



Floyd County Department of Inspections  
120 West Oxford Street PO Box 218 Floyd, VA 24091  
Phone: 540-745-9359 Fax: 540-745-9360

**Check List of Documents Need Before I Can Issue a Permit**

- Notary form for agreement in lieu of signed by Landowner/Agent  
(If less than 10,000 sq. ft.)

--or--

Agreement in lieu of form signed by Landowner and signed by a Certified Responsible Land Disturber with the **certificate number** and **when it expires**.  
(If **over** 10,000 sq. ft.) >> The Contractor's License number does not approve for a Certified Responsible Land Disturber. Information is located at [www.dcr.state.va.us/sw](http://www.dcr.state.va.us/sw)

- New Dwellings, Manufactured Homes, & Additions when adding additional plumbing**  
Septic approval from Floyd County Health Dept (perk test approval & septic tank – soil absorption system construction permit paper work)
- Properties with no existing structures (home/garage/workshop)**  
A copy of approved plat

--or--

Attest that the parcel was legally created prior to the current Subdivision Ordinance adoption (October 22, 2002). A copy of the recorded deed must be attached to the application to certify that the parcel was created prior to October 22, 2002. (Attached form: Application for Parcel Approval prior to Issuance of Building Permit)

- Manufactured Homes**  
A copy of the original title to the home

--or--

Description of the Manufacture Unit  
Date of Manufacture (Month/Date/Year)  
Identification Number of Unit (Vehicle Identification Number)

**PERMITS WILL NOT BE ISSUED AFTER 4:00 PM**

**Any questions regarding application, please call our office at 540-745-9359.**

**\*\*PLEASE NOTE >> You must begin work within six (6) months after the permit is issued or permit will be void. If authorized work is suspended or abandoned for six (6) months, the permit shall be null and void.**

**Official Use Only**

Permit # \_\_\_\_\_

Affidavit: YES NO E&amp;S Sheet: \_\_\_\_\_

Health Dept Info: \_\_\_\_\_ Plat Info: \_\_\_\_\_

Title if MH: \_\_\_\_\_

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## PERMIT APPLICATION

### 1. Applicant

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### 2. Owner (If different than above)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### 3. Address of Property

Address: \_\_\_\_\_ Tax Map# \_\_\_\_\_

(Name of Road driveway comes off of)

(Tax Map # is listed on your tax ticket)

Subdivision (If Applicable): \_\_\_\_\_ Lot # \_\_\_\_\_

Directions: \_\_\_\_\_

### 4. Proposed Work

 New Dwelling  Addition/Renovation  Garage/Carport Singlewide  Doublewide  Triplewide Other (Please Describe): \_\_\_\_\_**Type of Permits Needed:**  Building  Electrical  Plumbing  Mechanical

Any questions regarding application, please call our office at 540-745-9359.

## BUILDING PERMIT INFORMATION

### Building Contractor Information

If you put "**SELF**" you have to sign an affidavit form that you take responsibilities of the job, the form will be in our office.

**Business Name:** \_\_\_\_\_

**Contractor's Name** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Contractor's License Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Contractor's Address** \_\_\_\_\_

