

Carroll County Building Department
605-1 Pine Street
Suite C115
Hillsville, VA 24343

PLEASE READ ALL INFORMATION CAREFULLY

This document has been created to help navigate the requirements of the County of Carroll and the numerous State Agency requirements for construction activities.

The Erosion and Sediment Control Ordinance of Carroll County was amended and made effective on July 1, 2024 and can be found on the County's website at www.carrollcountyva.gov scroll over to the Government link and select County Code. Stormwater Management for Carroll County is administered and enforced by the Virginia Department of Environmental Quality (DEQ) at 276-676-4800.

The State of Virginia is currently under the 2021 Virginia Uniform Statewide Building Codes these were adopted by State Legislators and made effective on January 18, 2024.

Step 1: Determine if your project will require any "Land-disturbance". If no land-disturbance will be required for your project continue to Step 2. If land-disturbance will be required continue with Step 1. Land-disturbance is defined as any man-made change to the land surface that may result in soil erosion or has the potential to change its runoff characteristics, including the clearing, grading, excavating, transporting and filling of land. Please remember that this includes all land-disturbance associated with the project regardless of phasing such as driveways, septic systems, etc.

- A. If your project will require land-disturbance as defined above, determine the amount in total square footage. If the project will require 10,000 square feet or more, please contact the County's Inspection Department for more specific details. Please be advised that your land-disturbing project may require a permit or an approval letter from the Inspection Department before land-disturbance takes place, failure to obtain either or both can result in civil penalties of up to \$10,000 in accordance with § 120-10 of the Erosion and Sediment Control Ordinance of Carroll County. Please also note that if the project requires 1 or more acres of land-disturbance, compliance with Stormwater Management laws and regulations will also be required.

Step 2: Will your project require an entrance permit issued by the Virginia Department of Transportation (VDOT) for ingress/egress from VDOT regulated roadways. If no entrance permit is required for your project continue to Step 3.

- A. If an entrance permit is required for your project or you're not sure, please contact VDOT Land Development Engineer Mr. Will Dotson at 276-730-0021 or william.dotson@vdot.virginia.gov.

Step 3: Determine if your project will require a construction permit or a determination letter of Safe, Adequate and Proper (SAP) regarding your private septic system from the Virginia Department of Health. If your private septic system will not require any type of approval continue to Step 4.

- A. To determine if your project will require one of the above or if you're not sure if septic system approval is required for your project, please contact the Virginia Department of Health at 276-730-3180.

Step 4: Will your project require a 911 address to be issued. If so or you're not sure contact the Twin County E-911 Commission at 276-236-5122.

Step 5: Will your project require an electric hook up for temporary or permanent electrical service? If so, please contact AEP at 1-800-956-4237.

If any of the above Agencies will be involved or required for your project, evidence of approval or authorization from the appropriate agency is required before any Building Permits can be issued.

Once all above requirements have been met you are now ready to submit your Structural Plans and Building Application.



Building Application
Carroll County Department of Inspections
605-1 Pine
Street
Hillsville, Virginia 24343

PERMIT # _____
District: _____
Parcel ID # _____

Permit Holders Name	
Property Owners Name	
Property Owners Mailing Address	
Property Owners Phone Number	
911 Job Site Address	
Email Address	
Flood Zone:	Yes ☐ No ☐
VDOT Land Use Permit:	Have you obtained VDOT Approval for drive way/entrance: Yes ☐ No ☐

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

☐ Building \$ _____ ☐ Electrical \$ _____ ☐ Plumbing \$ _____ ☐ Mechanical \$ _____ ☐ Fuel Gas \$ _____

Number of HVAC Units: _____

Permit Information-

☐ Commercial ☐ Residential ☐ Church/Fellowship

Dwelling Information-

☐ Manufactured Home ☐ Stick Built ☐ Log ☐ Modular ☐ Other: _____

Miscellaneous

☐ Remodel ☐ Addition ☐ Demolition ☐ Garage/Carport ☐ Outbuilding ☐ Tower
☐ Install/Remove Tank ☐ Swimming Pool

Scope of Work: _____

Well & Septic Information-

Water: ☐ Public ☐ Private

Septic: ☐ Public ☐ Private

Number of Room

☐ Bedrooms: _____

☐ Bathrooms: _____

Construction Information

Dimension/ Sq. Footage

☐ Living Area: _____
☐ Basement: _____
☐ Garage: _____
☐ Porch/Deck: _____
☐ Other: _____

AEP Work Order Number (Temporary) 9 digit #:

AEP Work Order Number (Permanent) 9 digit #:

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:

VA State
Licensed
Contractor
Information

OR

☐ Owner
VA STATE
CODE
54.1-1101

General Contractor/Agent: _____
Phone: _____ VA License # _____ Class: _____
Responsible Party Signature: _____

Electrical Contractor/Agent: _____
Phone: _____ VA License # _____ Class: _____
Responsible Party Signature: _____

Mechanical Contractor/Agent: _____
Phone: _____ VA License # _____ Class: _____
Responsible Party Signature: _____

Plumbing Contractor/Agent: _____
Phone: _____ VA License # _____ Class: _____
Responsible Party Signature: _____

Fuel Gas/Agent: _____
Phone: _____ VA License # _____ Class: _____
Responsible Party Signature: _____

This document contains important information regarding contractor's licensure law as defined in Title 54.1, Chapter 11, Code of Virginia.

