



Pole Storage Building Checklist

- **Complete the Permit Application – [Civic Access](#) – Albemarle County's Online Application Portal**
 - Please include the job value for the construction and square footage.
 - For a pole storage building, check New and Steel or Wood for Work Class & Frame Type, respectively.
 - Include a copy of the Virginia State Contractors license for verification.
 - Include a daytime phone number and email address for both the contractor and owner so that we may contact you for any additional information or questions about your application.
 - Please remember to sign the application.

- **For a pole storage building provide:**
 - One copy of the recorded plat of your property showing the location of any easements and the distances to all property lines from the pole building.
 - Building location sketch, showing setbacks, and showing dimensions, including the height of the structure.
 - If the parcel is on septic, a completed Request for Health Department Review form.
 - Note: Proposed structures cannot be located on Critical Slopes (25% or greater in steepness), stream buffers, nor utility easements (without utility permission). If you believe you are in a steep slopes or critical slopes area, contact an Albemarle County Zoning [Permit Planner](#) at 434.296.5832 for assistance. The steep and critical slopes and stream buffers are visible on the map of the property from the [County GIS web application](#). (Look for the "Map Theme" called Critical Resource Plan)
 - **A complete set of construction plans that are clearly legible.**
 - Plans must include, but not limited to, the following:
 1. Foundation Plan – Show the footing locations and spacing between footings, the diameter of the footings, depth of the footings (24" below grade min.).
 2. Post/Beam Plan – Show the post locations, post size, Post height, and how the post will be connected to the footing, and how the post and beam connection detail.
 3. Roof System – Provide a roof system layout. If using conventional framing, show a layout of all framing members. Beam load calculations are to be included showing proper load path.
 4. Cross Section – Provide a building cross-section of the structure from the footing to the roof.
 5. Elevations – Show all exterior elevations to convey how the building is designed.
 6. All drawings must be signed by the individual (not company) responsible for the design and must show the address and contact information.

- Approval by the Health Department (VDH) for onsite sewage disposal systems and wells, if applicable:
 - For any improvement to the exterior of your property where VDH regulates the onsite well and septic, a release must be obtained from VDH. This includes all additions, pools, storage buildings, slabs, etc., that could damage the system or components. See Page 3 of the Packet (Request for Health Department Review). VDH is located at [1138 Rose Hill Drive, Charlottesville, VA](#). 434.972.6210
- Approval from the [Town of Scottsville](#) if you are within the town:
 - Contact the Town Office, info@scottsville.org, 434.286.9267

*Please note, additional information may be requested once the review process starts.

If you have any questions, please contact the Application Services Team at applicationservices@albemarle.org