



PERMITTING PROCESS

RESIDENTIAL CONSTRUCTION – FOR SINGLE FAMILY DWELLINGS, ADDITIONS, AND ASSOCIATED ACCESSORY STRUCTURES

Revised on 1/8/2019

Our mission at the Nelson County Building Inspections Department is to promote excellence in planning, building, and development. We encourage public collaboration and engage best management practices and methods to ensure public safety, environmental protection, and quality architectural design in Nelson County. Our focus is to ensure that all buildings, structures, and related equipment are constructed in accordance with the Virginia Uniform Statewide Building Code (USBC).

General Process:

The USBC requires owners or contractors to submit permit applications, obtain permits, and then pass the required inspections for the work. When a permit application is submitted, the Department reviews the application for compliance with the USBC and either approves the application and issues a building permit or requires revisions before issuing a permit. Once the permit is issued, the permit holder (contractor or owner) can start work. As the work progresses, the owner, or contractor is responsible for scheduling the appropriate inspection through our office.

Specific Process:

1. Download or pick up at our office a copy of the [Building Permit Application](#), [Building Permit Application Checklist](#), [Residential Plan Checklist](#), and [Single Family Land Disturbing Permit \(Agreement in Lieu of E&S Plan\)](#).
2. Either prepare the building plans yourself or hire it out. See the [Residential Plan Checklist](#).
3. Get a copy of the property plat at the courthouse or on the Nelson County [GIS System](#) here.
4. Depending on the project and age of the house, fill out the [Asbestos Form](#) is needed.
5. All projects will require some type of Land Disturbance Permit. The most common for new homes is the 'Agreement in Lieu of E&S Plan' form. Fill it out in its entirety with the RLD named.
6. Fill out the [Building Permit Application](#) with all the Contractors listed.
7. Apply for either a well and septic permit or fill out a water and sewer application.
8. Bring the Building Permit Application, Plat, asbestos form, well and septic permit or water and sewer application, land disturbance permit (Notary is here at the office), and the complete building plans to our office.
9. At the time of the plan submission you will need to pay all the permitting fees.
10. Our office will review the submitted plans and specifications for code compliance. If needed, we will contact you for clarifications or additional information.
11. Sign the approved permit and issue it. You can either pick up the plans or we can mail them out.
12. The E&S measures should be installed prior to construction starting after permit has been issued.
13. Owner or contractor will call our office at 434-263-7080 and request the appropriate inspection. The majority of the required inspections are listed in our [Building Inspections Form](#), but the inspections do depend on the individual scope of the project as to which ones are needed.
14. When the inspection is done, we will leave the results on an inspection ticket.
15. When the project is getting near the end, please contact the health department or service authority to verify that they have completed their paperwork.
16. The final inspection will entail looking at the entire project, front to back and head to toe.
17. The Certificate of Occupancy (CO) will be issued when all building inspections have passed, the E&S requirements are done (grading, seed, and straw), the water and sewer paperwork is complete, and Planning and Zoning have signed off.

--This is not a complete list due to project differences but should help with the processes--