

COUNTY OF CRAIG  
P.O. Box 308  
New Castle, Virginia 24127  
540-864-5010 Phone  
540-864-5590 Fax

## PROCESS FOR BUILDING PERMIT APPROVAL

**LAND OWNER: Please do not submit a permit without these items checked. Thank you!**

- Provide a copy of your sewage disposal permit from the Health Department or a letter from Dave Taylor, Health Department, stating that the existing sewage disposal is approved for additions or new construction.
- OR,  
 Provide a copy of the approved application from Craig County PSA
- Evidence that all the required setbacks and zoning requirements will be met, detailed measurements must be noted on Plot Plan.
- Entrance permit from Virginia Department of Transportation, unless there is an existing entrance to the property
- Stamped engineer's seal on truss plans or Building Plans (1 set plans), electrical plans, and plumbing fixtures noted on plans
- Completed application for Building Permit
- Your Job Site E-911 address must be included on the application. If this is a new home, your E-911 address will be provided to you by this office after your footer inspection is completed. **Note: All E-911 address numbers must be added to your home or posted at your driveway prior to your final inspection.**

Craig County Building/Zoning Permit		Application #			
P.O. Box 308		<b>NEW CONSTRUCTION / . ADDITIONS / MOBILE HOMES</b>			
108 Court Street	Phone: 540-864-5010	# Fireplaces:			
New Castle , VA 24127	Fax: 540-864-5590	# Bedrooms:			
<b>Note: Permit will expire if the work does not begin within 6 months or is not completed within 3 years of the date it is issued.</b>		# Full Baths:			
		# Half Baths:			
		# Stories:			
		# Units:			
Date of Application:		<b>Is Construction in Flood Plain?</b> Yes ___ No ___ If yes, ask for Code of Ordinances 50-85			
<b>TYPE OF WORK (circle)</b>		<b>Water Source: (circle)</b>			
New Construction	Alteration	Public	Well		
Addition	Demolition	<b>Sewage: (circle)</b>	Public	Septic	
<b>CATEGORY OF CONSTRUCTION (circle)</b>		<b>Water/Sewage/Well/Septic #</b>			
Single Family Dwelling	Patio Home				
Manufactured Home	Multi-family(Duplex)	<b>Heat Type:</b>	Heat Pump	Gas	Elec.
Accessory Structure (describe)			Wood Stove	Solar	Oil
Other (describe)			Hot Water		
<b>SCOPE OF WORK (Describe briefly)</b>		Other			
		<b>Foundation Type:</b>		Slab	Crawl
		(Circle One)		Basement	
		<b>All Construction:</b>			
		Living Area:			Sq. Feet
<b>JOB SITE INFORMATION</b>		Garage Area			Sq. Feet
911 Address::		Basement: (unfinished)			Sq. Feet
City/State/Zip:		Carport Area:			Sq. Feet
		Deck Area:			Sq. Feet
Subdivision	Lot #	Covered Porch:			Sq. Feet
Tax map / parcel#:		Gazebo / Storage/Barn			Sq. Feet
<b>PROPERTY OWNER</b>		<b>MANUFACTURED HOME ONLY</b>			
Name:		Type (circle)	Single	Double	Triple
Mailing address:		Manufacturer:			
City / State / Zip		Year			
Phone:	Cell:	Cost:	\$		
<b>APPLICANT (if other than owner)</b>					
Business name:		Permit fees are based on square footage.			
Contractor name:					
Address:		Sq. Footage: _____			
City / State / Zip		Value of Build: _____			
Lic#	Class License	Zoning Fee: _____			
Phone	Exp.Date:	Cost of Permit: _____			

**OWNERS AFFIDAVIT:** (complete if applicant is not a licensed cont.) I affirm that I am the owner of the property described in this application and that I am familiar with the prerequisites of Section 54.1-111 of the Code of Virginia, as amended, and I am not subject to licensure as a contractor or subcontractor or subcontractor. I am also aware that it is a violation of State Law to hire or award a contract to an unlicensed contractor.

