

FLOYD

VIRGINIA

Department of Inspections

County of Floyd

202 East Main Street. PO Box 218 Floyd, VA 24091

Phone: 540-745-9359 Fax: 540-745-9305

Checklist of Documents Needed Prior to Building Permit Issuance

You Must Begin Work With-In 6 Months after the permit is issued or permit will be void.

If proposed work is suspended or abandoned for 6 Months, the permit shall be null and void.

Copy of your Proposed Building Plans

All proposed building plans must be approved by our locality's Building Official prior to permit issuance.

Approved Well & Septic Documentation from the Floyd Co. Health Dept.

Signed Land Disturbance Form

All Proposed Building Plans Must Comply with Our Locality's "Set Back Requirements"

35' from edge of Roadways (State Maintained & Private Roadways)

60' from the center of the road

5' from structures and property lines (Residential Only)

Note: Be sure to review our locality's "Subdivision Ordinance", if other requirements must be met

All Proposed Manufactured Home Building Permits Require:

- a. Copy of the Manufactured Home Title
- or
- b. Complete Section 18 on the Building Permit Informational Form

24 Hour Notification, must be given prior to any required inspections

Normal Processing time for a permit is 24 to 48 hours

No permit will be issued after 4:00PM

Official Use Only

Permit # _____

E&S Sheet: ____ Health Dept Info: ____

Deed/Plat Info: ____ Title of MH: ____

MLA "Mechanics' Lien Agent" Info; Specify on
Building Permit Informational Form or Enter N/A

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202 East Main Street.
PO Box 218 Floyd, VA 24091

PERMIT APPLICATION

APPLICANT

Name: _____ Phone: _____
 Company: _____ Cell: _____
 Address: _____ City: _____ State _____ Zip _____
 E-mail Address: _____

OWNER (If different than above)

Name: _____ Phone: _____
 Address: _____ City: _____ State: _____ Zip _____
 E-mail Address: _____

ADDRESS OF PROPERTY

(E911 will NOT be issued until a footing inspection is complete)

Address: _____ City: _____ State: _____ Zip _____
 Tax Map # _____
 Magisterial District: _____
 Subdivision & Lot # _____
 Directions: _____

PROPOSED WORK

- | | |
|---|---|
| <input type="checkbox"/> New Dwelling | <input type="checkbox"/> New Dwelling- Modular |
| <input type="checkbox"/> Garage/Carport | <input type="checkbox"/> Addition/Renovation |
| <input type="checkbox"/> Singlewide | <input type="checkbox"/> Doublewide <input type="checkbox"/> Triplewide |
| <input type="checkbox"/> Other _____ | |

Permits needed:

- Building Electrical Plumbing Mechanical

BUILDING PERMIT INFORMATION

Building Contractor Information

Business Name: _____
 Contractor's Name: _____
 Contractors License: _____
 Contractor's Address: _____
 Contractor's E-mail Address: _____

If this permit is for a Manufactured Home, only fill out sections 4, 16, 17, & 19

