

BUILDING PERMITS

WHEN A PERMIT IS REQUIRED

*****Please note: A Zoning Permit is required for ALL structures—**
contact Lisa Barker at 276-773-2471 or email her at lbarker@graysoncountyva.com

1. Construction or demolition of a building or structure, including the installation or altering of any equipment regulated by the USBC for a change of occupancy. Application for a permit shall be made when a new certificate of occupancy is required under Section 103.3.
2. Movement of lot lines that increases the hazard to or decreases the level of safety of an existing building or structure in comparison to the building code under which such building or structure was constructed.
3. Removal or disturbing of any asbestos containing materials during the construction or demolition of a building or structure, including additions.

EXEMPTIONS FROM PERMITS

1. Low voltage wiring (less than 50 volts) for network powered broadband communications systems, except when installed in a plenum, penetrate fire rated or smoke protected construction or a component of any of the following:
 - Fire alarm system
 - Fire detection system
 - Fire suppression system
 - Smoke control system
 - Fire protection supervisory system
 - Elevator fire safety system
 - Access or egress control system
 - Fire damper
 - Door control system
2. Detached accessory structures used as tool and storage shed, playhouses provided the floor area does not exceed 150 sq. ft. and the structures are not accessory to a group for its occupancy.
3. Detached prefabricated buildings housing the equipment of a publicly regulated utility service provided the floor area does not exceed 150 sq. ft.
4. Tents under 900 sq. ft. or less and occupant load of 50 or less.
5. Fences as privacy walls not part of a building or structure or of barrier for a swimming pool provided such fences and privacy wall do not exceed 6 ft. in height above the finished grade.
6. Retaining wall supporting less than 2 ft of unbalanced fill; this exemption shall not apply to any wall impounding class I, II or III.A liquids or supporting a surcharge other than ordinary unbalanced fill.

7. Swimming pools that have a surface area not greater than 150 sq. ft. do not exceed 5000 gallons and are less than 24 inches deep.
8. Ordinary repairs not including the cutting away of any way, partition or portion thereof (ii) the removal or cutting of any structural beam or load bearing support (iii) removal or change of any required means of egress (iv) rearrangement of part of a structure affecting the egress requirements (v) the addition to, alteration of replacement of or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas or oil, soil waste, vent or similar piping, electric wiring or mechanical work or (vi) any other work affecting public health or general safety. Ordinary repairs shall include the following:
 1. In residential occupancies R-3, R-4, and R-5 floor coverings or porch flooring, windows, doors, electrical switches, electrical outlets, light fixtures or ceiling fans, replacement of roof coverings or siding or the installation of siding provided the building or structures are not subject to wind speeds greater than 100 miles per hour determined in accordance with applicable requirements of this code. Installation of cabinets, painting replacement of interior floor finish or interior covering materials, or both, and repair of plaster interior tile and interior wall covering.
9. Agricultural buildings which include:
 - Livestock shelters or buildings, including shade structures and milking barns.
 - Poultry buildings or shelters
 - Barns
 - Storage of equipment and machinery used exclusively in agriculture.
 - Horticultural structures, including detached production greenhouses and crop protection shelters.
 - Sheds
 - Grain silos
 - Stables

Grayson  County

**BUILDING A NEW
HOME**



This publication provides guidelines for building a detached single family home. The requirements herein are the most common and not representative of all conditions you may encounter when designing and constructing a new home. There are three companion publications which contain additional information for building a new home. Grading Plans outlines the grading plan and site construction approval process, Energy Calculations provides instructions and forms to assist in the design of the energy conservation elements of your new home, and New Home Inspections provides a checklist on what inspections are required and when.

In this publication:
PERMITS REQUIRED
BEFORE OBTAINING A PERMIT
OBTAINING A PERMIT
AFTER OBTAINNG A PERMIT

PERMITS REQUIRED

You must obtain permits for the construction of a new home. Listed below are the types of permits required, depending on the complexity of the project.

- ✘ Building Permit for architectural and structural elements
- ✘ Electrical Permit for all electrical installations
- ✘ Mechanical Permit for installations of heating and air conditioning systems
- ✘ Plumbing Permit for installations of plumbing and gas piping systems
- ✘ Well/Septic Permit for altering or relocating private water or sewage systems. Apply at the Grayson County Health Department (276) 773-2961

Helpful Hint: *You may obtain permits in your own name; however, if a contractor is to perform the work, it is strongly recommended that the contractor secure the permit and be listed as the responsible party. In this way, the county will be in a better position to assist you in gaining compliance with codes if the work is defective. A contractor must be properly licensed in order to obtain a permit.*

BEFORE OBTAINING A PERMIT

COVENANTS AND RESTRICTIONS

Covenants and Deed Restrictions are regulations set forth by many homeowners or civic associations. While not enforced by Grayson County, some regulations may restrict construction. For more information, contact the Grayson County Real Estate Assessors Office (276) 773-2022.

