Gloucester County Office of Codes Compliance

BUILDING *A SINGLE FAMILY HOME* IN GLOUCESTER COUNTY?

This is what you need to do:

- Obtain a **Health Permit** from the Gloucester County Health Department (804-693-6130)(*located at 6882 Main St in the shopping center next to the Gloucester Post Office*) for installation of the septic system and well, if your property is not connected to county water and sewer. You will need to provide a copy of the permit to the Codes Compliance department.

- Obtain a **Land Disturbing Permit** through the Environmental Division of this office (804-693-1217) BEFORE ANY CLEARING/GRADING HAS BEGUN, if your project will be disturbing 2,500 square feet or more of land area. Even if the area covered by the house is less than 2,500 sq. ft., it is likely that more land will be cleared, graded, or otherwise disturbed to allow for construction and to provide for driveways, yards, and drainfield areas. The purpose of this permit is to ensure that: erosion and sediment control measures will be taken if necessary; clearing limits are reasonable, and to prevent any clearing of very steep slopes or sensitive areas. NOTE: You will be required to name a certified **Responsible Land Disturber "RLD"** on your permit application. This is a requirement of the Virginia Department of Conservation and Recreation (DCR). Visit www.dcr.virginia.gov for more information. Land disturbing permits will not be approved until Environmental Division staff has made a satisfactory site inspection.

- Obtain a **Virginia Stormwater Management Program** permit (effective January 29, 2005) through the Virginia Department of Conservation and Recreation (DCR). Visit www.dcr.virginia.gov/soil_and_water/vsmp.shtml for more information and to download the application or call Kevin Landry at 804-443-8230.

- Obtain a **Zoning Permit** from this office (Codes Compliance 804-693-4040/4041). The purpose of a zoning permit is to ensure that the proposed house is a permitted use and meets required setback distances from property lines.
  a) Fill out a *zoning/building permit application*
  b) Submit plans in triplicate bearing the seal of a licensed architect, engineer, or surveyor, and drawn to scale, showing the dimensions and shape of the lot to be built upon; the size and location of existing buildings on the lot, if any; and the location and dimensions of the proposed building(s) or alteration.

NOTE: Zoning, building and land disturbing permits will not be issued until the *Chesapeake Bay Administrative Board or the Chesapeake Bay Preservation & Erosion Commission* has approved any encroachments into the RESOURCE PROTECTION AREA (RPA). If you feel that your house may encroach into the RPA (100' landward of any wetlands or water source), you will be required to make application for a buffer waiver/exception.

- Once a Zoning Permit has been issued, submit two copies of *construction plans* and a *soil scientist report* (a report on the shrink-swell potential of the soil) to the Building Official for plan review. Once plans are approved, you may obtain a **building permit**.

- Subsequent permits (electrical, plumbing, and mechanical) will be required and may be obtained by you or your contractor. Please note that if work is being contracted out, it is recommended that the contractor obtain the permit and therefore is liable for the work being performed.

Questions? Contact us Mon. - Fri. 8:00 a.m. - 4:30 p.m. or visit us on the web at www.gloucesterva.info
Building Inspection 804-693-2744 ~ Zoning 804-693-4041 or 4040 ~ Environmental 804-693-1217