I hereby certify that I am the owner of the record of the herein described property, or that the proposed work has been authorized by the owner of record and that I have been authorized to make this application as a designated agent. I agree to conform to all applicable state and local regulations, rules and policies and such shall be deemed a condition entering into the exercise of the permit. In addition, if a permit is issued, I certify that the code official or his authorized representative shall have the authority to enter the area(s) described herein at any reasonable hour for the purpose of enforcing the provisions of the applicable code(s).

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

Directions to Site from New Castle: \_\_\_\_\_

**Craig County Virginia – Building Permit Request – Application Data**

Plot plan must be completed and approved prior to permit being issued.

Tax Map Parcel # \_\_\_\_\_ Zoning District \_\_\_\_\_

1. Show adjoining streets or roads to property and driveways.
2. Draw the lot(s) or parcel of land
3. Draw proposed structure(s) on the property:
  - a. show dimensions (in feet) of structure, porches, carports, garages, out buildings and basements
  - b. show setbacks (in feet) from proposed structure to front, back right and left sides of lot line
4. Show location of sewer, or proposed septic tank & well
5. Show location of power
6. Show any existing buildings or structures on property

**Name:** \_\_\_\_\_ (on application)

**Owners Affidavit:** I hereby affirm that I have measured the distances of the above setbacks and they are true and correct as stated in drawing. If measurements are found to be incorrect, I will remedy the required setbacks at my own expense.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Owner (or licensed contractor)

## Craig County Building Department

PO BOX 308

108 Court Street • New Castle, VA 24127

540-864-5010 • Fax 540-864-5590

### Plan Requirements for One and Two Family Dwellings

#### **FOOTING:**

1) *Sketch of layout showing:*

- a. Grade level doors if present
- b. Location and dimension of all thickened slabs, piers, etc.
- c. Location and size of lintels (if used)

2) *Typical Section of Displaying*

- a. Depth (18 inch minimum)
- b. Reinforcement
- c. Thickness

#### **FOUNDATION:**

1) *Sketch of layout showing:*

- a. Unbalanced fill height
- b. Size of masonry units used (specify if to be filled ) or thickness of wall and compressive strength of concrete if a poured wall is to be used
- c. Size and spacing of reinforcement (if used)
- d. Location of anchor bolts
- e. Location and dimension of all openings
- f. If crawl space list number, size and location of vents
- g. Method of waterproofing

#### **FRAMING:**

- 1) *Plan view for each floor and roof detailing all members, beams, columns (size, span, length, spacing, grade and species of lumber)*

**NOTE:** as alternative to plan views a commentary may be submitted

**NOTE:** if engineered materials are used (trusses, tji's, lvls, etc.) spec sheets must be provided for framing inspection.

#### **FLOOR PLANS:**

1) *Floor plans for each level showing:*

- a. All rooms labeled with intended use (areas intended for future use labeled)
- b. Location of smoke detectors
- c. Location of electric service and all sub panels
- d. Location of HVAC equipment
- e. Location of water heater
- f. Sizes of all egress components
- g. Kitchen layout

#### **MATERIAL SPECIFICATIONS:**

- 1) *Size of Electric Service and Sub Panels*
- 2) *Size and Type of HVAC equipment*
- 3) *R-Value of insulation to be used (floor, wall, ceiling)*
- 4) *Type of Siding and Roofing*

COUNTY OF CRAIG  
P.O. Box 308  
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**Agreement in Lieu of  
Erosion and Sediment Control of a single-family residence**

I \_\_\_\_\_, hereby understand that in lieu of submission of an Official Erosion and Sediment Control Plan, I agree to comply with the **County of Craig's Erosion and Sediment Control Ordinance**. These requirements shall be based on the conservation standards contained in the Virginia Department of Conservation and Recreation's Erosion and Sediment Control Handbook.

As a minimum, I understand the following measures must be addressed:

1. Silt fencing shall be properly installed downhill from any and all disturbed areas and around all soil stockpiles.
2. Construction entrances consisting of VDOT #1, course aggregate stone shall be installed at the access point off any existing public or private Right-of-Way.
3. All denuded areas on the property shall be stabilized with permanent seeding within 7 days of final grading. If an area is not of final grade but is to be left bare for more than thirty days the area shall be temporarily seeded.
4. Pipe inlet and outlet protection shall be provided around all culvert inlets and outlets.

