



**Inspections Department**

**Mark A. Fleet, Building Official**

**540-665-5650**

**Fax 540-678-0682**

**DETACHED GARAGE/STORAGE BUILDING**

**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 garage 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 garage will be located on the plat. Place the actual distance of the proposed garage 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 – *See also Building Plan Requirements* (a minimum of 3/16" scale. All plans not to scale shall show all dimensions)
  - Foundation information including the footing size, location, and depth, foundation wall information, ex: poured, CMU etc. include wall height and width.
  - Slab information
  - Structural framing plan indicating size, spacing, and direction of floor joist, beams, girders, etc. Wall framing information including stud size, spacing and height
  - Full Roof Framing plan indicating rafter/ joist size and spacing. Please indicate the direction in which the roof system will run and the direction/location of ceiling joists in the roof system. If engineered trusses are being installed, please include the manufactures' truss layout. (Individual truss documents may be requested) . Roof framing details shall show dormers, bonus rooms, etc.
  - Elevations front, rear, right and left of building and include the windows, exterior finish and roof finish, etc.
  - Wind bracing plan showing the location and identification of panels
  - Floor plan with the areas dimensioned and labeled as to their use. All window/door locations with dimensions.

*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 any additional information required to complete the review process.

Should you have any questions regarding your plans after your permit has been issued please contact us at 540-665-5650.