieu of a Plan.**

If a violation occurs during the land-disturbing activity, then the person responsible for carrying out the Agreement in Lieu of a Plan shall correct the violation and provide the name of an individual holding a certificate of competence.

Jim Whitten – Building Official JWhitten@CarrollCountyVA.org
Scott Hill – Building Inspector SHill@CarrollCountyVA.org
Ginger Dalton – Permit Technician GDalton@CarrollCountyVA.org

www.CarrollCountyVA.org

276-730-3015

276-236-8008

276-730-3017 *fax*

**** Effective October 2, 2008 ****

Before a certificate of occupancy may be issued for new home construction a well test and septic inspection must have been performed and documentation must be presented.

Building Permit Process

Residential **Commercial**



Visit Building Official's Office

Jim Whitten, Building Official/MCP
and Certified Housing Code Official

Scott Hill, Building Inspector
Carroll County Governmental Complex
605-1 Pine Street Room C 115
Hillsville, Virginia 24343

Office Hours 8:00 AM to 5:00 PM Monday-Friday
Phone (276) 730-3015
(276) 236-8008
Fax (276) 730-3017

E-mail jwhitten@carrollcountyva.org
shill@carrollcountyva.org



Obtain 911 Address

Phone (276) 236-5122 or
(800) 615-6911 (toll free in the Twin County area only)

E-mail twincounty911@galaxpd.org



Obtain VDOT Entrance Permit

Mr. William Dotson
239 Virginia Street
P.O. Box 188
Hillsville, Virginia 24343

Phone (276) 728-2813
E-mail William.Dotson@vdot.virginia.gov



Obtain Health Permit Well/Septic/ Public Utilities

Carroll County Governmental Complex
Carroll County Health Department
605-15 Pine Street 1st Floor
Hillsville, Virginia 24343
Phone (276) 730-3180

Public Utilities – Preston Hill
Carroll County Public Service Authority
605-1 Pine Street
Hillsville, Virginia 24343
Phone (276) 730-3170
E-mail phill@carrollcountyva.org



Building Permit

Ginger Dalton, Permit Technician
Carroll County Governmental Complex
605-1 Pine Street Room C 115
Hillsville, Virginia 24343
gdalton@carrollcountyva.org
(276) 730-3015 phone
(276) 730-3017 fax



Approved Erosion and Sediment Agreement in Lieu of a Plan

Tim Carpenter, Erosion and Sediment Control Inspector/Plan Reviewer
605-1 Pine Street, Room C 115
Hillsville, Virginia 24343

Phone (276) 730-3117
Cell (276) 733-1036
Fax (276) 730-3017
E-mail tcarpenter@carrollcountyva.org

NOTE: Erosion and Sediment Plan not required if an Agreement in Lieu of Plan has been approved.



Erosion and Sediment Plan Developed

Please find attached list of Engineers that have developed Erosion and Sediment Plans for clients in Carroll County. Owner/developers are not required to use these firms.



Post required bond, Obtain Land Disturbing Permit

Permit Fee: \$100.00 for the first acre and \$25.00 per additional acre

Surety : \$2500.00 per acre of disturbed land
Surety shall be a performance bond, irrevocable letter of credit,
Or cash escrow payable to the Treasurer of Carroll County.

Residential Commercial

Land Disturbing Permit



Implement Erosion and Sediment Plan



Driveway Installed



Clearing and Grading started



Erosion and Sediment Inspections



Building Inspections



- *DCR regulates Storm Water
- *Army Corps of Engineers regulates streams and wetlands
- *Violations of NOT following an approved Erosion and Sediment plan is \$100 per violation per day up to \$3,000
- *Violations of NOT having an approved Erosion and Sediment plan is \$1,000 per violation per day

ENGINEERS LIST

The below listed Engineering Firms and Engineers provide Engineering services in Carroll County. Carroll County does not endorse or require that these Firms or Engineers be used to prepare Erosion and Sediment Control Plans.

