PLEASE READ ALL INFORMATION CAREFULLY

All permit applicants need to complete the required permit applications and submit to the office for approval. After the application has been processed and approved, the applicant will be notified for payment and the issuance of the permit.

You must call in and complete your first inspection within six (6) months after the permit is issued or permit will be void.

Inspections are performed according to geographic location in the County to allow inspectors to establish the most efficient route each day. Every effort will be made to perform inspections on the day requested. Depending on an inspector’s workload, it may take up to 48 hours to complete your inspection.

Please make sure that your yellow job card is posted on the job site or no inspections will be completed!

The applicant shall furnish satisfactory proof that the taxes or license fees required by any county, city or town have been paid to qualify to bid upon or contract for the work for which the permit applies.

Please read the Owner/Builder Affidavit. This document contains important information regarding contractor’s licensure laws.

To Obtain a Manufactured Home Permit

✓ Attach a current copy of the well and septic permits from the Health Department-
  Mr. Dave Burris @ 276-730-3180

✓ Provide the 911 address from the Twin County E-911 Commission-
  276-236-5122

✓ Provide VDOT Land Use Permit if needed-
  VDOT Land Development Engineer- Mr. Will Dotson @ 276-730-0021
  william.dotson@vdot.virginia.gov

✓ Have all contractors listed including contractors name, address, and license numbers
  with original signatures.

✓ Fill out Land Disturbance Screening Form attached.

✓ If building your own home, Read and Sign the Owner/Builder Affidavit.
COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

Virginia Department of Transportation (VDOT) Access Review process – Carroll County

VDOT encourages property owners to coordinate matters relating to a change of use, maintenance, or construction of access points (connections, entrances, drive-ways) to State Maintained Highways.

Please keep in mind that no work is allowed within the right of way until a Land Use Permit Application Packet is submitted, approved, and a VDOT Land Use Permit is issued.

The process to coordinate with VDOT is fairly simple:

1. The property owner / agent will gather location information such as a Parcel ID / Tax Map Number or a Property Address and contacts a VDOT Land Use Representative at a number below.
2. The VDOT Representative collects information regarding the location, current use(s) and proposed use(s) of the entrance, customer name and contact information, etc.
3. The VDOT Representative will schedule a field review at the existing or proposed entrance location(s) and determine the best path moving forward according to the applicable regulations based upon the proposed use(s).
4. The VDOT Representative will convey the results of the field review to the property owner and/or contact. At this point if a Land Use Permit is needed, VDOT will provide the necessary application documents as well as any additional information that will need to be supplied by the customer.

If you prefer to gather information and provide it electronically, you can complete the attached “Entrance Worksheet Data Form” and email to a contact below. The geographical area of Carroll County is served by VDOT’s Martinsville Residency. Contact information for the Land Use Department is as follows:

Martinsville Land Use Department Staff:  (276) 730-0021
Will Dotson Land Development Engineer:  (276)730-0021 william.dotson@vdot.virginia.gov
24 Hour Customer Service:  1-800-FOR-ROAD (1-800-367-7623)
Martinsville Land Use Address:  P.O. Box 188 Hillsville, VA 24343

Virginia Department of Transportation (VDOT) is authorized to control and regulate all entrance connections to State maintained highways to protect the traveling public and maintain safe ingress and egress to your property. Information regarding the various regulations and permitted uses of State Maintained Highways can be found at the following website:
http://www.virginiadot.org/info/access_management_regulations_and_standards.asp

www.VirginiaDOT.org
WE KEEP VIRGINIA MOVING
LAND-DISTURBING SCREENING FORM

"LAND-DISTURBING ACTIVITY" MEANS ANY MAN-MADE CHANGE TO THE LAND SURFACE THAT MAY RESULT IN SOIL EROSION FROM WATER OR WIND AND THE MOVEMENT OF SEDIMENTS IN STATE WATERS OR ONTO LANDS IN THE COMMONWEALTH, INCLUDING, BUT NOT LIMITED TO CLEARING, GRADING, EXCAVATING, TRANSPORTING AND FILLING OF LAND.

WILL THERE BE 10,000 SQUARE FEET (1/4 ACRE) OF TOTAL LAND DISTURBANCE REGARDLESS OF PHASING? ALL DISTURBANCE ASSOCIATED WITH THE PROJECT MUST BE ACCOUNTED FOR, INCLUDING DRIVEWAYS, SEPTIC TANKS, DRAIN FIELDS AND SOIL STOCKPILES.

WILL THERE BE AN ACRE OR MORE OF TOTAL LAND-DISTURBANCE ASSOCIATED WITH THIS PROJECT?

IS THE LAND-DISTURBING ACTIVITY TAKING PLACE IN A RESIDENTIAL DEVELOPMENT?