BUILDING CODE

Your project is required to comply with the 2003 Virginia Uniform Statewide Building Code (USBC) which incorporates the 2003 International Residential Code (IRC) for residential construction.

MINIMUM SUBMISSION REQUIREMENTS

All submissions for an addition must include the following:

- ✘ Two sets of building plans (see below for requirements)
- ✘ Two copies of the energy calculations – if needed
- ✘ One approved copy of the grading plan (For more information, please contact the Grayson County Building Inspector's Office.)

BUILDING PLANS

Building Plans must meet the following requirements:

- ✘ Minimum scale of 1/8 inch = 1 foot; all dimensions must be shown on plans
 - ✘ Code year used for the design (2003)
 - ✘ Name, address, and occupation of the building designer
 - ✘ If plans are prepared by a Virginia registered design professional, at least one set of plans must bear the original seal, signature, and date. This set will be retained by the county.
 - ✘ List of material specifications including, but no limited to: grade and species of lumber, concrete strength, and steel strength
 - ✘ List of design load criteria: live load, dead load, snow load, wind load, bearing capacity, and lateral earth pressure (For Grayson County, ground snow load = 30psf and wind speed = under 4000 ft;110 mph)
 - ✘ Foundation plan
 - ✘ Footing details (minimum footing depth is 18")
 - ✘ Floor plans of all levels with all rooms labeled
 - ✘ Location of smoke detectors
 - ✘ Structural framing plans for each level accurately detailing all members, sizes, span lengths and spacing
 - ✘ Structural details of connections
 - ✘ Evaluation report from the International Code Council (ICC) Evaluation Service and load calculations for all adjustable columns
-
- ✘ Minimum scale of 1/8 inch = 1 foot; all dimensions must be shown on plans
 - ✘ Code year used for the design (2003)
 - ✘ Name, address, and occupation of the building designer
 - ✘ If plans are prepared by a Virginia registered design professional, at least one set of plans must bear the original seal, signature, and date. This set will be retained by the county.
 - ✘ List of material specifications including, but no limited to: grade and species of lumber, concrete strength, and steel strength

- ✘ List of design load criteria: live load, dead load, snow load, wind load, bearing capacity, and lateral earth pressure (For Grayson County, ground snow load = 30psf and wind speed = under 4000 ft;110 mph)
- ✘ Foundation plan
- ✘ Footing details (minimum footing depth is 18")
- ✘ Floor plans of all levels with all rooms labeled
- ✘ Location of smoke detectors
- ✘ Structural framing plans for each level accurately detailing all members, sizes, span lengths and spacing
- ✘ Structural details of connections
- ✘ Evaluation report from the International Code Council (ICC) Evaluation Service and load calculations for all adjustable columns
- ✘ Typical wall section with sheathing thickness and type
- ✘ Wall bracing including method, location of braced wall panels and any special requirements. Proprietary products require an evaluation report.
- ✘ Building cross sections with all posts, joists, and beams labeled.
- ✘ Insulation R-values or Rescheck Compliance
- ✘ Structural framing plan for roof.

Helpful Hint: *Truss shop drawings for pre-engineered floor or roof trusses may be submitted directly to Building Plan Review after the building permit has been issued, but prior to any truss erection. Attach the Truss Plan Cover Sheet to a minimum of two sets of shop drawings; at least one set must have an **original** seal and signature of the truss designer. Approval can be obtained while you wait.*

- ✘ Elevations (front, sides, and rear) indicating window and door dimensions
- ✘ Whirlpool/Jacuzzi/oversized tub manufacturer's information showing structural loading requirements
- ✘ Location of safety glazing
- ✘ Manufacturer's design specifications for prefabricated fireplaces

GRADING PLAN – ALL EROSION AND SEDIMENT CONTROL LAWS

A grading plan is a drawing of your construction site showing existing and proposed topography, environmental controls, demolition, and improvements to the land.

PERMIT PROCESS

1. The review process begins when the grading plans and/or the building plan are complete and have been submitted, along with a building permit application has been assigned, and the grading plans may proceed.
 - ✘ The building plans will then be scaled to determine the permit fee. When the permit fee is paid, the plans will be forwarded to Building Plan review.