**If this permit is for a manufactured home only fill out sections 4, 16, 17, & 18**

<p style="text-align: center;"><b><u>1. Footings</u></b></p> <input type="checkbox"/> Concrete <input type="checkbox"/> Block <input type="checkbox"/> Other _____	<p style="text-align: center;"><b><u>2. Foundation Wall</u></b></p> <input type="checkbox"/> Concrete <input type="checkbox"/> Block <input type="checkbox"/> Other _____	<p style="text-align: center;"><b><u>3. Wall Size</u></b></p> <input type="checkbox"/> 8 inch <input type="checkbox"/> 10 inch <input type="checkbox"/> 12 inch
<p style="text-align: center;"><b><u>4. Dimensions</u></b>  <small>(Use Outside Dimensions of structure)</small></p> 1 <sup>st</sup> floor: _____ 2 <sup>nd</sup> floor: _____ Porches/Decks: _____ Basement: _____ Carport: _____ Garage: _____ <input type="checkbox"/> Attached <input type="checkbox"/> Detached 2 <sup>nd</sup> floor of Garage: _____	<p style="text-align: center;"><b><u>5. # of Floors Above Grade</u></b></p> <input type="checkbox"/> 1 floor <input type="checkbox"/> 1 ½ floors <input type="checkbox"/> 2 floors	<p style="text-align: center;"><b><u>6. Wall Construction</u></b></p> <input type="checkbox"/> 2x4 <input type="checkbox"/> 2x6 <input type="checkbox"/> Log <input type="checkbox"/> Other _____
<p style="text-align: center;"><b><u>7. Floor Construction</u></b></p> <input type="checkbox"/> Joist <input type="checkbox"/> Trusses	<p style="text-align: center;"><b><u>8. Floor Finish</u></b></p> <input type="checkbox"/> Carpet <input type="checkbox"/> Tile <input type="checkbox"/> Wood <input type="checkbox"/> Other _____	<p style="text-align: center;"><b><u>9. Roof Construction</u></b></p> <input type="checkbox"/> Rafters <input type="checkbox"/> Trusses
<p style="text-align: center;"><b><u>10. Roof Covering</u></b></p> <input type="checkbox"/> Metal <input type="checkbox"/> Shingles <input type="checkbox"/> Other _____	<p style="text-align: center;"><b><u>11. # of Rooms</u></b>  <small>(Include unfinished and basement)</small></p> Total # of Rooms _____ <small>(Do not include Bathrooms)</small> Total # of Bathrooms _____	<p style="text-align: center;"><b><u>10. Inside Finish</u></b></p> <input type="checkbox"/> Log <input type="checkbox"/> Sheet Rock <input type="checkbox"/> Dry Wall <input type="checkbox"/> Other _____
<p style="text-align: center;"><b><u>13. Type of Heat</u></b></p> <input type="checkbox"/> Heat Pump <input type="checkbox"/> Gas <input type="checkbox"/> Wood <input type="checkbox"/> Other _____	<p style="text-align: center;"><b><u>14. Fireplaces/Chimneys</u></b>  <small>(# of each)</small></p> Fireplaces: _____ Chimneys: _____	<p style="text-align: center;"><b><u>15. Outside Finish</u></b></p> <input type="checkbox"/> Log <input type="checkbox"/> Brick <input type="checkbox"/> Cedar <input type="checkbox"/> Vinyl <input type="checkbox"/> Other _____
<p style="text-align: center;"><b><u>16. Estimated Cost of Work</u></b></p> \$ _____	<p style="text-align: center;"><b><u>17. Land Disturbed</u></b>  <small>(Count septic/well area, driveway, House site, etc.)</small></p> _____ Square feet	<p style="text-align: center;"><b><u>Mechanics' Lien Agent</u></b></p> _____ Address: _____ _____
<p style="color: red;"><b>18. Manufactured Home Info. (Fill out this section or provide a copy of the title)</b></p>		
Owner name on title: _____ Previous Owner(s) name on title _____ Name of Manufacture Unit: _____ Date of Manufacture Month/Date/Year: _____ VIN # _____		

## ELECTRIC PERMIT INFORMATION

### Electrical Contractor Information

If you put "**SELF**" you have to sign an affidavit form that you take responsibilities of the job, the form will be in our office.

**Business Name:** \_\_\_\_\_

**Contractor's Name** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Contractor's License Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Contractor's Address** \_\_\_\_\_

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### New Service:

**Permanent Service:**  200 amp     300 amp     400 amp     2--200 amps

Other: \_\_\_\_\_

Single Phase     3 Phase

**Temporary Service:**     100 amp     Other: \_\_\_\_\_

**AEP Work Order Number (Temporary Power) 9 digit #:** \_\_\_\_\_

**AEP Work Order Number (Permanent Power) 9 digit #:** \_\_\_\_\_

*(I will need these numbers before I can fax AEP your service connection request)*