Adams-Heath Engineering
119 North Main Street
Galax, Va. 24333
(276) 236-4588 Phone
kheath@adams-heathinc.com E-mail

Pillar Engineering & Surveying, P.C.
PO Box 609
Wytheville, VA 24382
276-223-0500 Phone
276-223-0300 Fax
www.pillarens.com

Draper-Aden Associates
2206 South Main Street
Blacksburg, Va 24060
(540) 552-0444 Phone
(540) 552-0291 Fax
www.daaa.com Website

Gordon G. Wright, P.E.
Engineering Consultant
245 Greymont Lane
Wytheville, VA 24382
276-228-6501 - Office
276-698-7526 - Cell

Oliver, Webb, Pappas & Rhudy
200 Country Club Drive Plaza One Building E
Blacksburg, Va 24060
(540) 552-2151 Phone
owpr@owpr.com Website

Rainey Engineering
P.O. Box 3327
Radford, Va 24143
(540) 731-0622 Phone
ingnear@jetbroadband.com E-mail

Schnabel Engineering
2601 South Main Street
Blacksburg, Va 24060
(540) 952-1239 Phone
sconner@schnabel-eng.com E-mail
www.schnabel-eng.com Website

Simon & Associates
P.O. Box 10007
Blacksburg, Va. 24062
(540) 951-4234 Phone
(540) 951-4219 Fax
simonca@simonassoc.com E-mail

Spectrum Engineers, P.C.
325 Mountain Avenue
Roanoke, Va. 24016
(540) 345-8020 Phone
www.spectrumpc.com Website
jgarland@spectrumpc.com E-mail

Anderson & Associates
100 Ardmore Street
Blacksburg, Va. 24060
(800) 763-5596 Phone
(540) 552-5729 Fax
parson@andassoc.com E-mail
Attn: Mark Cline

Engineering Consulting Services
5320 Peters Creek Road
Suite F
Roanoke, Va. 24019
(540) 362-2000 Phone
(540) 362-1202 Fax
www.ecslimited.com Website
mmoon@ecslimited.com E-mail

Gay and Neel, Inc
1260 Radford Street
Christiansburg, Va 24073
(540) 381-6011 Phone
www.gayandneel.com Website
info@gayandneel.com E-mail

Bunn Engineering
152 N. Main Street
Mount Airy, North Carolina 27030
(336) 789-6610 Phone
bunn@civilengineering.com E-mail

Fink Engineering
Ron Fink P.E.
1130 Constitution Via
Christiansburg, Va.
(540) 381-2626 Phone
(540) 577-9707 Cell
fink_rb@hotmail.com E-mail

Nehemiah Engineering, Inc.
Jeremy L. Hendrick P.E.
43 Sylvatus Highway
Hillsville, Va. 24343
(276) 728-4232 Phone
jhendrick@embarq.com

Eden & Associates
1109 Brookdale Street Suite B
Martinsville, Va. 24112
(276) 632-6231 Phone
(276) 632-3648 Fax

COUNTY OF CARROLL
OFFICE OF THE BUILDING OFFICIAL
REQUIRED DWELLING INSPECTIONS

605-1 PINE STREET
HILLSVILLE, VA 24343

OFFICE HOURS
8:00 A.M. – 5:00 P.M.

276-730-3015
(FAX) 276-730-3017

**** PLEASE NOTIFY THE BUILDING OFFICIAL'S OFFICE AT LEAST ONE DAY IN ADVANCE BEFORE INSPECTION IS NEEDED AND ALSO GIVE A PERMIT NUMBER ****

TEMPORARY POWER POLE

If needing temporary power pole, try to have it put up and ready for inspection at the same time as the footer inspection, if not there will be an extra charge.

FOOTING INSPECTION

After footing is dug or formed, and reinforcing steel is in place, **before** the concrete is poured.

SLAB

After slab is dug or formed, and reinforcing steel is in place, **before** the concrete is poured.

FOUNDATION WALLS

Inspection of foundation systems during phases of construction necessary to assure compliance with this code prior to the placement of concrete.

ROUGH – IN'S

When electrical wiring, plumbing fixtures, and hvac are roughed in. Please do not cover any wiring or plumbing or hvac before this inspection has been made.