<p>1. Footings</p> <input type="checkbox"/> Concrete <input type="checkbox"/> Block <input type="checkbox"/> Other _____	<p>2. Foundation Wall</p> <input type="checkbox"/> Concrete <input type="checkbox"/> Block <input type="checkbox"/> Other _____	<p>3. Wall Size</p> <input type="checkbox"/> 8 inches <input type="checkbox"/> 10 inches <input type="checkbox"/> 12 inches
<p>4. Dimensions_(use outside dimensions)</p> 1 st Floor _____ 2 nd Floor _____ Porches/Deck _____ Basement _____ Carport _____ Garage _____ <input type="checkbox"/> Attached <input type="checkbox"/> Detached 2 nd Floor Garage _____	<p>5. # of Floors Above Grade</p> <input type="checkbox"/> 1 Floor <input type="checkbox"/> 1 ½ Floors <input type="checkbox"/> 2 Floors	<p>6. Wall Construction</p> <input type="checkbox"/> 2x4 <input type="checkbox"/> 2x6 <input type="checkbox"/> Log <input type="checkbox"/> Other _____
<p>7. Floor Construction</p> <input type="checkbox"/> Joist <input type="checkbox"/> Trusses	<p>8. Floor Finish</p> <input type="checkbox"/> Carpet <input type="checkbox"/> Tile <input type="checkbox"/> Wood <input type="checkbox"/> Other _____	<p>9. Roof Construction</p> <input type="checkbox"/> Rafters <input type="checkbox"/> Trusses
<p>10. Roof Covering</p> <input type="checkbox"/> Metal <input type="checkbox"/> Shingles <input type="checkbox"/> Other _____	<p>11. # of Rooms <small>(Include unfinished & basement)</small> Total # of Rooms _____ <small>(do NOT include bathrooms)</small> Total # of Bathrooms _____ Total # of Bedrooms _____</p>	<p>12. Inside Finish</p> <input type="checkbox"/> Sheet Rock <input type="checkbox"/> Log <input type="checkbox"/> Other _____
<p>13. Type of Heat</p> <input type="checkbox"/> Heat Pump <input type="checkbox"/> Wood <input type="checkbox"/> Gas <input type="checkbox"/> Other	<p>14. Fireplaces/Chimneys</p> Fireplaces _____ Chimneys _____	<p>15. Exterior Finish</p> <input type="checkbox"/> Log <input type="checkbox"/> Brick <input type="checkbox"/> Cedar <input type="checkbox"/> Vinyl <input type="checkbox"/> Other _____
<p>16. Estimated Cost of Work \$ _____</p>	<p>17. Land Disturbed <small>(Count septic/well area, driveway, house site, etc.)</small> _____ Square Feet</p>	<p>18. Mechanics' Lien Agent _____ Address: _____ _____</p>
<p>19. Manufactured Home Info. Fill out this section or provide a copy of the title</p> Owner name on title: _____ Previous Owner(s) name on title: _____ Name of Manufacture Unit _____ Date of Manufacture Month/Date/Year _____ VIN# _____		

ELECTRIC PERMIT INFORMATION

Electrical Contractor Information

Business Name: _____
Contractors Name: _____ Phone: _____
Contractor's License Number: _____ Expiration Date: _____
Contractor's Address: _____
Contractor's E-mail Address: _____

Complete Only One Section (A, B, C, or D)

A. New Service

Temporary Service

- 100 amp
 Other _____

Permanent Service

- 200 amp 300amp
 400 amp 2-200 amps
 Other _____

B. Running Additional Wire (AEP is NOT involved)

What is the existing electric service?

- 200 amp 300 amp
 400 amp 2-200 amps
 Other _____

C. Upgrading Existing Service:

- 60 amp to 100 amp
 100 amp to 200 amp
 200 amp to 400 amp
 Other _____

AEP Work Order Disconnect # _____
Reconnect # _____

D. Alternative Service

- Solar
 Photovoltaic
 Other _____

PLUMBING PERMIT INFORMATION

Plumbing Contractor Information

Business Name: _____
Contractor's Name: _____
Contractor's License Number: _____ Expiration Date: _____
Contractor's Address: _____
Contractor's E-mail Address: _____

Provide the number of fixtures for each of the following:

Make sure you also count the fixtures that are to be placed in the basement & or attached/detached garage area (finished/unfinished)

Kitchen Sink _____	Bathtubs _____
Bathroom Sink(his/hers count as 1) _____	Hot Tub/Jacuzzi _____
Commodes _____	Urinal _____
# of Shower Stalls (without tub) _____	Laundry sink _____
Water Heater _____	Washer _____
Town Water Connect _____	Town Sewer Connect _____
Floor Drains in basement and/or Garage _____	Other _____

MECHANICAL PERMIT INFORMATION

Mechanical Contractor Information

Business Name: _____
Contractor's Name: _____
Contractor's License Number: _____ Expiration Date: _____
Contractor's Address: _____
Contractor's E-mail Address: _____

EROSION & SEDIMENT CONTROL AGREEMENT

Agreement in Lieu of an Erosion and Sediment control plan for single family dwelling.