PLEASE READ CAREFULLY BEFORE SIGNING OWNER/BUILDER STATEMENT

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 out or superintend the same, or (ii) file a written statement, 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 54.1-1101(Exemptions) - 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:** _____

I hereby certify that I am the owner of the record of the herein described property, or that the proposed work has been authorized by the owner of the record and that I have been authorized to make this application as a designated agent. **I agree to conform to all applicable state and local regulations, rules, and policies and such shall be deemed a condition entering into the exercise of the permit.** In addition, if a permit issued, I certify that the code official/his authorized representative shall have authority to enter the areas herein at any responsible hour for the purpose of enforcing the provisions of the applicable code(s).

Applicant Signature: _____ **Date:** _____

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.** YES [] NO []

IS THE LAND-DISTURBING ACTIVITY TAKING PLACE IN A RESIDENTIAL DEVELOPMENT? YES [] NO []

WILL THERE BE AN **ACRE OR MORE** OF **TOTAL LAND-DISTURBANCE** ASSOCIATED WITH THIS PROJECT? YES [] NO []

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: _____



Tim Carpenter
Building Official
605-1 Pine ST
Hillsville, VA 24343
Phone: 276.730.3016
Fax: 276.730.3178

Residential Plan Check List

Residential construction- Single Wide Family Dwellings, Additions and Associated Accessory Structures

General Plan Requirements

- Drawings are to be in accordance with § 109.1 and chapter 2 (Construction Documents of the 2021 VA Residential Code)
- Number all pages
- 1 hard copy of complete construction drawings
- Front page signed by individual (not company) responsible for design, and contact information
- Dimensions of all rooms
- Designate all rooms as their use including mechanical rooms or areas
- Show floor heights-one note per page if entire floor is the same or note individual areas that are different
- Label all window and door sizes-interior and exterior
- Show all instruction items on the appropriate plan page-beams, columns posting in walls, ect.
- Submit truss plans and any engineered floor system

Required Plan Pages – as applicable for project: Minimum Details & Notes needed on the Plan Pages:

Foundation Plan Footing size, pier size, anchor bolts, wall type, height, and size, waterproofing, drainage, gravel, and dimensioned

Crawlspace Plan or Basement Plan Label crawlspace - conditioned or non-conditioned, Label basement - room names, finished or unfinished areas, all structural elements 1 st Floor Plan, 2nd Floor Plan, Attic

Floor Plan Room designations, finished or unfinished areas, all structural elements

Floor Framing Plan/I-Joist Plan For each floor level – type, size, grade, species, & direction of I-joists, floor trusses, or dimensional lumber, end bearing situations, spans, & loads

Truss Plan/Rafter Plan From designer or manufacturer plant supplying them – to show loads & point loads are taken to footing

Beams, Columns, Structural Lumber Cut-Sheets Such as (Forte, Beamcheck, StruCalc) – every beam, I-joists, bearing post, etc., needs to provide load calculations – most designers or supply houses provide this when they are supplying the materials

Wall Bracing Plan – Either noted on floor plan or separate plan page Per VRC R602.10 – define which method of wall bracing is being used including stem walls, portal framing areas, etc. in accordance with VRC table R602.104

Cross Sections for EACH different structural variation Front to back, Left to right, Garage, Sunroom, Etc. List all details from footings to roofing. If brick is used, show how it is to be supported.

Elevations – show proposed final grades When on basement, front, rear, right, & left elevations are all required.

Residential Architect or Engineer Designed Plan Exemption:

- Plans & construction documents for residential work may be exempt from requiring the services and seal of an Architect or Engineer (A/E). Exemption typically is when the project is a single-family or two-family home, townhouse, or multifamily dwelling, and less than three stories in height.
- The exempt construction documents as defined above MUST bear the name and signature, the address of the author and their occupation.
- The full list of exemptions can be found in the Virginia Building and Related Laws Package at www.dhcd.virginia.gov.
- In accordance with § 54.1-410(A) of the Code of Virginia, the local building official may require A/E design even if not required.
- In accordance with § 54.1-402(B)(1) of the Code of Virginia, construction documents for any unique design of structural elements for floors, walls, roofs or foundations are required to have A/E design