



COUNTY OF CRAIG
P.O. Box 308
New Castle, Virginia 24127
(Ph) 540-864-5010 (Fax) 540-864-5590
permits@craigcountyva.gov

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 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
- ☐ Building Plans (1 set paper or electronic .pdf) – include labeled floor plan showing structural details and life safety elements. Additional drawings or engineering may be required depending on the scope of the project.
- ☐ Completed application for Building Permit (either printed or fillable form)
- ☐ 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 footing 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 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.**



Zoning Site Plan

A Site Plan must be submitted and approved prior to the permit being issued. Please provide the information requested in the blank space below or submit a separate site plan if you already have one prepared (make sure it contains the listed information).

Tax Map Parcel # _____ Zoning District _____

This parcel is in a Conservation Easement: **Yes** **No**
(If yes, *provide documentation stating any restrictions*)

1. Draw the lot(s) or parcel of land.
2. Show adjoining streets or roads to property and driveways.
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 lines
6. Show any existing buildings or structures on property

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

Name: _____ Date: _____
(Applicant's Signature)



COUNTY OF CRAIG
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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 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:

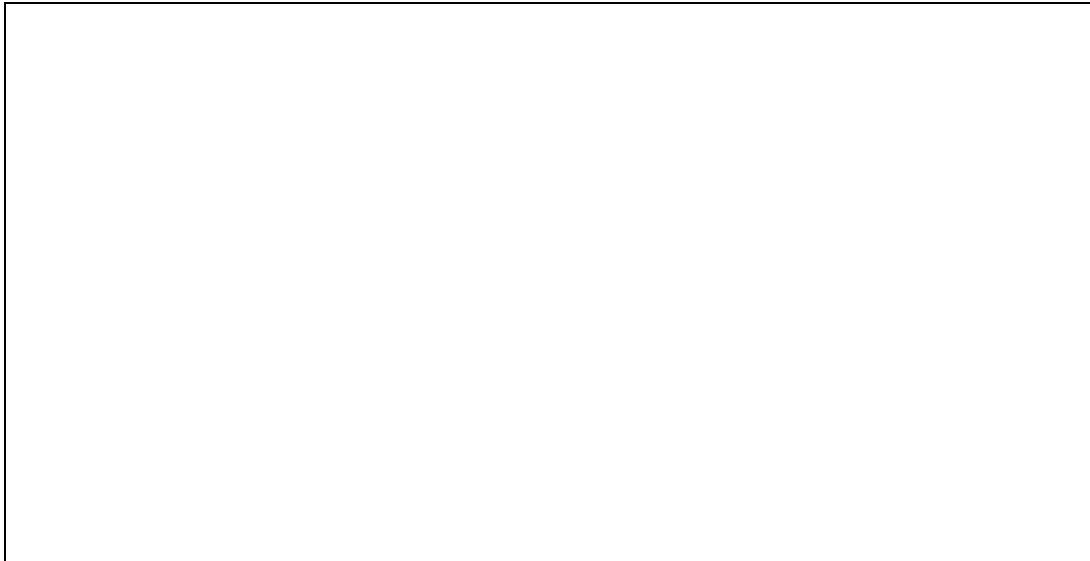
Reviewed by: _____ Date _____

VSMP Permit Required: (Yes) (No)

SITE PLAN / GRADING SKETCH

Include any:

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



Please note that disturbed areas over 10,000 square feet will require a licensed Responsible Land Disturber (RLD) who is insured and bonded to sign on to the project until final stabilization. Anyone who fails to meet these requirements or goes over 10,000 square feet without an RLD will be subject to an immediate **STOP WORK ORDER** on their project.

If needed please provide the following information:

Print name of RLD: _____

RLD Signature: _____

License Number: _____

Proof of Insurance And Bond Information.

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 (24 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



Building and Zoning Permit Application

108 Court Street - PO Box 308
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permits@craigcountyva.gov

Permit Type (Select all that apply)

Residential: ☐ Commercial: ☐ New: ☐ Addition: ☐ Alteration/Repair: ☐ Demolition: ☐
Scope of Work: _____

Job Site Information

Address/Directions: _____
Tax Parcel No: _____ Floodplain: ☐ Zoning: _____

Property Owner

Name: _____ Phone: _____
Mailing Address: _____
Email: _____

Applicant / Contractor

Name: _____ Phone: _____
Mailing Address: _____
Email: _____
Contractor Name: _____ License: _____
Phone: _____ Email: _____ Exp. Date: _____
Electrician: _____ Phone: _____
Mechanical: _____ Phone: _____
Plumber: _____ Phone: _____
Lien Agent: _____ Phone: _____

