

PERMITS AND REVIEWS TO APPLY FOR A PERMIT

Zoning approval ***

Documentation requirements for zoning approval can be found at the following link:

<https://www.albemarle.org/home/showpublisheddocument/2666/637539048157070000>

Engineering approval ***

List of land disturbance

- **Clearing:** removing all or part of existing vegetation
- **Grading:** ensuring a level base, or one with a specified slope
- **Excavating:** forming a cavity in the land by cutting, digging or scooping
- **Transporting and filling of land:** adding or removing dirt
- **Paving of existing pervious:** areas penetrable by water
- **Creating new impervious areas:** surface material significantly obstructing or preventing natural infiltration of water into the soil

HOW DO I CALCULATE LAND DISTURBANCE?

To calculate the total disturbed area for your project, **add** the following:

- Area of project footprint
- 10-foot-wide work zone around all sides of the project footprint
- 10-foot-wide access path from existing street/driveway to edge of project footprint
- Area of stockpile footprint matching area of project footprint (**only when project includes excavation such as for a pool or basement foundation**)

You will need one of the following below: ***

- In lieu of agreement.

For single family dwellings disturbing less than 10,000 sqft. Submit this form with your application:

<https://www.albemarle.org/home/showpublisheddocument/2710/637539045240170000>

Over 10,000 sqft:

The following link will provide information on what approval form is required:

<https://www.albemarle.org/government/community-development/apply-for/engineering-applications>

- VESCP form, link above
- VSMP form, link above

VDOT approval ***

If crossing a VDOT right of way to access your property provide a copy of your VDOT authorization or construction permit for your culvert. VDOT contact information:

Charlottesville Residency (Albemarle, Greene, Madison)

701 VDOT Way

Charlottesville, Virginia, 22911

434-293-0011

Water/Sewer Approvals ***

If served by public water and/or sewer, Albemarle County Service Authority approval needed, otherwise approval from Va Department of Health needed:

ACSA link: <https://serviceauthority.org/customerservices/building-permit-pre-application/>

VDH link for new dwellings: <https://www.vdh.virginia.gov/blue-ridge/onsite-sewage-water/>

VDH document for existing systems:

<https://www.albemarle.org/home/showpublisheddocument/2704/637498551579900000>

New wells need to have a BTEX verification. Verify by going to:

https://gisweb.albemarle.org/gpv_51/Viewer.aspx?activefunctiontab=search&layerson=LeakingTankSiteBuffers,LeakingUndergroundStorageTanks and enter your address. If property is located within the brown circle approval needed. BTEX regulations can be found here:

https://library.municode.com/va/albemarle_county/codes/code_of_ordinances?nodeId=CH5BURE_ART5PRGRWAWETE

Apply for permit ***

Two sets of construction drawings in ¼" scale to include the following:

- Foundation Plan: Show dimensions of foundation, wall thickness, footing width and thickness, pier locations and sizes, backfill height.
- Floor Plan: Basement, first floor, second floor, etc., as applies. Label rooms and include dimensions, including door and window sizes. Provide kitchen layout.
- Floor Framing Plan: Show size and spacing of floor joists. Include beam sizes and post locations. Species of lumber. Engineered products need manufacture information submitted. If using trusses, the shop drawings must be on the job site at the time of the inspection. Show all stair details including rise/run, guardrail/handrail details.
- Roof Framing Plan: Show size, span and spacing of rafters. Include beam sizes and post locations. Species of lumber. Engineered products need manufacture information submitted. If using trusses, the shop drawings must be on the job site at the time of the inspection.
- Typical Wall Section: Indicate the size and spacing of studs. For any wall openings greater than 4 feet please show header sizes. Provide all insulation and building finish information. Identify all material information from footer to roof covering.
- Elevation (Building Height): Elevations or dimensions to demonstrate building height.
- If you have a complex floor or roof system, copies of your engineered systems may be requested to verify structural load paths.

******* Required documents to upload with your application.

If you do not have any of the following documents listed above, do not submit an application as it will be considered incomplete and remain dormant while we contact you and wait for the missing documentation to be provided.