



DIVISION OF BUILDING REGULATION

PERMIT INFORMATION 890-3522

INSPECTION REQUESTS 890-3910

WEBSITE: www.yorkcounty.gov/buildingregulation

TO FACILITATE THE ISSUANCE OF BUILDING PERMITS THE FOLLOWING DOCUMENTS SHALL BE SUBMITTED WHEN APPLYING FOR A BUILDING PERMIT.

New Residence

- a. Two sets of building plans, which shall include the following:
 - Engineered lumber load data sheets and layout from suppliers engineer
 - LVL information
 - Micro lams
 - Truss design
 - Engineered sealed design for any openings within 24" of corners
- b. Copy of Soil report (expansive soil)
- c. Two copy's of the Site Plan, which is a drawing that shows the boundaries of the property, prepared to scale by an engineer or surveyor that includes the following information:
 - Dimensions and locations of proposed new construction
 - Distances from lot lines to proposed new construction
 - Existing street and lot grades
 - Proposed finished grades
 - Statement that the proposed finished grades agree with those of the approved subdivision plan, if the lot was created as part of a subdivision
 - Limits of clearing and grading
 - Location of any existing or proposed easements
 - Location of silt fence, construction entrance, and other necessary erosion and sediment control measures
 - Location and finished grade elevations of grass or paved swales, pipes and inlets, and other drainage features on or adjacent to the lot.
- d. Preliminary Natural Resources Inventory form.
- e. Copy of septic system permit approval from the State Department of Health, showing locations of tank and drainfield plus the 100% reserve drainfield; or, copy of receipts of payment to Hampton Roads Sanitation District (H.R.S.D) and York County for sewer connection fees.
- f. Copy of tap fee payment receipt if York County water is used.
- g. Erosion and Sediment Control (E & S) Permit must be obtained prior to land disturbance. **Note: This permit cannot be issued until a copy of Land Use Permit (LUP) issued by the Virginia Department of Transportation (VDOT) is submitted and the site plan is reviewed and approved for erosion and sediment control measures.**
- h. If the property is located in a flood hazard zone other than Zone X, then give the 100-year flood plain elevation and show its limits on the site plan.

- i. If property is located in a flood hazard zone and the foundation of the structure is block and the block wall is over eight foot in height an engineered design is required.
- j. If the property is located within a Watershed Management and Protection Area (WMP), then show the limits of the WMP buffers (200-feet and 700-feet).
- k. If the property is located within a Chesapeake Bay Preservation Area (RPA/RMA), then the limits of the RPA buffer and RMA must be shown on the site plan. The total lot area exclusive of water and wetlands must be given with the size and location of all impervious surfaces (i.e. all buildings, pads, paved or graveled driveways/walkways, etc.). Impervious area should be presented in a tabular fashion (e.g. Roof area of home – 2,475 square feet, Gravel drive – 2,840 square feet, etc.). Any existing impervious surfaces should be listed separately from proposed surfaces.
- l. **Copy of the Land Use Permit (LUP) from the Virginia Department of Transportation (VDOT).**
- m. **Industrialized Buildings:**
Is a combination of one or more sections or modules subject to State Regulations with a State of Virginia Registration Seal permanently attached in the structure.
 - 2 sets of building plans sealed by a DHCD approved Compliance Assurance Agency.
 - Items listed above in b, c, d, e, f, g, h, I, j, k, l.
- n. **Manufactured Homes (Mobile Homes):**
Structures subject to Federal Regulations, which are transported in one or more sections and are 8 feet or more in width and 40 feet more in length in a traveling mode.
 - Can be placed only in a designated mobile home park
 - Site plan showing the separation between the units including any proposed decks
 - Items listed above in d, h, i.
- o. Plan review fee of \$75.

Additions, Alterations, Replacements, Garages, Sheds, Swimming Pools, ETC.

- a. Two sets of building plans, which shall include the following:
 - Engineered lumber load data sheets and layout from suppliers engineer
 - LVL information
 - Micro lams
 - Truss design
 - Engineered sealed design for any openings within 24” of corners
 - Layout of floor plan, 1st and 2nd floor (if applicable)
 - Plans for detached garages and accessory apartments shall be on 8½by11 inch paper for scanning purposes
- b. Copy of Soil report (expansive soil) for additions, which exceed 30 % of the existing footprint area and for non-habitable accessory structures over 1000 square foot.
- c. Two copy’s of the Site Plan, which is a drawing that shows the boundaries of the property, prepared to scale by an engineer or surveyor that includes the following information:
 - Dimensions and locations of proposed new construction
 - Distances from lot lines to proposed new construction
 - Proposed finished grades

- Statement that the proposed finished grades agree with those of the approved subdivision plan, if the lot was created as part of a subdivision
 - Limits of clearing and grading
 - Location of any existing or proposed easements
 - If the construction involves land disturbance exceeding 2,500 square feet total, then also show the location of silt fence, construction entrance, and other necessary erosion and sediment control measures as well as the location and finished grade elevations of grass or paved swales, pipes and inlets, and other drainage features on or adjacent to the lot.
- d. Preliminary Natural Resources Inventory form.
 - e. Copy of septic system permit showing location of tank and drainfields plus the 100% reserve drainfield. (Not applicable if property served by public sewer).
 - f. If the property is located in a flood hazard zone other than Zone X, then give the 100-year flood plain elevation and show its limits on the site plan.
 - g. If the property is located within a Watershed Management and Protection Area (WMP), then show the limits of the WMP buffers (200-feet and 700-feet).
 - h. If the property is located within a Chesapeake Bay Preservation Area (RPA/RMA), then the limits of the RPA buffer and RMA must be shown on the site plan. The total lot area exclusive of water and wetlands must be given with the size and location of all impervious surfaces (i.e. all buildings, pads, paved or graveled driveways/walkways, etc.). Impervious area should be presented in a tabular fashion (e.g. Roof area of home – 2,475 square feet, Gravel drive – 2,840 square feet, etc.). Any existing impervious surfaces should be listed separately from proposed surfaces.
 - i. If the land disturbance will exceed 2500 square feet, then an Erosion and Sediment Control (E & S) Permit must be obtained prior to land disturbance.
Note: This permit cannot be issued until a copy of a Land Use Permit (LUP) from the Virginia Department of Transportation (VDOT) is provided if the proposed work includes modification or installation of a driveway.
 - j. Plan review fee of \$75.

New Commercial/Industrial/Public, Semi-Public and Non-Single Family Detached Residential:

- a. Four sets of building plans signed and sealed by an engineer or architect, responsible for the design.
- b. A Statement of Special Inspections executed and submitted in accordance with the Hampton Roads Special Inspection guidelines.
- c. If the building contains a food preparation area building plans signed and sealed by an engineer or architect must be submitted to the State Health Department.
- d. Approved site plans from the Division of Development Services and all receipts and documentation that the requirements applicable in site plan approval letter have been fulfilled.
- e. Approved land disturbing permit.
- f. Copy of septic system permit from Health Department or receipt of payment to H.R.S.D. and York County for sewer connection.
- g. Certificate to construct sewer.
- h. Plan review fee of \$225.