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### Running Additional Wiring: (AEP is not involved)

What is the existing electric service? :  200 amp     300 amp     400 amp

2--200 amps     Other: \_\_\_\_\_

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### Upgrading Existing Service:

60 amp to 100 amp

100 amp to 200 amp

200 amp to 400 amp

Other: \_\_\_\_\_

**AEP Work Order Number (Reconnect) 9 digit #:** \_\_\_\_\_

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### Alternative Service:

Solar

Photovoltaic

Other: \_\_\_\_\_

## PLUMBING PERMIT INFORMATION

### Plumbing Contractor Information

If you put "**SELF**" you have to sign an affidavit form that you take responsibilities of the job, the form will be in our office.

**Business Name:** \_\_\_\_\_

**Contractor's Name** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Contractor's License Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Contractor's Address** \_\_\_\_\_

### Provide the number of fixtures for each of the following:

**Make sure you also count fixtures you are putting in the basement & attached/detached garage (finished or unfinished)**

**Kitchen sink:** \_\_\_\_\_

**Bathtubs:** \_\_\_\_\_

**Bathroom sink** (his/her sink count as 1): \_\_\_\_\_

**Hot tub/Jacuzzi** \_\_\_\_\_

**Commodes:** \_\_\_\_\_

**Urinal:** \_\_\_\_\_

**Number of shower stalls** (without tub): \_\_\_\_\_

**Laundry sink:** \_\_\_\_\_

**Water heater:** \_\_\_\_\_

**Washer:** \_\_\_\_\_

**Town Water Connect** \_\_\_\_\_

**Town Sewer Connect** \_\_\_\_\_

**Floor drains in basement and or garage:** \_\_\_\_\_

**Other:** \_\_\_\_\_

## MECHANICAL PERMIT INFORMATION

### Mechanical Contractor Information

If you put "**SELF**" you have to sign an affidavit form that you take responsibilities of the job, the form will be in our office.

**Business Name:** \_\_\_\_\_

**Contractor's Name** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Contractor's License Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Contractor's Address** \_\_\_\_\_

**Any questions regarding application, please call our office at 540-745-9359.**



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BUILDING PERMIT NUMBER: \_\_\_\_\_

I CERTIFY THAT THE LAND DISTURBING ACTIVITY ASSOCIATED WITH AND  
IN CONJUNCTION TO THE CONSTRUCTION OF MY SINGLE FAMILY  
DWELLING IS LESS THAN 10,000 SQUARE FEET.

\_\_\_\_\_  
OWNER/AGENT SIGNATURE

\_\_\_\_\_  
DATE

STATE OF: \_\_\_\_\_

COUNTY/CITY: \_\_\_\_\_, TO-WIT:

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

BY \_\_\_\_\_.

MY COMMISSION EXPIRES \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

**AGREEMENT IN LIEU OF AN EROSION AND SEDIMENT CONTROL  
PLAN FOR A SINGLE FAMILY RESIDENCE IN A SUBDIVISION**

Landowner Name:	Permit #:
Mailing Address:	Site Address:
Phone #:	Tax Map #:
Project Start Date:	Amount of Land Disturbed: _____ acres

In lieu of submission of an erosion and sediment control plan for the construction of this single family dwelling, I agree to comply with any reasonable requirements determined necessary by employees of Floyd County, representing the Erosion and Sediment Control Program Administrator. Such requirements shall be based on the conservation standards contained in the Floyd County Erosion and Sediment Control Ordinance, and shall represent the minimum practices necessary to provide adequate control of erosion and sedimentation on or resulting from this project.

**As a minimum, all denuded areas on the lot shall be stabilized within 7 days of final grading with permanent vegetation or a protective ground cover suitable for the time of year.**

I further understand that failure to comply with such requirements within three working days following notice by the representatives of Floyd County could result in citation for violation of the Floyd County Erosion and Sediment Control Ordinance.

Measures specified by the Plan Approving Authority: Take necessary steps to keep sediment on site and prevent erosion run-off.

