

08. COMMUNITY DEVELOPMENT

8.1. Building Permit Application, Fees, and Inspection

BOS Approved – January 31, 2018

8.1.1. Policy. All construction, reconstruction, renovation, repair, alteration, additions, demolition, and a change of occupancy shall be done in accordance with the Virginia Uniform Statewide Building Code.

8.1.2. Building Permit Application

A. An online electronic or written application for permit shall be made to the building official as required by the Uniform Statewide Building Code on forms provided by the building official. Application for permit shall be made by the owner or lessee of the structure or agent of either, or by the licensed architect, professional engineer, contractor or subcontractor (or their respective agents) employed in construction of the proposed work.

B. Construction Documents. Plans shall be submitted to the building official for the proposed work in accordance with the Uniform Statewide Building Code. The plans shall be in electronic PDF file form, unless otherwise allowed by the Building Official.

C. Cooperation with other Department's agencies. When applicable written approvals shall be required from other Departments and Agencies such as but not limited to the Health Department, the Department of Planning and Development, the Thomas Jefferson Soil and Water Conservation District, and the Virginia Department of Transportation.

D. Upon approval of the construction documents and written approvals are received as required in sub-paragraph A.3. above, the permit will be issued as soon as practical. A bond is required for Land Disturbing Permits other than single family homes in accordance with Section 6-2-6 of the Fluvanna County Code.

8.1.3. Fees

A. Fees shall be approved and adopted by the Fluvanna Board of Supervisors as listed in Fluvanna County Code Sections. 5-2-2 and 6-1-5.1.

B. Permit Fee Refunds. In the case of a revocation of a permit or the abandonment of a building project, a refund for the portion of the work that was not completed shall be provided when requested in writing. An administrative fee of 25% and a fee of \$ 30.00 per inspection made shall be retained.

8.1.4. Inspections

A. Inspections shall be completed on the day requested by the applicant, when feasible, or within a reasonable amount of time depending on workload and available working days.

B. Inspections may be added or deleted at the discretion of the Building Official in accordance with the Uniform Statewide Building Code.

C. Order of Inspections:

1. Footer inspection before placing concrete;
2. Inspection of preparatory work prior to the placement of concrete,
3. Inspection of foundation systems during phases of construction necessary to assure compliance with the Uniform Statewide Building Code;
4. Temporary electrical service inspection;
5. Groundwork plumbing inspection for basement plumbing;
6. Before insulation placement
7. Framing
8. Rough-in mechanical
9. Rough-in electrical
10. Rough-in Plumbing
11. Insulation inspection
12. Before backfill
13. Damp-proofing and drainage in place
14. Chimney throat inspection (if applicable)
15. Early electrical service inspection
16. Sewer Line inspection (where applicable)
17. Final inspection
18. Issue Certificate of Occupancy