FRAMING

After all wood or metal framing is complete.

INSULATION

Insulation inspection will need to be done after all Rough-In has been inspected.

ELECTRICAL

The Building Official is required to inspect the electrical system before American Electric Power will connect the service.

FINAL

A final inspection is required after the dwelling is completed.

**** ADDITIONAL INSPECTIONS MAY BE REQUIRED ****

USBC 113.4 Additional inspections.

The building inspector may designate additional inspections and tests to be conducted during the construction of a building or structure and shall so notify the permit holder.

Building Permit Refund Policy

SECTION 113 INSPECTIONS

113.3 Minimum inspections. The following minimum inspection shall be conducted by the Building Official when applicable to the construction or permit:

1. Inspection of footing excavations and reinforcement material for concrete footings prior to the placement of concrete.
2. Inspection of foundation systems during phases of construction necessary to assure compliance with this code.
3. Inspection of preparatory work prior to the placement of concrete.
4. Inspection of structural members and fasteners prior to concealment.
5. Inspection of electrical, mechanical and plumbing materials, equipment and systems prior to concealment.
6. Inspection of energy conservation material prior to concealment.
7. Final Inspection

Administrative Fee: **\$50.00 non-refundable**

Inspection # 1	Footers - 10%
Inspection # 2	Foundation - 10%
Inspection # 3	Prep work for slabs etc., - 10%
Inspection # 4	Structural framing - 25%
Inspection # 5	Electrical, Plumbing, Mechanical - 25%

No refunds after inspection # 5

911 ADDRESSES

To obtain a 911 address call:

Twin County E-911 Regional Commission

276-236-5122

1-800-615-6911 (toll free in the Twin county area only)

P.O. Box 51

Galax, VA 24333

Or email twincounty911@galaxpd.org

All Twin County residents are required by state code and county ordinance to have their official street address properly displayed prior to receiving final approval to occupy new structures.

HOW TO DISPLAY YOUR NEW ADDRESS

All 911 street addresses must be clearly visible from the street adjoining the structure. Numbers must be at least (3) three inches tall for homes and (4) four inches tall for businesses. The numbers can be displayed on the structure or on a post or marker near the home as long as it is clearly visible coming from either direction on the adjoining street. Please contact your local Post Office to obtain instructions on how to display you new address on mailboxes.



Tim Carpenter
Erosion & Sediment
Control Inspector/
Plan Reviewer

Jim Whitten
Building Official/MCP
Erosion & Sediment Control
Program Administrator

LAND-DISTURBING SCREENING FORM

Property Owner Name _____

Property Owner Address _____

Property Owner Phone, E-mail _____

Land-disturbance Address _____

Purpose of Land-disturbance _____

Total amount of expected land-disturbance in square feet. _____

All disturbance associated with the project must be accounted for including driveways, septic tanks, septic tank drainage fields and soil stock piles.

Property Owners Signature _____

=====

(FOR OFFICE USE ONLY)

_____ Requires an Erosion & Sediment Control Plan

_____ Requires an Agreement in lieu of an E&S Plan

_____ Exempt

Checked By _____ Date _____

**If you prefer you may SUBMIT this agreement electronically
ONLINE by clicking on the below link:**

<http://fs16.formsite.com/u073560617carrollcounty/form437883873/index.html>

County of Carroll

APPLICATION FOR BUILDING PERMIT AND PLAN EXAMINATION

Property Owner(s): _____

Mailing Address: _____

Phone # _____ Mobile # _____

Contractor: _____

Address: _____

Phone # _____ Mobile # _____

Virginia Contractors Licenses Number # _____

Class: { }A { }B { }C Master Tradesman & Number # _____

For one or two family dwelling projects, please provide the Mechanic's Lien Agent as Defined in Section 43.1 of Code of Virginia:

Name: _____

Address: _____

Phone # _____

Directions from Hillsville to the Construction Site: _____

District: { } Pipers Gap { } Fancy Gap { } Sulphur Springs { } Pine Creek { } Laurel Fork

911 Address: _____

Well & Septic Permit Number # _____

{ } Public { } Private (Must Provide A Copy of An Approved Sewage Disposal Construction Permit)

Estimate Cost For This Project: \$ _____

Is the project in or within 200' of a flood plain? { } No { } Yes

If yes, a flood elevation certificate will be required in order to obtain a building permit.