IF YOU CHECK YES TO ANY OF THE ABOVE QUESTIONS, A LAND-DISTURBING PERMIT AND AN EROSION AND SEDIMENT CONTROL PLAN OR AGREEMENT IN LIEU OF AN EROSION AND SEDIMENT CONTROL PLAN ARE REQUIRED.

IF YOU CHECK YES TO EITHER OF THE LAST TWO (2) QUESTIONS VIRGINIA STORMWATER MANAGEMENT REQUIREMENTS MUST BE ADDRESSED.

LAND-OWNER NAME: ____________________________________________________________

LAND-OWNER MAILING ADDRESS: ________________________________________________

LAND-OWNER CONTACT PHONE NUMBER: _________________________________________

LAND-DISTURBING ACTIVITY LOCATION: __________________________________________

I HEREBY CERTIFY THAT I FULLY UNDERSTAND THE PROVISIONS OF THE EROSION & SEDIMENT CONTROL ORDINANCE OF CARROLL COUNTY, AND THAT I ACCEPT THE RESPONSIBILITY FOR CARRYING OUT THE APPROVED E & S PLAN OR THE MEASURES SPECIFIED BY THE CARROLL COUNTY EROSION & SEDIMENT CONTROL INSPECTOR FOR THE ABOVE REFERENCED PROJECT. I FURTHER GRANT THE RIGHT-OF-ENTRY ONTO THIS PROPERTY, AS DESCRIBED ABOVE, TO THE DESIGNATED PERSONNEL OF CARROLL COUNTY FOR THE PURPOSE OF INSPECTING AND MONITORING FOR COMPLIANCE WITH THE AFORESAID ORDINANCE.

PROPERTY OWNERS SIGNATURE: ____________________________________________ DATE: ____________________________

FOR OFFICE USE ONLY

_______ REQUIRES AN EROSION & SEDIMENT CONTROL PLAN

_______ REQUIRES AN AGREEMENT IN LIEU OF AN E&S PLAN

_______ EXEMPT

CHECKED BY: __________________________________________ DATE: ____________________________
Carroll County Electrical Service Procedures

This includes:
New Service
Disconnected Service
Re-Connection Service
Electrical Upgrade
Temporary Power Pole
Permanent Power Pole

American Electric Power (AEP): 1-800-956-4237

AEP Issued Work Order Number: 0 2 ___ - ___ ___ - ___ ___

All electrical services require a work order number from American Electric Power (AEP) before the power will be released. Depending upon your service request, you will receive one or more work order numbers for your project. The work order number is a nine-digit work order number (example 023-456-789). The building department utilizes this work order number to communicate approval of your electrical service project to AEP. After an approved inspection report by the building department has been emailed with the applicable work order number, AEP will place the request in their own system for disconnection, re-connection, or connection as AEP’s schedule allows.

Please do not call for electrical inspections until the nine-digit work order number has been provided to the building department.

Your help in providing a work order number to the building department in a timely manner will reduce lead time for service hook-up and eliminate the need for coordination after our inspection.

Thank you for your cooperation.
Carroll County Building Department
Building (Residential)

Construction or placement of any residential structure including but not limited to
- One- and Two-Family Dwellings
- Garages
- Carports
- Single story detached structures used for storage (exceeding 256 square feet)
- Porches
- Decks
- Additions

Fee .20 per square foot  Minimum $60.00 permit fee

Building (Commercial)

Construction, addition, alteration or placement of any commercial structure

Fee .25 per square foot  Minimum $80.00 permit fee

(No permit fee for construction, addition or alteration of Places of Religious Worship)

Miscellaneous permit fees

- Telecommunication and Broadcast Towers  $500.00
- Retaining Walls (3 or more feet of unbalanced fill)  $60.00
- Flag Poles exceeding 30 feet in height  $60.00
- Swimming Pools  $100.00
- Signs  $60.00
- Tents and Membrane Structures greater than 900 feet  $60.00
- Underground Storage Tank Installation  $60.00
- Underground Storage Tank Removal  $60.00
- Demolition of Structure  $60.00
- Masonry or Pre-fab Fireplace and chimney  $60.00
- Flood Plain Permit  $60.00

Electrical (temporary or permanent)

- 60 – 200 AMP Service  $60.00
- 400 AMP Service  $80.00
- 600 AMP Service  $120.00
- Over 600 AMP Service  $150.00
- Miscellaneous Electric (new circuits, generator, etc.)  $60.00
<table>
<thead>
<tr>
<th>Permit Holders Name</th>
<th>Property Owners Name</th>
<th>Property Owners Mailing Address</th>
<th>Property Owners Phone Number</th>
<th>911 Job Site Address</th>
<th>Email Address</th>
</tr>
</thead>
</table>