Please initial beside the appropriate land disturbance selection, for each individual build uniquely differs from another when it comes to land disturbance.

_____ All disturbed property will be less than 10,000 sq. ft.
(Total Land Disturbance Shall Include House, Site, Drive, & Septic)

_____ All disturbed property will be greater than 10,000 sq. ft.

As a minimum, all disturbed areas that will remain dormant (Ungraded) for more than thirty (30) days, shall be temporarily mulched and seeded with (Rye, Oats, Fescue, etc.)

Permanent seeding shall be applied within seven (7) days after final grade.

Please follow proper Erosion & Sediment Control procedures per Floyd County Erosion and Sediment Control Ordinance, in order to prevent erosion and sediment from running off/of your property and onto your neighbors' property, which consequently could lead to complaints being forwarded to the County office.

Failure to comply with such requirements within seven (7) weekdays following notice by the Floyd County Erosion and Sediment Control Inspector, could result in citation for the violation of the Floyd County Erosion and Sediment Control Ordinance.

Signature of the Landowner: _____ Date: _____

Signature and Title of Responsible Party "If NOT Landowner":

_____ Date: _____

Certified Responsible Land Distributer Number "If Applicable": _____

APPLICATION FOR PARCEL APPROVAL PRIOR TO ISSUANCE OF BUILDING PERMIT

Part 1

To confirm that the subject parcel conforms to the Floyd County Subdivision Ordinance (Section 3-1-1g and h), anyone seeking a Building Permit must show one of the following (please place a check in the appropriate box):

An approved Plat of Survey (NOT A LOTLINE REVISION) or Subdivision Plat (copies of those recorded may be obtained at the Courthouse);

--OR--

That the parcel was created legally prior to October 22, 2002 (show copy of recorded deed).

Please attach the appropriate document and complete Part 2 below.

Part 2

As owner or authorized agent of the owner, I certify that the information reported above is true and accurate. By my signature I accept legal responsibility for this affirmation and understand that penalties may be imposed if the statement is incorrect.

Owner or Authorized Agent

Date

STATE OF _____

COUNTY/CITY OF _____, to wit.

I _____, a Notary Public of and for the State and County, does hereby state that _____ did appear before me this _____ day of _____, 20____, and acknowledge the foregoing document by executing the same.

Notary Public

My Commission Expires: _____

AEP RESIDENTIAL ELECTRIC SERVICE GUIDE

HOW TO APPLY FOR NEW RESIDENTIAL ELECTRIC SERVICE

1. Apply for building permit.

2 .Call **AEP Call Center 1-800-956-4237**
and give the following information.
(Call Center is open 24 hours/day, 365 days/year).

Service name, street name, lot number.

MAKE SURE THE NAME & ADDRESS ARE THE SAME AS ON THE BUILDING/ELECTRICAL PERMIT

Phone number (home, work, cell)

Location of service site (landmarks, streets, roads, etc.) for AEP personnel to find site.

Do you want this service **overhead** or **underground**? In most cases there is no charge for an overhead service to a residence with an occupancy permit from the county building inspector.

There is almost always a charge for underground service. An underground agreement would have to be signed and payment received before a work order is issued.

Is this a **temporary** service? Temporary service is not always readily available.

If this is a temporary service, you will need to make another application for permanent service.

This can be done at the same time as the temporary application.

What has to be done to serve you? Do you know how close you are to an existing power line? Will AEP need to cross other properties to get to yours? When extending power line, AEP is required to secure a right-of-way easement from every property owner involved.

When will you need service? Sufficient advance notice needs to be given to meet a realistic service date. Design on your service will begin shortly after your application is received, **however, Virginia state law requires that prior to electrical service being installed, we must receive an approved electrical inspection from the town/county inspector before final connections can be made.**

Write down the AEP order number(s) from the call center for future reference.

AEP does not need a 911 address to set your application up for new service.

If they say that you have to have an address, he/she is not correct. Any problems at all when you call, please get their full name and their extension number, (yes, they do have an extension number) and call our office at

540-745-9359 or have them to call and we will be glad to get things straight with them.
