



Inspections Department

Mark A. Fleet, Building Code Official
540/665-5650
Fax 540/678-0682

RESIDENTIAL BUILDING PERMIT APPLICATION CHECKLIST

New One & Two Family Dwellings & Additions

- Complete the [building permit application](#)
 - Please include a job value for each the building, mechanical, plumbing, electric, etc., if applying for multiple trades at the same time.
 - Include a copy of the Virginia State contractor's license and Frederick County Business License or include the license numbers for verifications.
 - Include a daytime phone number and an email address so that we may contact you for any additional questions pertaining to your application.
 - Please place a signature on the application and print your name.
- Include one [complete set of construction plans](#), minimum 3/16" scale or equivalent
- Complete the Energy Code Compliance Sheet
- Include a property plat plan or site plan. Property plat or site plan must include the following:
 - Clearly show the planned location of the new structure on the parcel.
 - Please indicate the distance in feet to the property lines and place these dimensions on page one of the permit application.
 - Locate the driveway (include details on the entire access through all easements).
 - Property Boundaries/Parcel Lines.
 - For corner parcel lots, please include the front direction of the planned structure.
 - Please call Planning and Zoning for any questions relating to distance to property line, setbacks, or survey setback requirements 540- 665-5651. If you are located within the city limits of Stephens City, contact the town at 540-869-3087, or city limits of Middletown contact 540-869-2226 for zoning approval.
- Complete the [VDOT driveway entry packet](#), completed and signed by VDOT.
 - Contact Gregory Hoffman at Gregory.Hoffman@VDOT.Virginia.gov or call at 540-535-1824 for questions concerning your VDOT packet.
- [Complete the Agreement In-Lieu of Form](#) (Residential Land Disturbance Permit)
 - Fees associated with this permit can be made at the time of application.
 - An individual site grading plan may be required.
 - Please contact Karen Orndorff at 540-665-5643 (Option #5) or karen.orndorff@fcva.us.
- Red Stamped Health Department Approval or Frederick County Sanitation paperwork (where hookup fees have been paid) is required when you pick up the permit.
 - Please contact the Health Department 540-722-3480 or Frederick County Sanitation 540-868-1061 with questions.