



**Gloucester County Offices of
Building Inspection, Environmental Programs, and Planning & Zoning
County Building 2, 6489 Main Street, 2nd Floor**

BUILDING A *SINGLE FAMILY HOME* IN GLOUCESTER COUNTY? HERE'S WHAT YOU NEED TO DO:

Obtain a **Health Permit** from the [Gloucester County Health Department](#) (804-693-6130) (*located at 6882 Main St in the shopping center next to the Gloucester Post Office*) for installation of the septic system and well, if your property is not connected to county water and sewer. You will need to provide a copy of the health permit to the Building Inspection and Environmental Programs departments. If your property will be connected to county water and/or sewer, you will need to contact the [Department of Public Utilities](#) (693-4044 7384 Carriage Court) and provide a copy of the receipt for payment of the **connection fees** to the Building Inspections Department when you submit your building permit application.

Note: The following listed permit applications may be submitted and reviewed concurrently or individually in the order listed.

- Obtain a **Land Disturbing Permit** through the [Environmental Programs Department](#) [Suite 235] (804-693-1217) **BEFORE ANY CLEARING/GRADING HAS BEGUN**, if your project will be disturbing 2,500 square feet or more of land area. Even if the area covered by the house is less than 2,500 sq. ft., it is likely that more land will be cleared, graded, or otherwise disturbed to allow for construction and to provide for driveways, yards, and drainfield areas. The purpose of this permit is to ensure that: erosion and sediment control measures will be taken if necessary; clearing limits are reasonable; and to prevent any clearing of very steep slopes or sensitive areas. NOTE: You will be required to name a certified **Responsible Land Disturber "RLD"** on your permit application. This is a requirement of the Virginia Department of Environmental Quality (DEQ). Visit www.deq.virginia.gov for more information. Land disturbing permits will not be approved until Environmental Programs Department staff has made a satisfactory site inspection.
- No work of any nature shall be performed on the right-of-way of any highway in the state highways system under the ownership, control, or jurisdiction of VDOT until a **VDOT Land Use Permit** has been obtained. Visit vdot.virginia.gov for more information.
- Obtain a **Virginia Stormwater Management Program Permit** through Gloucester County Environmental Programs, www.gloucesterva.info/EnvironmentalPrograms/Stormwater or call 804-693-1217.

NOTE: Permits may not be issued until the Environmental Programs Department or the Chesapeake Bay Preservation & Erosion Commission (whichever is necessary) has approved any encroachments into the RESOURCE PROTECTION AREA (RPA). If your house or other structures encroach into the RPA (within 100 feet landward of any wetlands or water source) you will be required to make application for a buffer waiver or exception. Contact Environmental Programs for more information on RPAs.

- Obtain a **Zoning Permit** from the [Planning and Zoning Department](#) [Suite 202] (804-693-1224). The purpose of a zoning permit is to ensure that the proposal is a permitted use and meets required setback distances from property lines. You can find out the zoning of your property using the zoning map layer on the mapping tool located on the [GIS](#) webpage or by calling Planning and Zoning with your address or tax map number.
 - a) Fill out a *zoning/building permit application* (joint application)
 - b) Submit a plot plan drawn to scale, showing the dimensions and shape of the lot to be built upon, the size and location of existing buildings on the lot, if any, and the location and dimensions of the proposed building(s) or alteration. A conditional zoning permit will be issued with the plot plan option. **Or** submit a plan of development (survey) bearing the seal of a licensed architect, engineer, or surveyor at the time of application. Note the plan of development (survey) will be required to be submitted prior to floor joist inspection.
- Obtain a **Building Permit** from the [Building Inspection Department](#) [Suite 247] (804-693-2744) Submit two copies of building *construction plans* and a *soil scientist report* (a report on the shrink-swell potential of the soil) to the Building Inspection Department for plan review. Once plans and preceding permits are approved, the building permit will be issued.

Subsequent permits (electrical, plumbing, and mechanical) will be required from the Building Inspection Department and may be obtained by you or your contractor. Please note that if work is being contracted out, it is recommended that the contractor obtain the permit and therefore is liable for the work being performed. The Certificate of Occupancy will be issued upon completion of the final inspection.

Questions? Contact us at the above referenced numbers or visit us on the web at www.gloucesterva.info

Hours: Mon. - Fri. 8:00 a.m. - 4:30 p.m. 6489 Main Street, 2nd Floor