

Permit File Checklist

Application Submittal List Applicant: _____

Check-in _____ Review _____

Zoning Application, Health Dept. Release Form & Two Sets of Site Plan (must show existing structures, distances to lots lines and location of well and septic.) *New construction site plans must be on recorded plats.*

- | | | |
|-------|-------|---|
| _____ | _____ | Copy Zoning Permit by Town (if applicable) |
| _____ | _____ | Virginia Contractors License or Owners Affidavit |
| _____ | _____ | Contractors City / County Business License |
| _____ | _____ | Well & Septic Permit or Tap Fee Receipt |
| _____ | _____ | SWM Waiver or In-lieu of Agreement |
| _____ | _____ | E&S Permit or In-lieu of Agreement |
| _____ | _____ | Shrink Swell Soil Test for Site |
| _____ | _____ | VDOT Driveway Permit (if applicable) |
| _____ | _____ | Building Permit Application |
| _____ | _____ | 1 & 2 Family Residential Plan Submittal Guidelines |
| _____ | _____ | Two Sets of Building Plans (New and Existing Work) |
| _____ | _____ | 2 copies U.S. Dept. of Energy, RESCheck (New only) |
| _____ | _____ | 2 copies Brace Wall Calculations (New & Additions) |
| _____ | _____ | Mechanical Permit Affidavit (when applicable) |
| _____ | _____ | Whole-House Ventilation Statement |

Final / Certificate of Occupancy List

- | | | |
|-------|-------|--|
| _____ | _____ | All Inspections Completion List |
| _____ | _____ | All Additional or Special Fees Paid |
| _____ | _____ | Sewer Disposal System Operation Permit (County) |
| _____ | _____ | E&S / SWM Office sign-off on site |
| _____ | _____ | Duct Pressure Test Results |
| _____ | _____ | Certificate of Occupancy |
| _____ | _____ | Supervisor Review Date _____ |

Your application for a permit cannot be reviewed until the missing documents are provided.

Signature: _____ **Date:** _____



ALL SECTIONS MUST BE COMPLETED



Franklin - Southampton Demolition Permit Application
207 West 2nd Avenue, Franklin, VA 23851, Phone (757)562-8580

Must be accompanied with required construction documents as appropriate.

A permit is hereby requested for the demolition of a structure located at:

Address _____

Tax Map Number _____

Owner _____ Ph.# _____

Owner Address _____

Traffic Plan approval _____ / _____

Public Works Signature

Date

In accordance with Section 118.1 of the USBC, the following service connections and appurtenances, such as meters and regulators, have been removed or sealed and plugged in a safe manner.

Water service _____ / _____

Public Works Signature

Date

Sewer Service: _____ / _____

Public Works Signature

Date

Electric service: _____ / _____

Utilities Division Signature

Date

Gas service _____ / _____

Gas Company Signature

Telephone service _____ / _____

Telephone Company Signature

Date

Cable connection _____ / _____

Cable Company Signature

Date

Note: Underground and aboveground fuel storage tanks require separate permits

Asbestos Risk Assessment required for buildings with a construction date before January 1, 1985

Signature of owner of agent

Date

Notify Community Development Department when demolition is complete.



ALL SECTIONS MUST BE COMPLETED



Franklin - Southampton Building Permit Application
207 West 2nd Avenue, Franklin, VA 23851, Phone (757)562-8580

Must be accompanied with required construction documents from list on page two.

A permit is hereby requested for the construction, alteration, repair or demolition of a structure located at:
Address _____ Tax Map Number _____

Total Contract Amount, including labor and materials \$ _____
Check all that apply: Building ___ Electrical ___ Plumbing ___ Mechanical ___ Other ___

All contractors must submit a copy of their current Virginia Contractor's License at the time of application.
Contractor's/Tradesman License Number: _____ Class ___ Type _____

Special Zoning Approval Letter from: Boykins___ Branchville___ Capron___ Courtland___ Ivor___ Newsoms___
Copy of VDOT Driveway Permit , if applicable - Yes___ No___ **(Check the appropriate spaces)**

Name, Address, Phone Number, Email Address of Contractor: _____

Name, Address, Phone Number, Email Address of Property Owner: _____

Structure is: New___ Existing___ Addition___ **Located in the Enterprise Zone** ___ Yes ___ No
Residential___ Commercial___ Industrial___ HUD Home___ Modular___ Other_____

Lien Agent Name, Address, Phone Number _____

Is property located in the Special Flood Hazard Area? (100 yr. floodplain) _____ Yes _____ No

General Description of Work: _____

This construction to comply with 2012 _____ (check one) VBC___ VRC___ HUD___

The structure / addition listed herein may not be occupied until such time as the Final Inspection has been passed and/or the Certificate of Occupancy has been issued by this office.