Signature of Landowner: \_\_\_\_\_

Party Responsible for Erosion and Sediment Control (if different from landowner): \_\_\_\_\_

**Certified Responsible Land Disturber with certificate number and when it expires**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_



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**Application for Parcel Approval prior to Issuance of Building Permit**

**Part 1**

To confirm that the subject parcel conforms to the Floyd County Subdivision Ordinance (Section 3-1-1g and h), anyone seeking a Building Permit must show one of the following (please place a check in the appropriate circle):

An approved Plat of Survey (NOT A LOTLINE REVISION) or Subdivision Plat (copies of those recorded may be obtained at the Courthouse);

**--OR--**

That the parcel was created legally prior to October 22, 2002 (show copy of recorded deed).

Please attach the appropriate document and complete Part 2 below.

**Part 2**

**Owner's Statement**

As owner or authorized agent of the owner, I certify that the information reported above is true and accurate. By my signature I accept legal responsibility for this affirmation and understand that penalties may be imposed if the statement is incorrect.

\_\_\_\_\_  
Owner or Authorized Agent

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_  
COUNTY/CITY OF \_\_\_\_\_, to wit.

I, \_\_\_\_\_, a Notary Public of and for the aforementioned State and County do hereby state that \_\_\_\_\_ did appear before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and acknowledge the foregoing document by executing the same.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_.



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To All Homeowners:

By signing the affidavit form you are **RESPONSIBLE** for all the construction that is performed. If you have any complaints about the person you have hired to perform any job, it is between you and that person. If any work is done wrong, the violation goes against you, not the person that you had hired.

You are also required to call in our office for all needed inspections and a final inspection for a certificate of occupancy after the job is completed. ***A CERTIFICATE OF OCCUPANCY MUST BE OBTAINED PRIOR TO THE OCCUPANCY OF ANY BUILDING OR STRUCTURE.***

The contractor should obtain any necessary permits. This should be spelled out in your contract; otherwise, you may be held legally responsible for failure to obtain any required permits. The contractor will then be required to call in for all inspections and final for a certificate of occupancy.

**PLEASE NOTE:**

*All contractors are required to hold a license issued by the Board for Contractors. Failure to hold a required license is a violation of the statutes and can result in prosecution. Homeowners who utilize unlicensed contractors forfeit their right to access the Contractor Transaction Recovery Fund and do not receive any protection from the board.*

We have a list of contractors in our office that you can obtain anytime. Our office recommends you to go to the Department of Professional and Occupational Regulation website at [www.dpor.virginia.gov](http://www.dpor.virginia.gov) to make sure the contractor you had hired is properly licensed to perform the work you want. Also, you can review a copy of their license on line and make sure there are no violations against the person you are considering to hire.

Please call our office at 540-745-9359 if you have any questions.

BUILDING PERMIT # \_\_\_\_\_  
ELECTRICAL PERMIT # \_\_\_\_\_  
PLUMBING PERMIT # \_\_\_\_\_  
MECHANICAL PERMIT # \_\_\_\_\_  
MANUFACTURE HOME PERMIT # \_\_\_\_\_

## AFFIDAVIT

I \_\_\_\_\_ of (address) \_\_\_\_\_

\_\_\_\_\_ affirm that I am the owner of a certain

tract or parcel of land located at: \_\_\_\_\_

and that I have applied for a building permit. I affirm that I am familiar with the

prerequisites of §54.1-111 of the Code of Virginia and I am not subject to

licensure as a contractor or subcontractor.

Owner signature \_\_\_\_\_ Date \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY/CITY OF \_\_\_\_\_, to wit.

I, \_\_\_\_\_, a Notary Public of and for the aforementioned State and County do hereby state that \_\_\_\_\_ did appear before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and acknowledge the foregoing document by executing the same.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_.