- ✘ Zoning reviews the grading plan to ensure setback requirements, as set forth by the County Zoning Ordinance, are maintained. The Zoning Permit Review Branch is located at the Grayson County Courthouse, telephone number (276-773-2322).
- ✘ Health Departments will review for compliance to the applicable building codes and will sign off on the building permit application only after obtaining approval from all other agencies.

Helpful Hint: *The grading plan review process and the building plan review process can take place simultaneously; however, final approval by Building Plan Review will be delayed until the approved grading plan is submitted for review with the building plans.*

TRADE PERMIT PROCESS

All Tradesman Licenses must be submitted prior to inspection. Electrical, plumbing, and mechanical permits do not require a plan submittal; code compliance will be determined at the time of the inspection.

FEES

For more information on the related fees for a new home contact the following:

- ☎ **Building Inspector's Office** for building, electrical, and mechanical permits at (276) 773-2322 or (276) 236-8149
- ☎ **Health Department** for fees related to septic systems and wells at (276) 773-2961
- ☎ **VDOT** area headquarters at (276) 228-2311

AFTER OBTAINING A PERMIT

You must call Appalachian Power Underground Line Location **(800-552-7001)** before excavating to ensure that the construction does not interfere with underground utility lines. If you fail to contact Appalachian Power and damage occurs, you will be liable for all costs of repair.

INSPECTION REQUIREMENTS

- ☺ A copy of the approved permit, grading plan, and building plans must be available to the inspector during each inspection.
- ☺ A companion handout, entitled New Home Inspections, provides a complete list of required residential inspections for new single family dwellings, the appropriate inspection agency, the type of permit to which the inspection applies, and the stage of construction at which the project should be inspected.

SCHEDULING AN INSPECTION

It is the responsibility of the permit holder or the permit holder’s representative to notify the county when the stages of construction are reached that requires an inspection. Ladders, scaffolds, and testing equipment required to complete an inspection must be provided. Inspection requests may be made using one of the three methods listed below; please have your permit number available when scheduling an inspection.

☎ Building Inspector’s Office: (276) 773-2322; 8 a.m. – 5:00 p.m. Monday-Friday

INSPECTION	DATE & TIME	REINSPECTION DATE & TIME (If needed)	3 rd INSPEC \$40 Re-insp
Footings, Excavations, & Reinforcements			
Foundation			
Slab			
Framing			
Electrical			
Mechanical			
Plumbing			
Insulation			
Final			
Additional inspections & Test			

Additions



This publication provides guidelines for building an addition to a detached single family home. The requirements herein are the most common and are not representative of all the conditions you may encounter when designing and constructing an addition.

In this publication:
PERMITS REQUIRED
BEFORE OBTAINING A PERMIT
OBTAINING A PERMIT
AFTER OBTAINING A PERMIT
INSPECTION TIMING CHECKLIST

PERMITS REQUIRED

You must obtain permits for the construction of a residential addition. Listed below are the types of permits required, depending on the complexity of the project. Except as noted below, apply for your permits at the Building Inspector's Office.

- ✓ **Building Permit** for architectural and structural elements
- ✓ **Electrical Permit** for all electrical installations
- ✓ **Mechanical Permit** for installation of heating and air conditioning systems
- ✓ **Plumbing Permit** for installations of plumbing and gas piping systems
- ✓ **Virginia Department of Transportation Permit** when a **GRADING PLAN** is required and your property is located on a state road.
- ✓ **Well/Septic Permit** for altering or relocating private water or sewage systems. Apply at the **HEALTH DEPARTMENT**.

HELPFUL HINT: *You may obtain permits in your own name; however, if a contractor is to perform the work, it is strongly recommended that the contractor secure the permit and be listed as the responsible party. In this way, the county will be in a better position to assist you in gaining compliance with codes if the work is defective. A contractor must be properly licensed in order to obtain a permit.*

BEFORE OBTAINING A PERMIT

COVENANTS AND DEED RESTRICTIONS

Covenants and Deed Restrictions are regulations set forth by many homeowners or civic associations. While not enforced by Grayson County, some regulations may restrict construction. For more information, contact your association or the Circuit Court.

BUILDING CODE

Your project is required to comply with the 2003 *Virginia Uniform Statewide Building Code* (USBC) which incorporates the 2003 *International Residential Code* (IRC) for residential construction.