{ } Yes a flood elevations certificate has been included.

Part of a Subdivision? { } No { } Yes - If yes, which part _____

Any Deed Restrictions? { } No { } Yes - If yes, what are they _____

please attach copies

NOTE: (A) To avoid an extra \$40.70 fee, if building will be locked, give location where inspector may find key.

(B) This permit must be issued with this office before any work is performed or an inspection will be done.

Make checks payable to: Treasurer of Carroll County
Carroll County Building Official's Office, 605-1 Pine Street, Hillsville VA 24343

Type of Building Permit Applying For: **(please check all that apply)**

- Commercial Building - Sq. Ft. _____ Electrical Plumbing HVAC
- Commercial Addition - Sq. Ft. _____ Electrical Plumbing HVAC
- Garage / Carport - Sq. Ft. _____ Electrical Plumbing HVAC
- Outbuilding - Sq. Ft. _____ Electrical Plumbing HVAC
- Residential Addition - Sq. Ft. _____ Electrical Plumbing HVAC
- Church/Fellowship - Sq. Ft. _____ Electrical Plumbing HVAC
- Farm Building - Sq. Ft. _____ Electrical Plumbing
- Porches/Decks - Sq. Ft. _____ Other _____
- Residential Remodeling – Description _____ Electrical Plumbing
- Sign Installation Electrical Tank Installation / Removal Demolition

Dwelling Sq. Ft. of 1st Floor _____ Sq. Ft. of 2nd _____
Or Sq. Ft. of Basement _____ Sq. Ft. of Garage _____
Modular Sq. Ft. of Porch/Decks 1st _____ 2nd _____ 3rd _____
 No. of Baths 1 1 ½ - 2 2 ½ - 3 3 ½ - 4 4 ½ - 5
 Type of Heat: Heat Pump Gas Monitor Other _____

** If need Temp power – Try to have pole ready for inspection the same time as footers are inspected, if not there is a \$40.70 fee **

Mobile Homes Sq. Ft. _____ (without tongue) Size _____ x _____
Single Sq. Ft. Porch/Decks 1st _____ 2nd _____ 3rd _____
Or Make & Model _____
Double Purchased at _____
 Type of Heat: Heat Pump Gas Monitor Other _____

** 1980 OR OLDER MOBILE HOMES CANNOT BE BROUGHT INTO COUNTY UNLESS CAME FROM COUNTY **
 ** OCTOBER 25, 1994 TO PRESENT HAS TO BE ZONE #3 TO BRING INTO THE STATE OF VIRGINIA **
 ** ONLY ONE MOBILE HOME PER PROPERTY ALLOWED UNLESS IMMEDIATE FAMILY **

Work Order Number from American Electric Power :

Temporary # _____ Permanent # _____

Construction Plans must be include sufficient detail in order for the application to be processed. Plans may be omitted if work is of minor in nature, with approval of the Building Official. Plans have been included: yes no pre-approved

An Architect or Engineers Seal may be required at the discretion of the Building Official for complex or unusual construction projects. Plans have been included: yes no

Please list the proposed use of the building: _____

If there is to be a change of use, list the most recent use: _____

The applicant signing for this application is responsible for all required inspections and re-inspection fees that may be incurred by the applicant and/or any sub-contractors.

I furthermore, have identified each contractor, sub-contractor or tradesman, as required in the contractor register. I certify that the information that has been provided in this building application is true and accurate.

Homeowner	Date
Contractor/Agent	Date

Contractor Register

Note: Each listed contractor must provide a copy of their licenses and/or tradesman cards with a letter stating the work to be performed and for whom the services are being rendered.