I understand that periodic site inspections can and will be made by the County of Craig Erosion and Sediment Control Program Manager or his/her authorized agents to ensure that all E & S measures have been implemented and are adequately functioning. Failure to comply with such requirements within the specified time could result in enforcement actions for violation of the County of Craig Erosion and Sediment Control Ordinance. Enforcement actions are, but not limited to, "Stop Work Order", revocation of permit and legal action.

**Initials:** \_\_\_\_\_.

By signing this Agreement, you acknowledge that the landowner is ultimately responsible for ensuring that all Erosion and Sediment Control measures are properly installed and periodically maintained. I hereby grant permission to enter this property for the purposes of Inspection and to my knowledge the information I have provided on both sides of this form is correct and accurate.

**BUILDING PERMIT #** \_\_\_\_\_

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**DIRECTIONS TO PROPERTY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- All erosion controls are to be installed prior to any land disturbing activity.
- The County of Craig shall notify the owner/contractor of any E & S violations. Craig County will also identify corrective action(s) and a date at which these violations are to be corrected.

**CONTACT INFORMATION:**

Applicant: \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ VA \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Tax Map # \_\_\_\_\_ Slope/Grade \_\_\_\_\_ Hydrologic ID: \_\_\_\_\_

- Type of Project:         Single Family Dwelling including driveway and Septic System  
                                  Detached Building  Driveway  Land Clearing  
                                  Other: \_\_\_\_\_

Area to be disturbed: \_\_\_\_\_ (square feet)  
(43,560 sq ft = 1 acre)

I \_\_\_\_\_, hereby understand that if I disturb greater than one (!) acre, or if constructing in a residential subdivision developed by another party, a Virginia Storm water Management Program Permit must be obtained from the Virginia Department of S=Conservation and Recreation (DCR). Failure to obtain this permit could result in strict enforcement from DCR. For more information, [www.dcr.virginia.gov/sw/vsmp.htm](http://www.dcr.virginia.gov/sw/vsmp.htm) or contact DCR at (804) 786-3998.

Department of Conservation and Recreation Storm water Permitting  
203 Governor Street, Suite 206  
Richmond, VA 23129

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**OFFICE USE ONLY:**

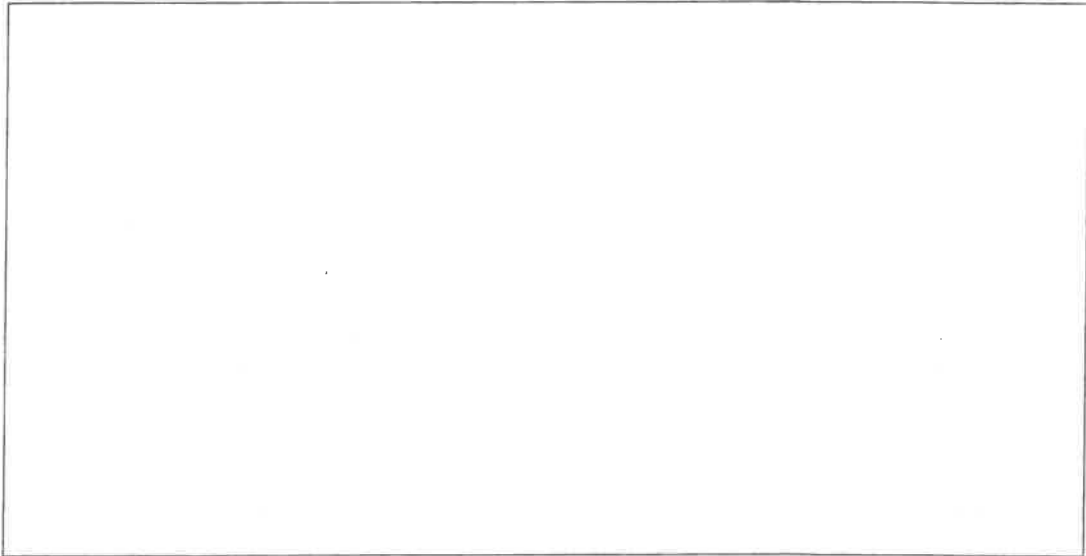
Reviewed by: \_\_\_\_\_ Date \_\_\_\_\_

VSMP Permit Required: (Yes) (No)

