

New Single Family Dwelling

We have designed this guide with the newcomer to the permit process in mind. It details the steps involved in applying for a new single-family dwelling. Experienced building professionals will also find information about the required amount of processing time useful for their scheduling.

- Please note that if you are building the Town of Windsor, or the Town of Smithfield, their local office will handle the zoning aspects of your project. After their approval, you would submit your town zoning permit, surveyed site plan, responsible land disturber form and plan review fees to our office with your building project.

Ways to Apply:

- Submit digitally to planreview@iwus.net. Payment will be requested via email with a link to pay with a credit card or checking account. Once plans are approved, we will email all approved plans and permits. You will need to have the ability to print these items out full size and in color and have on the job site for inspections.
- Submit in office between 8:30am and 4:30pm at 17140 Monument Circle, Building B, Isle of Wight, VA 23397
- Submit via mail to Central Permitting PO Box 80, Isle of Wight, VA 23397

Zoning and Stormwater Required Submittal Items

- Central Permitting Application
- First floor framing plan w/ deck or porches included
- Surveyed site plan
 - See article 7 of the zoning ordinance for specific information on site plan requirements.
 - For Stormwater requirements please call the Stormwater Division at 757-365-1659
 - See Chesapeake Bay Preservation Area Ordinance for other helpful information
- Address application
- Responsible land disturber form

- Well & Septic construction permit from the health department or HRSD/tap receipts
- VDOT Land Use Permit if construction or maintenance is needed on a VDOT maintained road.
- Stormwater plan review fee of \$109.73

Storm water fees are only applicable to projects that disturb 2,500 square footage or more in the Chesapeake Bay Preservation area, or 10,000 square footage or more outside of the Chesapeake Bay Preservation area.

- Once these items are submitted and plan review fee is paid, it will go into review and you should hear something back within 10 calendar days.
- Once both departments have approved it, a payment request will be made for the remainder of the stormwater fees as well as the zoning permit fee. The total amount due for that will be \$602.23 (this amount will vary if project is in town limits.) Please note the fee could go up in increments of \$10.00 if RPA is on the property. Along with the payment, we will request a few signatures and then the permit is issued.
- When the proposed land has been cleared and all E & S measures have been taken care of, you can schedule an E & S inspection with the stormwater department.
- This inspection will need to pass before the building permit can be issued.

If you'd like to schedule a meeting with the stormwater plans examiner, please feel free to contact Tory Rowland at 757-357-8084 or trowland@iwus.net

Building Inspection Required Submittal Items:

- Residential construction application
 - 2-Sets of complete construction documents related to the construction of the proposed dwelling is required. This includes manufacturer's cut-sheets or beam-calculations for all engineered wood products (LVL's, TGI's) as well as any steel members; manufacturer's installation manuals for gas fireplaces relative to venting requirements, etc. or if submitting digitally 1 combined pdf sent to planreview@iwus.net

- Shrink/swell report
- Owner's affidavit signed and notarized if a licensed contractor is not applying to do the work
- Building plan review fee of \$150.00

- Once these items are submitted and plan review fee is paid, it will go into review and you should hear something back within 10 business days.
- Once the building plans have been approved and the E & S inspection has passed, we will request payment for the building permit.
 - The fees are .16 per gross square footage (includes all decking) plus 2% state surcharge and 5% tech fee. Some inspections are joined together and if you'd like to have them separated out that can lead to additional trip fee
- The building permit does not include trades and t would need to be submitted separately after the building permit has been approved and issued. The fees for each one of those begin at \$90.95 and go up depending on the work that is being done.
- At the time the building permit is issued we will provide a copy of required inspections and certificate of occupancy requirements, which we will review with you in detail

If you'd like to schedule a meeting with the building plans examiner, please feel free to contact Jeff Ward at 757-365-6281 or jward@iwus.net.

