



Inspections Department

Mark A. Fleet, Building Code Official

540/665-5650

Fax 540/678-0682

**CARPORT
BUILDING PERMIT APPLICATION REQUIREMENTS**

1. A completed application that includes:
 - The name of the current owner of the property or lot and the tax map identification number (this may be found on your real estate bill)
 - Directions to the location of the property or lot
 - Setbacks: Actual distance (measured in feet) from the proposed carport to the property line
 - A daytime phone number so that you may be contacted with questions
2. A recorded plat or drawing of the property.
 - Please mark where the carport will be located on the plat. Place the actual distance of the proposed carport on the plat and indicate, in feet, the distance to all property lines
3. One Complete set of structural plans that contain the following information
 - Post size and spacing
 - Footing details indicating size and location.
 - Slab details (if any)
 - Floor plan with sizes and location of all doors/windows
 - Elevation Plan views for front, rear, right, and left of building.
 - Framing plan indicating
 - Wall opening headers
 - Exterior wall stud size and spacing
 - Roof system indicating rafter/joist size and spacing. If engineered trusses are being installed, please include the manufactures' truss layout
 - Metal prefabricated carport buildings require engineered plans/documents that specify the design for local wind/snow loads

Additional information may be required depending on the specifics of your project

Your permit application and plans will be reviewed by:

- a) the Zoning Department to ensure compliance with setback requirements and
- b) the Inspections Department to ensure compliance with Virginia Residential Code

You will be contacted when your permit has been approved and is ready to be issued or, if there is additional information required to complete the review process.

Should you have any questions regarding your plans after the permit has been issued, please call 540-665-5650.