



Inspections Department

Mark A. Fleet, Building Official

540-665-5650

Fax 540-678-0682

POLE 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 building 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 building will be located on the plat. Place the actual distance of the proposed building 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 (a minimum of 3/16" scale. All plans not to scale shall show all dimensions)
 - o Post size and spacing and foundation/footing detail.
 - o Floor plan with the sizes of all doors and windows (if any), the proposed used of the area, and finished floor materials
 - o Header sizes and exterior wall stud size and spacing
 - o Roof framing plan indicating rafter/ joist size and spacing. Please indicate the direction in which the roof system will run; If engineered trusses are being installed, please include the manufactures' truss layout. (Individual truss documents may be requested)
 - o Elevations front, rear, right and left of building and include the windows, exterior finish and roof finish, etc

Virginia Engineered plans/documents are required for pole buildings exceeding 600 square feet and shall be designed for the local area wind/snow requirements

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.