<http://leg1.state.va.us>

**§54.1-1111.** Prerequisites to obtaining building, etc., permit.

Any person applying to the building inspector or any other authority of a county, city, or town in this Commonwealth, charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, or structure, or any removal, grading or improvement shall furnish prior to the issuance of the permit, either (i) satisfactory proof to such inspector or authority that he is duly licensed or certified under the terms of this chapter to carry out or superintend the same, or (ii) file a written statement, supported by an affidavit, that he is not subject to licensure or certification as a contractor or subcontractor pursuant to this chapter. The applicant shall also furnish satisfactory proof that the taxes or license fees required by any county, city, or town have been paid so as to be qualified to bid upon or contract for the work for which the permit has been applied.

It shall be unlawful for the building inspector or other authority to issue or allow the issuance of such permits unless the applicant has furnished his license or certificate number issued pursuant to this chapter or evidence of being exempt from the provisions of this chapter.

The building inspector, or other such authority, violating the terms of this section shall be guilty of a Class 3 misdemeanor.

(Code 1950, § 54-138; 1970, c. 319; 1980, c. 634; 1988, c. 765; 1990, c. 911; 1991, c. 151; 1992, c. 713; 1995, c. 771; 1998, c. 754.)



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The Floyd County Building Inspector performs inspections on all construction in all areas of Floyd County.

Inspections may be scheduled Monday thru Friday by calling our office at (540) 745-9359.

A **24 hour notice** must be given in advance on ALL inspections. **NO inspections will be made on the same day of the call in.** It is helpful if you give us your building permit number and the name of the owner of the project. *We realize your project is important and timing is critical. We do our best to respond as quickly as possible.* Inspections are not performed on weekends.

**\*\*PLEASE NOTE** – A re-inspection fee will be added if work is not complete for inspection or accessible upon arrival, unless weather related. If you call in for a footer inspection and you have already poured concrete, you will be asked to dig the footer back out and after that has been completed you will need to call back for a re-inspection. (There will be a re-inspection fee)

**The fee for re-inspection is \$25.00 plus 2% State Surcharge.**

I have acknowledged the above statement and understand that I am to give a 24 hour notice of all inspections. I also understand that there is a fee for re-inspection if work was not completed when the inspector arrives. I will also relay this letter to my sub-contractor and/or homeowner.

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OWNER/AGENT SIGNATURE

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DATE

# AEP – RESIDENTIAL ELECTRIC SERVICE GUIDE

## HOW TO APPLY FOR NEW RESIDENTIAL ELECTRIC SERVICE

1. Apply for building permit.
2. Call AEP “CALL CENTER” at 1-800-956-4237 and give the following information. (Call Center is open 24 hours/day, 365 days/year).
  - ❖ **Service name, street name, lot number. \*MAKE SURE THIS NAME AND ADDRESS ARE THE SAME AS ON THE BUILDING/ELECTRICAL PERMIT**
  - ❖ Phone number (pager, cell phone if applicable) for home and work.
  - ❖ Location of service site (landmarks, streets, roads, etc.) for AEP personnel to find site.
  - ❖ Do you want this service **overhead** or **underground**? In most cases there is no charge for an overhead service to a residence with an occupancy permit from the county building inspector. There is almost always a charge for underground service. An underground agreement would have to be signed and payment received before a work order is issued.
  - ❖ Is this a **temporary** service? Temporary service is not always readily available. **If this is a temporary service, you will need to make another application for permanent service.** This can be done at the same time as the temporary application.
  - ❖ What has to be done to serve you? Do you know how close you are to an existing power line? Will AEP need to cross other properties to get to yours? When extending power line, AEP is required to secure a right-of-way easement from every property owner involved.
  - ❖ When will you need service? Sufficient advance notice needs to be given to meet a realistic service date. Design on your service will begin shortly after your application is received, **however, Virginia state law requires that prior to electrical service being installed, we must receive an approved electrical inspection from the town/county inspector before final connections can be made.**
  - ❖ **Write down the AEP order number(s)** from the call center for future reference.

**\*\*\*AEP does not need a 911 address to set your application up for new service.** If they say that you have to have an address he/she is not correct. Any problems at all when you call please get their full name and their extension number, (yes they do have a extension number) and call our office at 540-745-9359 or have them to call and we will be glad to get things straight with them.