MINIMUM SUBMISSION REQUIREMENTS

All submissions for an addition must include the following:

- ✓ Two sets of building plans (see below for requirements)
- ✓ Two copies of the energy calculations

BUILDING PLANS

Building Plans must meet the following requirements:

- ↳ Minimum scale of ¼ inch = 1 foot; all dimensions must be shown
- ↳ Code year used for the design (see above)
- ↳ Name, address, and occupation of the building designer
- ↳ If plans are prepared by a Virginia registered design professional, at least one set of plans must bear the original seal, signature, and date. This set will be retained by the county
- ↳ List of material specifications including, but not limited to: grade and species of lumber, concrete strength, and steel strength
- ↳ List of design load criteria: live load, dead load, snow load, wind load, bearing capacity, and lateral earth pressure (for Grayson County: ground snow load = 30 PSF and wind speed = 90mph) under 4000 ft.; over 4000 ft. wind speed = 110mph
- ↳ Foundation plan
- ↳ Footing details (minimum footing depth is 18)
- ↳ Floor plans of all levels with all rooms labeled
- ↳ Location of smoke detectors
- ↳ Structural framing plans for each level accurately detailing all members, sizes, span lengths, and spacing
- ↳ Structural details of connections
- ↳ Evaluation report from the International Code Council (ICC) Evaluation Service and load calculations for all adjustable columns

- ↳ Typical wall section with sheathing thickness and type
- ↳ Wall bracing including method, location of braced wall panels and any special requirements. Proprietary products require an evaluation report.
- ↳ Insulation R-Values
- ↳ Structural framing plan for roof

Helpful Hint: *Truss shop drawings for pre-engineered floor or roof trusses may be submitted directly to Building Plan Review after the building permit has been issued, but prior to any truss erection. Attach the Truss Plan Cover Sheet to a minimum of two sets of shop drawings; at least one set must have an original seal and signature of the truss designer. Approval can be obtained while you wait.*

- ↳ Elevations (front, side, and rear) indicating window and door dimensions
- ↳ Whirlpool/Jacuzzi/oversized tub manufacturer's information showing structural loading requirements
- ↳ Location of safety glazing
- ↳ Manufacturer's design specifications for pre-fabricated fireplaces

ENERGY CALCULATIONS

Energy calculations, which ensure the addition complies with energy conservation regulations, must be attached to each set of building drawings

OBTAINING A PERMIT

PERMIT PROCESS

Bring the construction documents described herein to the Building Inspector's Office on the 2nd floor of the Grayson County Courthouse where your permit process will begin. Here you will complete a building permit application. Permit technicians will direct you to the appropriate agencies necessary for permit approval. The applicable departments for an addition are:

- ◆ **Zoning** ensures setback requirements, as set forth by the County Zoning Ordinance, are maintained. To inquire about a Zoning Permit call: **(276) 773-2322**
- ◆ **Sanitation** will review additions with new connections to the public sewer system

The building permit is issued when all required approvals have been obtained and applicable fees have been paid. Once your permits are issued, you must post a copy on the job site until the project has received final approval.

TRADE PERMIT PROCESS

Code compliance will be determined at the time of the inspection. Please note: you may be exempt from a mechanical permit if you are only extending ductwork on an existing HVAC system.

FEES

For information on the related fees for an addition contact the following:

- ☎ **Building Inspector's Office** for building, electrical, mechanical, and plumbing permits at (276) 236-2322
- ☎ **Health Department** for fees related to septic systems and wells at (276) 773-2961
- ☎ **VDOT** area headquarters at (276) 228-2311
- ☎ **Erosion and Sediment Control** fees at (276) 773-2322

AFTER OBTAINING A PERMIT

REQUIREMENTS FOR PUBLIC UTILITIES

You must call Appalachian Power Underground Line Location (800-552-7001) before excavating to ensure that the construction does not interfere with the underground utility lines. If you fail to contact Appalachian Power and damage occurs, you will be liable for all costs of repair.

INSPECTION REQUIREMENTS

- ✓ A copy of the approved permit, plat, building plans, and **Residential Heat Loss and Heat Gain Certification Form** (if applicable) must be on the job site and must be available to the inspector during each inspection.
- ✓ All close-in inspections and final inspections for building, mechanical, electrical, and plumbing are preferred to be conducted simultaneously
- ✓ Please review the attached **Inspection Timing Checklist** to determine the time and number of inspections required

SCHEDULING AN INSPECTION

It is the responsibility of the permit holder or the permit holder's representative to notify the county when the stages of construction are reached that requires an inspection. Ladders, scaffolds, and testing equipment required to complete an inspection must be provided. Inspection requests may be using the method listed below; please have your permit number available when scheduling an inspection.

