



## Prefabricated Storage Buildings and Metal Carport Application Checklist

- **Complete the Permit Application – [Civic Access](#) – Albemarle County’s Online Application Portal**
  - Please include the job value for the construction and square footage.
  - 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.
  
- **If your proposed structure will not exceed 256 square feet, include:**
  - A copy of the recorded plat of your property showing the location of easements and distances from the structure to all property lines. If you do not have a copy of your recorded plat, please reach out to the County Clerk’s Office – 434-972-4083.
  - 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](#))
  
- **If your proposed structure will exceed 256 square feet, include:**
  - **All the information noted above regarding the structure not exceeding 256 square feet.**
  - **A complete set of construction plans that are clearly legible.** Plans must include, but not limited to, the following:
    1. Foundation Plan - Footing size, width, rebar size, depth, and placement. Foundation wall size, height, width, minimum backfill height, and drainage.
    2. Floor System - Provide a floor system layout showing material size, species, or specific products, lumber grade, and spacing.
    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. Floor Plan – Provide a detailed floor plan of all interior space, label all rooms, and mark all door and window sizes.
    5. Cross Section – Provide a building cross-section of the structure from the footing to the roof.
    6. Elevations – Show all exterior elevations to convey how the building is designed.

○ Approval by the Health Department (VDH) for onsite sewage disposal systems and wells, if

applicable:

- For construction of an accessory structure – an approved Safe, Adequate, and Proper (SAP) form from VDH is required and can be obtained from VDH located at [1138 Rose Hill Drive, Charlottesville, VA](https://www.vdh.virginia.gov/1138-Rose-Hill-Drive-Charlottesville-VA). 434.972.6210
- 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, storage buildings, slabs, etc., that could damage the system or components. See Page 3 of the Packet (Request for Health Department Review).

○ Approval from the [Town of Scottsville](https://www.scottsville.org/) if you are within the town:

- Contact the Town Office, [info@scottsville.org](mailto: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](mailto:applicationservices@albemarle.org)

# A GUIDE FOR PREFAB STORAGE BUILDINGS/SHEDS AND ENGINEERED CARPORTS

**Zoning Permit:** Regardless of size, zoning approval is ALWAYS required before the placement of the structure on your property. If the property is located within the Town of Scottsville, zoning approval shall be obtained from that locality before the issuance of a building permit. If not, zoning approval shall be obtained with the Community Development Department. In residential districts, the height of the structure shall not exceed 24 feet. In the rural areas district, the height of the structure shall not exceed 35 feet except as permitted in [Section 4.10.3.1](#) of the Zoning Ordinance.

**Building Permits:** A building permit is NOT required for one-story detached accessory structures used as tool or storage sheds, playhouses, or similar uses, provided the floor area does not exceed 256 square feet of building area, if ALL of the following conditions are met:

1. The building's eave height is 10 feet or less measured from finished grade.
2. The maximum height from the finished floor level to grade does not exceed 18 inches.
3. The supporting structural elements in direct contact with the ground shall be placed on level, firm soil, and when such elements are wood, they shall be approved material for ground contact use.
4. The structure shall be of light framed construction with walls and roof of lightweight material, not slate, tile, brick, or masonry.
5. The structure is anchored or approved to withstand wind loads of 90 MPH as required by the Uniform Statewide Building Code.

For structures that do not meet any of the above requirements, the structure is to be placed on a permanent foundation meeting the requirements of the Uniform Statewide Building Code for depth, widths, and thicknesses. Certified plans and footing diagrams shall be submitted with the permit application for review and approval.

All structures, regardless of size, shall be anchored to earth or footing to prevent overturning, unless otherwise approved by a VA Licensed Engineer or Architect.