Check one: Owner: ___ Owner Agent: ___ Contractor: ___

Signature _____ Date _____

FOR OFFICE USE ONLY: Application received by: _____ Date: _____

Franklin - Southampton Community Development Department

Application Package List - for New Construction of or Additions to One and Two Family Dwellings and Accessory Structures (Contact our office for list on Commercial and E&S / SWM applications)

- ___ Building Permit Application
- ___ Two Sets of Site Plan
- ___ Stormwater Management Waiver Application
- ___ Copy Zoning Permit by Town (if applicable)
- ___ VDOT Driveway Permit (if applicable)
- ___ E&S /SWM Permit or In-lieu of Permit Agreement
- ___ Shrink Swell Soil Test for Site (new construction, or addition exceeding 40% of existing footprint)
- ___ Well & Septic Permit or Tap Fee Receipt
- ___ 1 & 2 Family Residential Plan Submittal Guidelines
- ___ Two Sets of Building Plans
- ___ Two copies of the Dept of Energy, RESCheck
- ___ Two copies of the Brace Wall Calculations
- ___ **Manual J from HVAC Contractor (see below)
- ___ **Manual D from HVAC Contractor (see below)
- ___ Virginia Contractors License or Owners Affidavit
- ___ Contractors City / County Business License

When submitted, the *Application Package* and its accompanying documents will receive a concise review to assure the required information is included before it is date stamped as received. A complete review of the *Application Package* and its supportive documentation will be made on a first come, first served basis. *Application Packages* that are returned for additional information or corrections will be re-assigned with a new submission date and placed back into the rotation from that date. A Construction / Plan Review meeting will be scheduled with the Plans Examiner and the Builder on an as needed basis.

Energy and Wind Bracing - With the introduction of new requirements in energy (Chapter 11 VRC) and wind bracing (Section 602.10 VRC), a builder must collect information from his Registered Design Professional or plans designer and exchange information with his construction material supplier and HVAC contractor. The builder must submit two complete copies of a RESCheck from the Department of Energy (see DOE web page) to assure building envelope is code compliant and to assist the HVAC contractor in calculating a Manual S from a Manual J and Manual D. The builder should complete or caused to be completed the digital *Brace Wall Calculation Inter-active Form* found on the City or County web pages.

Site Plan – Two copies of a building site plan / survey must be in the *Application Package*. The survey must have a North indicator. Show the location of all existing structures and the proposed structure in a likeness of the structure's footprint so the front of the building is clearly indicated. Additionally, the distance in feet to any wooded area 25' deep and 30' in height or any structures 30' tall within 600' of the proposed dwelling on the site plan, even if the trees/structures are on another

property. The site plan must also include the distance from all four sides of the dwelling to the respective property lines. The name, address, and occupation of the Site Plan/Survey preparer must be included on the document.

Construction Drawings - Two complete, legible, and identical sets of building plans drawn to no less than 1/4" per foot scale must be submitted. All supporting documentation, shop drawings, code furnished drawings, truss or engineered layout, site plan, Manual D and Manual J, RESCheck, layout, etc., must be included. The sequencing of the plan's assembly must follow the same order as the black headings on the *1 & 2 Family Residential Plan Submittal Guidelines (RPSG)* found on city and county web pages. The plans must be secured along the left margin strongly enough to withstand the rigors of the field construction environment.

Plan Review Guideline checklist - All of the items on RPSG must be answered on the Guidelines. Check the "CK" column for relevant items found on your plans. Check the "N/A" column for items not necessary on the plans, such as basement info for a home with no basement planned. The "REJ", "REC" and "REMARKS" columns are for the plans examiner's use.

Permits - When the *Application Package* is reviewed and approved, you will be contacted to pick up the permit. Should the *Application Package* be returned for additional information or corrections, the *RPSG* with the plans examiner's remarks will be returned to you. The original *RPSG* must be returned with the re-submittal. Failure to return the original *RPSG* will result in another complete plan review and a additional plan review fee.

****Manuals D & J** - The Manual D and Manual J do not have to be submitted with the initial *Application Package*; they may be submitted with the HVAC Application. However, an HVAC plan review will be conducted in the normal plan review rotation should the Manuals D & J be submitted separate from the construction plans. Regardless of when the Manuals D & J are submitted, two copies of the RESCheck must accompany the initial (building) *Application Package*.

VDOT Driveway Permits are required in Southampton County.

Fees –All applicable fees, including but not limited to zoning clearance, tap fees, permit fees, E&S fees (if applicable), stormwater fees (if applicable), and administrative fees are payable prior to issuance of any permits.

I have read and understand the above information and requirements for submittal.

Applicants Initials: _____

Revised - February 12, 2016 by DEG

Added EZ checkoff & floodplain checkoff