☎ Building Inspector's Office: (276) 773-2322

Inspection Timing Checklist					
Inspection Type	Applicable Permit				Requirements Prior to Inspection
	Building	Mechanical	Plumbing	Electrical	
Footing	■				Notes: 1. Approval must be obtained prior to proceeding with the next applicable element 2. All inspections are conducted by residential inspectors ✓ The footing trench/formwork must be prepared and inspected prior to placement of concrete ✓ The bottom of the footing must bear on solid ground ✓ If problem soil, inspection must be made by geotechnical engineer

Basement Wall	■				<ul style="list-style-type: none"> ✓ Forms must be installed and prepared for concrete; reinforcing steel must be in place ✓ If problem soil, inspection must be made by geotechnical engineer
Plumbing Ground Work			■		<ul style="list-style-type: none"> ✓ All sewer and water pipe placed beneath concrete slab must be installed ✓ Safe access must be provided to location of all pipe
Slab	■				<ul style="list-style-type: none"> ✓ The area must be prepared for concrete; reinforcing steel must be in place ✓ The gravel and vapor barrier must be in place ✓ If drain tile is specified, it must be in place, properly sloped and tied to the proper outfall
Waterproofing	■				<ul style="list-style-type: none"> ✓ All parging and waterproofing must be installed ✓ If problem soils, backfill material and its placement must be certified by a geotechnical engineer
Masonry Chimney Hearth	■				<ul style="list-style-type: none"> ✓ All forms, reinforcing steel, and flashing must be in place
Fireplace Throat	■				<ul style="list-style-type: none"> ✓ Firebox construction must be complete and flue liner must be set
Close in and 1 st Gas			■		<ul style="list-style-type: none"> ✓ All vents, gas piping, sewer pipe and/or water pipe to be enclosed must be installed and pressure tested
				■	<ul style="list-style-type: none"> ✓ All electrical wiring must be in stalled and electrical boxes set
Framing	■				<ul style="list-style-type: none"> ✓ Concrete or masonry walls and slabs must be inspected and approved ✓ Sill plates must be installed & secured to the foundation walls ✓ Stairways must be in place and secured ✓ All sub-flooring must be installed ✓ Structure must be weather tight ✓ Wall & roof sheathing must be installed ✓ Windows & doors must be installed with the required flashing ✓ Electrical & plumbing close-in inspections must be approved or completed at the same time as the framing inspection
Mechanical Close-in		■			<ul style="list-style-type: none"> ✓ Duct work must be installed ✓ Insulation must be in place ✓ Close-in and framing inspections must be approved ✓ HVAC equipment does not have to be in place at the time of the close-in inspection. However, if an attic furnace is to be installed, its platform must be in place and installed.
Final				■	<ul style="list-style-type: none"> ✓ Electrical wiring must be complete ✓ Appliances, fixtures, outlets, panels, switches, etc. must be installed ✓ A panel box index must be complete
			■		<ul style="list-style-type: none"> ✓ Plumbing fixtures & piping must be installed ✓ Roughed-in plumbing fixtures must be permanently capped ✓ Approvals must be secured for well & septic systems from the Health Department ✓ The meter(s) must be set by Fairview Oldtown Water
		■			<ul style="list-style-type: none"> ✓ HVAC equipment must be installed and operating properly ✓ Attic, basement and/or crawl space insulation must be installed
	■				<ul style="list-style-type: none"> ✓ Street addresses must be attached to structure and readable from the street ✓ The structure must be ready for use and occupancy

GRAYSON COUNTY SINGLE WIDE MOBILE HOME INSPECTION BULLETIN

The trailer permit **must** be posted plainly visible from an access road. A reasonable response time for an inspection will be twenty-four (24) hours to allow adequate scheduling time. Work that is concealed prior to inspection approval will be rejected until such work can be adequately inspected. **No trailer may be occupied prior to completion of all final inspections and receipt of the Certificate of Occupancy from this Department.**

As a permit holder, it is your responsibility to notify this office when inspections are needed applicable to the construction work. The following guidelines are to ensure prompt inspections and necessary approvals of the work completed:

1. Piers must be inspected **before** they are filled.
2. Anchors and tie downs.
3. All wiring completed.
4. All plumbing completed.
5. Underpinning, decks, porches and steps.
6. House Number –After you receive your E-911 house number and address, you must post the number properly **before** this office will notify American Electric Power to permanently provide power to your residence.

This information is not meant to be all inclusive.

Please provide: Name (Contractor and Homeowner), building permit number, state road number or road name with brief directions.

The Grayson County Building Inspector's Office is open from 8:00 a.m. to 5:00 p.m. Monday – Friday. You may call anytime during office hours to schedule an inspection.

*James S. Moss
Grayson County Building Official
PO Box 217
Independence, VA 24348
Phone: 276-773-2322 or*

276-236-8149 ext. 150 or
1-800-752-5117 ext. 150

Fax: 1-276-773-3673

Or visit the Grayson County website at: www.graysoncountyva.com