Permit Data (fill out what is applicable)

All Structures		Manufactured Homes	
Foundation Type -		Number of Sections -	
Number of Stories -		Manufacturer -	
Number of Bedrooms -		Year -	
Number of Full Baths -		Cost -	
Number of Half Baths -		If Applicable	
Square Footage -		Type of Heat -	
Cost of Work -		Number of Fireplaces -	
Utilities			
Water Service:	Well <input type="checkbox"/> Public <input type="checkbox"/>	Power Company:	
Sewer Service:	Septic <input type="checkbox"/> Public <input type="checkbox"/>		

Fees (to be calculated by County)

Square Footage:	Permit Fee:
Zoning Fee:	Total:

I certify that I am the Owner of the above property, or that I have been authorized to make this application as the designated agent. I agree to conform to all applicable state and local regulations, codes, rules and policies. In addition, I understand that this permit authorizes the County Inspectors to access the above described property / work area during reasonable hours to evaluate code compliance.

Signature: _____

Date: _____



Building Office

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Owner/Builder Affidavit

(Read and sign if you will be doing the work as the property Owner)

Title 54.1-1111 Prerequisites to obtaining building, etc., permits - Code of Virginia

Any person applying to the building official or any other authority of a county, city, or town in this Commonwealth, charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, or structure, or any removal, grading or improvement shall furnish prior to the issuance of the permit, either (i) satisfactory proof to such code official or authority that he is duly licensed or certified under the terms of this chapter to carry out or superintend the same, or (ii) file a written statement, supported by affidavit, that he is not subject to licensure or certification as a contractor or subcontractor pursuant to this chapter. The applicant shall also furnish satisfactory proof that the taxes or license fees required by any county, city, or town have been paid so as to be qualified to bid upon or contract for the work for which the permit has been applied.

Title 54.1-1115 Prohibited Acts - Code of Virginia

Any person who undertakes work without (i) any valid Virginia contractor's license or certification when a license or certificate is required by this chapter or (ii) the proper class of license as defined in §54.1-1100 for the work undertaken, shall be fined an amount not to exceed \$500 per day for each day that such person is in violation, in addition to the authorized penalties for the commission of a Class 1 misdemeanor

Title 54.1-1101 (Exemptions) - The provisions of this chapter shall not apply to:

-Any person who performs or supervises the construction, removal, repair or improvement of no more than one primary residence owned by him and for his own use during any 24-month period

-Any person who performs or supervises the construction, removal, repair or improvement of a house upon his own real property as a bona fide gift to a member of his immediate family provided such member lives in the house. For purposes of this section, "immediate family" includes one's mother, father, son, daughter, brother, sister, grandchild, grandparent, mother-in-law and father-in-law.

-Any person who performs or supervises the repair or improvement of industrial or manufacturing facilities, or a commercial or a retail building for his own use

-Any person who performs or supervises the repair or improvement of residential dwelling units owned by him that are subject to the Virginia Residential Landlord and Tenant Act (§ 55.1-1200 et seq.)

I affirm that I have read and understand the above affidavit and will abide by the stated laws.

Owner Signature

Date



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 108 Court St - P.O. Box 308
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INSPECTIONS

Sequence of Inspections

- Don't call for inspection until you have hard copy of building permit (Placed at Job Site)
- Temporary Power Inspection
- Footings (before placement of concrete)
- Foundation reinforcement
- Under-slab Plumbing or Electrical (if applicable)
- Slab Prep (before placement of concrete – if applicable)
- Foundation Waterproofing and DRAINTILE (if applicable)
- Electrical, Gas, Plumbing, Mechanical Rough-In and Framing Inspections (Can all be done simultaneously. If performed individually, framing should always be last.)
- Insulation
- Permanent Power (building must be weathertight)
- Electrical, Gas, Plumbing, and Mechanical Final Inspections
- E-911 Address is permanently posted on home and at your driveway
- Final, after all finish work is completed, and all above inspections completed
- **Do not** move in Home (or store any furniture) until you have a final or temporary occupancy permit from the inspector, or ***your Certificate of Occupancy will be denied***
- If you do not know the building codes, **Hire a licensed contractor.** If you move in without final or temporary occupancy, you may have your Electrical power removed until one is obtained.

These things are for your safety. We hope you have a great building experience in Craig County! Remember when you call in for an inspection, allow 24 hour notice for inspections to take place, and have your building permit number available. Thank you.