

GUIDELINES FOR ISSUANCE OF A BUILDING PERMIT

To comply with State building codes, in order to obtain a building permit, the following are minimum requirements.

- 1. At the time of application, provide the Tax Map No. and account number as shown on the Tazewell County real estate tax ticket. If the tax ticket is not available, go to the Office of the Commissioner of Revenue and they will help you find this information.**
- 2. If the construction is being conducted in the Town of Richlands, Town of Cedar Bluff, Town of Pocahontas, or the Town of Tazewell, a town zoning permit is required before obtaining a building permit. (NOTE: The Town of Bluefield, Virginia, has its own Building Inspector's Office.)**
- 3. An approved water/well/septic system. Bring proof from one of the following:**
 - a. If a town is supplying water and sewage disposal, bring a tap agreement for the water and/or sewer connection. (If the structure to be built is outside a town's limits but will have use of a town's water and/or sewage system(s), then a town utility approval letter must be obtained and provided to the Building Official when applying for a building permit.)**
 - b. If you plan to use a private well and septic system, bring a Tazewell County Health Department septic/well permit. ALSO, you must have approval from the Health Department for additions/renovations/repairs that may affect your septic system. Their telephone number is 988-5585.**
 - c. If the Tazewell County PSA will be supplying your water and sewage disposal, bring your receipt for payment of the connection fee.**
- 4. Building plans, blueprints or detailed drawings for approval by the Building Official. A copy will be kept to review and retain in the Building Official's files as required by the Code of Virginia. Issuance of the permit will be postponed until a plan review can be conducted.**
- 5. Proof of valid contractor's license.**

A contractor must present a valid Virginia contractor's license each time a permit is issued.

A valid Virginia contractor's license must be presented for all subcontractors.

A copy of the individual/tradesman license issued by the DPOR must also be provided at time of application.

Any home owner who hires a contractor, must provide the contractor's information as required also.

If any subcontractor's license number is not available at the time of application, no permit will be issued for that portion of the job. The subcontractor will be responsible for obtaining their own permit(s).

- 6. If any excavation work is to be conducted, you will need to meet with a Tazewell County Engineer regarding E&S (erosion and sediment) issues and have them determine if an E&S agreement and a responsible land disturber waiver are required.**
- 7 If the homeowner, family member or a friend is going to perform the work described on the building permit, then the homeowner is required to complete an affidavit and be responsible for all work performed.**

After the permit is issued and you are ready for your inspections, please call the Building Official's office at (276)988-1215 between the hours of 8:00 a.m. and 9:30 a.m. the day you need the inspection to be made so that you can be put on the day's schedule. If you call any other time, you will be asked to call back during the designated time.

(NOTE: Permits are good for six months and can be extended in six-month increments, for a total of up to three years as long as work continues.)

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