Contact Numbers

Central Permitting:	757-365-6211
Stormwater:	757-365-1659
Public Utilities:	757-365-6284
Building Inspections:	757-365-6215
Health Department:	757-279-3078
Town of Smithfield:	757-365-4200
Town of Windsor:	757-242-4288



RESIDENTIAL CONSTRUCTION APPLICATION

Date: _____

Applicant's/Contractor's Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Telephone Number: _____

Email Address: _____

Property Owner: _____

Location of Work: _____

Tax Parcel ID Number: _____

(Please Indicate the Number of Rooms, etc. for the following):

BEDROOMS _____ BATHROOMS _____ HEAT TYPE _____ EXTERIOR TYPE _____ FIREPLACES _____

BASEMENT _____ PORCHES _____ DECK(S) _____ GARAGE _____ CARPORT _____

1ST FLOOR _____ 2ND FLOOR _____ 3RD FLOOR _____

GROSS AREA _____

TOTAL VALUE OF CONSTRUCTION \$ _____

SQUARE FOOTAGE _____ X 0.16 = _____

5.00% TECH FEE = _____

2.00% SURCHARGE = _____

TOTAL PERMIT FEE = _____

MECHANIC LIEN AGENT:	DESCRIPTION: _____ Story SFD/MODULR/GAR APT _____ On Frame _____ Off Frame *Please include sq. footage for each item checked	
NAME:	<input type="checkbox"/> Garage	<input type="checkbox"/> Screened Porch
ADDRESS:	<input type="checkbox"/> R.O.G.	<input type="checkbox"/> Front Porch
	<input type="checkbox"/> Front Deck	<input type="checkbox"/> Back Porch
	<input type="checkbox"/> Back Deck	<input type="checkbox"/> Covered Porch
PHONE NO. () -	<input type="checkbox"/> Side Deck	<input type="checkbox"/> Basement
() NO MLA DESIGNATION	<input type="checkbox"/> Patio Deck	<input type="checkbox"/> Detached Garage

*Signature: _____

Email applications to planreview@iwus.net or mail to Isle of Wight County, Attn: Central Permitting, PO Box 80, Isle of Wight, VA 23397

****See Back of Application for Checklist**

Residential Building Permit Application

Required Information

	Submitted	
	<u>Yes</u>	<u>N/A</u>
Private Sewage Disposal System Permit		
Zoning Permit or Waiver (must have one or the other)		MUST HAVE
Water Tap Fee receipt		
Sewer Tap Fee Receipt		
Soil Report & Footing design		
Footing & Foundation Plan		
Footing & Foundation Details		
First Floor Plan		
First Floor Framing Plan		
Second Floor Plan		
Second Floor Framing Plan		
Roof Framing Plan		
Sections & Details		
Deck Framing Plan & Details		
2 – Sets of complete construction documents and plans		MUST HAVE
Plan Review Fee of \$150		MUST PAY

I _____ hereby certify all documents indicated above are included with this application. If after review the application is deemed incomplete I will be assessed a \$125 re-inspection fee that shall be paid prior to processing the application and issuance of the permit.

Signature: _____

Date: _____



CENTRAL PERMITTING APPLICATION

APPLICATION #

PLEASE SELECT ONE:
RESIDENTIAL OR COMMERCIAL

Applicant's Name _____ Company Name _____
 Address _____ City, State, Zip Code _____
 Phone No. _____ Email _____
 Property Owner(s) Name(s) _____ Address _____
 City, State, Zip Code _____ Phone No. _____
 Project Address (if different) _____

Is this application for NEW CONSTRUCTION? Yes _____ No _____

- What is the total square footage of disturbed area for the project? _____
- What is the proposed height of the structure? _____
- What is the square footage of structure/addition? _____

Is this application for an EXISTING STRUCTURE? Yes _____ No _____

Is this application for a business? Yes _____ No _____

- Proposed Business Name: _____
- Total square footage of structure: _____ Operating hours: _____ to _____
- How many employees? _____ How many commercial vehicles? _____
- Will your business have a sign? Yes _____ No _____ If yes, what type? _____

(Additional permits will be required for any signs)

Utilities (check all that apply): Public Water _____ Private Well _____ Public Sewer _____ Private Septic _____

- Is this application in response to a violation? Yes _____ No _____
- Provide a **detailed** description of project:

I, the undersigned applicant, certify that this application is complete, accurate and contains all required and requested information, documents and other submittals, and that all statements made herein are, to the best of my knowledge, true and correct. I further certify that I have exercised due diligence to obtain the most recent, complete and correct information available.