GENERAL CONTRACTOR OR OWNER OR RESPONSIBLE PARTY:

Name _____ Phone # _____

Mailing Address _____ City _____ State _____ Zip _____

State license & Tradesman certification number -**please attach copies** ----- Expiration Date _____
Contractor Signature _____

ELECTRICAL CONTRACTOR:

Name _____ Phone # _____

Mailing Address _____ City _____ State _____ Zip _____

State license & Tradesman certification number-**please attach copies** ----- Expiration Date _____
Contractor Signature _____

PLUMBING CONTRACTOR:

Name _____ Phone # _____

Mailing Address _____ City _____ State _____ Zip _____

State license & Tradesman certification number-**please attach copies** ----- Expiration Date _____
Contractor Signature _____

MECHANICAL CONTRACTOR:

Name _____ Phone # _____

Mailing Address _____ City _____ State _____ Zip _____

State license & Tradesman certification number-**please attach copies** ----- Expiration Date _____
Contractor Signature _____

(Set-up of Modular & Mobile Home) **OTHER CONTRACTORS:** (Porches/Decks, Foundation, & etc.)

Name _____ Phone # _____

Mailing Address _____ City _____ State _____ Zip _____

State license & Tradesman certification number-**please attach copies** ----- Expiration Date _____
Contractor Signature _____

I _____, (owner, contractor, authorized agent) do hereby certify and acknowledge the (I) (We) do understand and will comply with requirements of Chapter 11, Article 1, Section 54.1-1103 of the Code of Virginia (I) (We) do understand that any changes to the above register shall be reported to the Building Official within two (2) working days of said change. Any acts prohibited by Section 54.1-115 shall constitute the commission of a Class 1 Misdemeanor.

Signature _____ Date _____

Requirements of State Law

Virginia Code Section 54.1-1111. Prerequisites to obtaining building, etc., permit. - Any person applying to the building inspector or any other authority of a county, city, or town in this Commonwealth, charged with the duty of issuing building permits for the construction of any building, highway, sewer, or structure, or any removal, grading, improvement shall furnish prior to the issuance of the permit, either (i) satisfactory proof to such inspector or authority that he is duly licensed or certified under the terms of this chapter to carry out or superintend the same, or (ii) file a written statement, supported by an affidavit, that he is not subject to licensure or certification as a contractor, subcontractor, or owner-developer pursuant to this chapter. The applicant shall also furnish satisfactory proof that the taxes or license fees required by any county, city, or town have been paid so as to be qualified to bid upon or contract for the work for which the permit is applied.

It shall be unlawful for the building inspector or other authority to issue or allow the issuance of such permits unless the applicant has furnished his license or certification number issued pursuant to this chapter or evidence of being exempt from the provisions of this chapter.

The building inspector, or other such authority, violating the terms of this section shall be guilty of a **Class 3 misdemeanor**.

Note to Property Owner

If you have made arrangements with a contractor to do this work, the County of Carroll strongly suggests that the contractor be the party to secure the necessary permit(s). When a contractor obtains a permit for the owner or applicant, they indicate their responsibility for the work. When you sign this affidavit in order to obtain a permit(s) in your name, you are indicating your responsibility for the work to be performed. When the permit is issued to the property owner, enforcement actions against a contractor become more difficult. The USBC requires that all notice of violations and legal actions be taken against the permit holder. When the contractor applies for the permit, it gives the County the opportunity to verify that the contractor is licensed and certified, as required by state and local laws. The unwillingness of the contractor to obtain the necessary permits may be an indication that the contractor is not properly licensed. Please contact the Building Official at 276-728-3015 if you have any questions in regards to this form.

Note: If the owner subs out any of the work to be performed, then the subcontractors will need to be listed in the contractors' register with the home owner being registered as the General Contractor. FAILURE TO LIST SUBCONTACTORS OR TRADESMAN IS A DIRECT INDICATION THAT THE OWNER IS THE SOLE BUILDER.

OWNER AFFIDAVIT

I _____, of (address) _____

Affirm that I am the owner of a certain tract or parcel of land located at: _____

_____ and that I have applied for a building permit. I affirm that I am familiar with the prerequisites of Section 54.1-1111 of the Code of Virginia and I am not subject to licensure as a contractor or subcontractor.

Signature

Date