**SITE PLAN / GRADING SKETCH**

**Include any:**

- **Live water courses and drainage areas**
- **Cut and Fill Operations**
- **Locations of erosion and sediment control measures**
- **General topography**



**CRAIG COUNTY BUILDING DEPARTMENT  
PLANS REVIEW FOR SINGLE FAMILY RESIDENCE**

**ALL APPLICANTS FOR SINGLE FAMILY DWELLINGS MUST SUBMIT ONE SET OF DRAWINGS FOR REVIEW PRIOR TO ISSUANCE OF A BUILDING PERMIT. PLEASE ANSWER "YES OR NO" TO THE FOLLOWING QUESTIONS. ANY QUESTIONS ANSWERED "NO" NEEDS TO BE REVIEWED WITH THIS DEPARTMENT PRIOR TO THE ISSUANCE OF ANY PERMITS.**

		Yes	No
1.	Dimensions of buildings and distance to property line on site plan.		
2.	Wall section showing from the footings to the roof ridgeline that supplies the following information.		
	A. Size of footings showing 24" frost line depth.		
	B. Trusses or rafters and joist with sizing and spans.		
	C. Wall framing. Show all braced wall requirements.		
	D. Roof framing and coverings.		
	E. Insulation for floors, walls and roof.		
3.	Floor plan that shows dimensions of rooms, whether finished or unfinished and the proposed use of the room.		
4.	Windows, size and safety glazing, if required.		
5.	Show all openings with header size or engineered member.		
6.	Stairways showing risers, treads, guards and rails.		
7.	Access and size of openings to attics and crawl spaces.		
8.	Ventilation in crawl spaces and attics.		
9.	If there is a garage attached to or within 6 feet of residence, show fire ratings for walls, ceilings and structural members if required.		
10.	Location of meter, electrical panels and disconnects.		
11.	Location of smoke detectors, GFCI and arc fault protected outlets.		
12.	Type of HVAC systems and locations.		
13.	Exhaust systems for kitchen and bathrooms.		
14.	Location and type of any supplemental heating or cooling systems.		
15.	Furnish size and type of material to be used for water and DWV lines.		
16.	Show treated lumber where required.		
17.	Show wall bracing where required.		

Property Owner: \_\_\_\_\_

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_



**Craig County Virginia – Zoning Guidelines**  
**County Administrator’s Office**  
**P.O. Box 308, New Castle, Va 24127 (540)864-5010**

**Zoning District A-1 Agriculture Limited**

- A. Minimum lot size per residential unit is 5 acres
- B. Minimum frontage of lot or parcel of land on road is 200 feet
- C. Minimum front, structure shall be located 50 feet or more from the front property line or easement line.
- D. Minimum side yard is 25 for each side yard
- E. Minimum rear yard is 50 feet

**Zoning District RR Rural Residential (formerly A-2)**

- A. Minimum lot size per residential unit is 1 acre with the exception of two family dwellings will require a lot size of 1-1/2 acres or more
- B. Minimum frontage of lot or parcel on land on road is 125 feet at the setback line.
- C. Minimum front yard is 50 feet
- D. Minimum side yard is 15 feet per side
- E. Minimum rear yard is 35 feet
- F. Corner lot, min. 35' for main house and accessory building on street side

**Zoning District R-1 Residential**

- A. Minimum lot size shall be 20,000 square feet or more, with the exception of two family dwellings will have a minimum lot size of 30,000 square feet or more
- B. Minimum frontage of lot width at the setback line shall be 100 feet
- C. Minimum front yard is 30 feet
- D. Minimum side yard shall be 15 feet
- E. Minimum rear yard shall be 30 feet
- F. Corner lot, minimum 25 feet or more from street side for main house and accessory building

\*Please note, this document is for general guidelines only, for complete Zoning information, please review the Zoning Ordinance for Craig County.