Signature of Applicant _____ Date _____

OFFICE USE ONLY

Received By: _____
 Date received: _____
 Municipality: _____
 Zoning District: _____
 Subdivision: _____
 Tax Map #: _____

Health Department: Yes _____ No _____
 Building Permit: Yes _____ No _____
 Storm Water: Yes _____ No _____
 Ches Bay: Yes _____ No _____
 RPA: Yes _____ No _____
 HARC: Yes _____ No _____
 Reviewer: _____ Approved: _____



Address Application

Geographic Information Systems

P.O. Box 80

Isle of Wight, VA 23397

(757)365-6278

IOWGIS@Isleofwightus.net

Tax Parcel ID:

Applicant Name:

Applicant Mailing Address:

City:

State:

Zip:

Applicant Phone Number:

Applicant Email:

Property Owner Name:

Site Plan

Each application must include a sketch or survey of the lot showing the building or structure to be addressed.

Signature:

Date:

RESPONSIBLE LAND DISTURBER DESIGNATION

THE PERSON IDENTIFIED BELOW IS DESIGNATED AS THE RESPONSIBLE LAND DISTURBER WHO WILL BE IN CHARGE OF AND RESPONSIBLE FOR CARRYING OUT THE LAND DISTURBING ACTIVITY ASSOCIATED WITH THIS PROJECT. THIS PERSON MEETS THE APPLICABLE REQUIREMENTS OF VIRGINIA CODE SECTION 10.1 – 563 AND 10.1 – 566 BY VIRTUE OF THE FOLLOWING:

_____ RESPONSIBLE LAND DISTURBER CERTIFICATE

_____ DEQ CERTIFICATION FOR COMBINED ADMINISTRATOR, PLAN REVIEWER, INSPECTOR OR CONTRACTOR

_____ VIRGINIA PROFESSIONAL ENGINEER, LAND SURVEYOR, LANDSCAPE ARCHITECT, OR ARCHITECT

RESPONSIBLE LAND DISTURBER CONTACT INFORMATION:

NAME (SIGNATURE): _____ DATE: _____

NAME (PRINT): _____

CERTIFICATION / REGISTRATION NUMBER: _____

COMPANY: _____

MAILING ADDRESS: _____

TELEPHONE: _____ FAX: _____

E-MAIL ADDRESS: _____

THE STORMWATER DIVISION MUST BE CONTACTED AT LEAST 48 HOURS PRIOR TO THE COMMENCEMENT OF ANY LAND DISTURBING ACTIVITY IN ORDER TO SCHEDULE A PRE-CONSTRUCTION MEETING. PLEASE CALL (757) 365-1659.



Local Roots, Global Reach

ISLE OF WIGHT COUNTY, VIRGINIA

DEPARTMENT OF INSPECTIONS

AFFIDAVIT OF LICENSURE EXEMPTION AND COMPLIANCE WITH UNIFORM STATEWIDE BUILDING CODE

STATE OF VIRGINIA

CITY/COUNTY OF _____; TO-WIT:

This ___ day of _____, 20__ personally appeared before me, _____, a Notary Public of and for the City/County aforesaid, in the State of Virginia, _____, who being duly sworn states as follows:

1. I hereby affirm that I am not subject to licensure as a contractor or subcontractor as required by Section 54.1-1101 of the Code of Virginia (1950, as amended).
2. I assume full responsibility for completion of the proposed building/construction work to be performed at _____, which is owned by me in fee simple, in accordance with all applicable building codes and laws applicable to said work (the "Project").
3. I acknowledge and understand that it is a violation of the laws of the Commonwealth of Virginia to knowingly hire an unlicensed contractor to perform any or all work associated with this Project.
4. I hereby indicate my intention to serve as my own general contractor, thereby assuming full responsibility for the work performed for the Project and insuring that all work performed shall meet all applicable Isle of Wight County ordinances and/or the Uniform Statewide Building Code.
5. In the event any contractor employed by me fails to complete the work assigned to him/her, or which is defective for any reason, I assume full responsibility for the completion of the work and/or correction of the work before the issuance of a Certificate of Occupancy.

Signature

Subscribed and sworn to before me this ___ day of _____, 20__.

My Commission Expires: _____
Notary Public

P.O. Box 80
17140 Monument Circle
Isle of Wight, VA 23397
(757) 365-6252

www.co.isle-of-wight.va.us