**Type(s) of Permits Needed & Estimated Cost of Each Project**

- [ ] Building $_______
- [ ] Electrical $_______
- [ ] Plumbing $_______
- [ ] Mechanical $_______
- [ ] Fuel Gas $_______

**Permit Information**

- [ ] Commercial
- [ ] Residential
- [ ] Church/Fellowship

**Dwelling Information**

- [ ] Manufactured Home - Year ______
- [ ] Stick Built
- [ ] Log
- [ ] Modular
- [ ] Block
- [ ] Post & Frame
- [ ] Other: ______

**Miscellaneous**

- [ ] Remodel
- [ ] Addition
- [ ] Demolition
- [ ] Porch/Deck
- [ ] Garage/Carport
- [ ] Outbuilding
- [ ] Tower
- [ ] Install/Remove Tank
- [ ] Office
- [ ] Picnic Shelter
- [ ] Restaurant
- [ ] Swimming Pool

**Scope of Work:**

**Well & Septic Information**

<table>
<thead>
<tr>
<th>Water:</th>
<th>Public</th>
<th>Private</th>
<th>Existing</th>
<th>Non-Existing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Septic:</td>
<td>Public</td>
<td>Private</td>
<td>Existing</td>
<td>Non-Existing</td>
</tr>
</tbody>
</table>

**Is improvement located in a Flood Zone**

- [ ] Yes
- [ ] No

**Construction Information**

<table>
<thead>
<tr>
<th>Dimension/ Sq. Footage</th>
<th>Number of Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Living Area: _______</td>
<td>Bedrooms: _______</td>
</tr>
<tr>
<td>Basement: _______</td>
<td>Bathrooms: _______</td>
</tr>
<tr>
<td>Garage: _______</td>
<td></td>
</tr>
<tr>
<td>Porch/Deck: _______</td>
<td></td>
</tr>
<tr>
<td>Other: _______</td>
<td></td>
</tr>
</tbody>
</table>

**Mechanics’ Lei Agent: Section 43.1 of Code of Virginia:**

| Name: _______ | Phone: _______ |
| Address: _______ | |

**Electrical Information**

- [ ] Change of Service
- [ ] 200 AMP
- [ ] 200 AMP 3 Phase
- [ ] 400 AMP
- [ ] 400 AMP 3 Phase
- [ ] Over 600 AMP
- [ ] Misc.
- [ ] Temporary Power Pole
- [ ] Re-Connection
- [ ] Generator
- [ ] Solar
- [ ] Other: _______

**AEP Work Order Number (Temporary) 9 digit #: _______**

**AEP Work Order Number (Permanent) 9 digit #: _______**
This document contains important information regarding contractors licensure law as defined in Title 54.1, Chapter 11, 2015 Code of Virginia. PLEASE READ CAREFULLY BEFORE SIGNING OWNER/BUILDER AFFIDAVIT

TITLE 54.1-1111. Any person applying to the code official or any other authority of a county, city, or town in this Commonwealth, charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, or structure, or any removal, grading or improvement shall furnish prior to the issuance of the permit, either (i) satisfactory proof to such code official or authority that he is duly licensed or certified under the terms of this chapter to carry on or superintend the same, or (ii) file a written statement, supported by affidavit, that he is not subject to licensure or certification as a contractor or subcontractor 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 has been applied.

TITLE 54.1-1101Exemptions - The provisions of this chapter shall not apply to: (Please check the appropriate box.)

☐ Any person who performs or supervises the construction, removal, repair or improvement of no more than one primary residence owned by him and for his own use during any 24-month period.
☐ Any person who performs or supervises the construction, removal, repair or improvement of a house upon his own real property as a bona fide gift to a member of his immediate family provided such member lives in the house. For purposes of this section, "immediate family" includes one's mother, father, son, daughter, brother, sister, grandchild, grandparent, mother-in-law, and father-in-law.
☐ Any person who performs or supervises the repair or improvement of industrial or manufacturing facilities, or a commercial or a retail building for his own use.
☐ Any person who performs or supervises the repair or improvement of residential dwelling units owned by him that are subject to the Virginia Residential Landlord and Tenant Act (§ 55.248.2, et seq.)

WARNING I hereby affirm that I have read Title 54.1-1111 Code of Virginia and fully understand the contents thereof and that I am not subject to licensure as a contractor or subcontractor. I further affirm that I will be solely responsible for all construction on the described property allowed by the permit(s) hereby issued. If the work is performed by any other person or firm employed by me, that person or firm must comply with state and local contractor licensing laws.

Applicant Signature: ___________ Date: ___________