

## **BUILDING INSPECTION DEPARTMENT**

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**P.O. Box A**  
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**Building Inspections**

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### **PROCEDURES FOR OBTAINING A BUILDING PERMIT**

A BUILDING/SEPTIC/ZONING PERMIT MUST BE OBTAINED FROM THE BUILDING DEPARTMENT IN ORDER TO APPLY FOR A VIRGINIA HEALTH DEPARTMENT PERMIT. THE PERSON REQUESTING THE BUILDING/SEPTIC/ZONING PERMIT MUST HAVE THE NAME OF THE **CURRENT PROPERTY OWNER** TO OBTAIN TAX MAP AND PARCEL NUMBER. THERE IS AN ADMINISTRATIVE FEE OF \$25.00 COLLECTED UPON ISSUANCE OF A BUILDING/SEPTIC/ZONING PERMIT. THE APPLICANT SHALL TAKE THE BUILDING/SEPTIC/ZONING PERMIT TO THE HEALTH DEPARTMENT.

- A. IF AN ON-SITE WELL AND/OR SEPTIC SYSTEM IS PROPOSED, THE AMELIA HEALTH DEPARTMENT MUST BE CONTACTED.**
- B. IF A PUBLIC WATER AND/OR SEWER SYSTEM IS PROPOSED, THE AMELIA WATER AUTHORITY MUST BE CONTACTED.**

**REGARDLESS OF WHICH OFFICE IS CONTACTED, THE PROPER DOCUMENTATION FOR SEWAGE DISPOSAL AND POTABLE WATER SUPPLY MUST BE OBTAINED FROM THE REVIEWING AGENCY PRIOR TO APPLYING FOR A BUILDING OR MOBILE HOME PERMIT.**

IN ORDER TO RECEIVE A BUILDING PERMIT, OR MOBILE HOME PERMIT, YOU MUST BRING THE FOLLOWING DOCUMENTS WITH YOU TO THE BUILDING INSPECTIONS OFFICE:

- A COMPLETED BUILDING PERMIT APPLICATION.
- A COPY OF WELL/SEPTIC PERMIT.
- TWO (2) SETS OF BUILDING SPECIFICATIONS AND PLANS ARE REQUIRED; IN THE CASE OF A SINGLE-WIDE MOBILE HOME, THE TITLE OR THE CONTRACT SALES AGREEMENT FOR THE MANUFACTURED HOME IS REQUIRED-(MUST BE 1976 OR NEWER)
- A PLAT/PLOT PLAN OF THE PROPERTY, LOCATING THE STRUCTURE TO BE BUILT OR PLACED, SHOWING THE DISTANCE FROM THE STRUCTURE TO THE FRONT, SIDES, AND REAR PROPERTY LINES.
- DEED (IF PROPERTY OWNED LESS THAN TWO (2) YEARS).
- CONTRACTORS MUST FURNISH A COPY OF THEIR VALID VIRGINIA CONTRACTOR'S LICENSE.
- APPLICANTS NOT REQUIRED BY LAW TO BE LICENSED AS CONTRACTORS, PROPERTY OWNERS OR THEIR AGENT, MUST SUBMIT AN AFFIDAVIT THAT HE/SHE IS NOT SUBJECT TO LICENSURE AS A CONTRACTOR.

Fees are due at the time the application is taken.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO ADVISE THE BUILDING INSPECTOR OF CONSTRUCTION PROGRESS AND TO REQUEST APPROPRIATE INSPECTIONS IN A TIMELY MANNER. **TO REQUEST AN INSPECTION, CALL 804-561-3039 BETWEEN 8:00 AM – 4:30 PM.**

**PRIOR TO OCCUPYING THE STRUCTURE, A FINAL INSPECTION MUST BE MADE BY THE BUILDING INSPECTOR. IN ORDER FOR A CERTIFICATE OF OCCUPANCY TO BE ISSUED, AN APPROVED HEALTH DEPARTMENT COMPLETION STATEMENT AND A NON-PRESENT (GOOD) BACTERIAL TEST BEFORE ISSUANCE OF A CERTIFICATE OF OCCUPANCY.**

## **BUILDING DEPARTMENT DOCUMENTS**

Application for Building Permit  
Required Inspections List - Dwelling  
Shrink-Swell Soil/Radon/Third-Party Form  
Self-Contractor Affidavit  
Veneer Inspection Form  
Application for Certificate of Occupancy on Existing Dwelling  
Permission Slip Form

Application for Amusement Rides and Devices  
Required Inspections List — Mobile Home  
Building Permit Fees  
Erosion & Sediment Control Form  
Trade Permit Application  
Swimming Pool Information Sheet

The Building Inspector's Office is responsible for enforcement of the 2006 edition of the Uniform Statewide Building Code (USBC).

Related Links:

[Dept. of Housing and Community Development](#)

[Dept. of Professional and Occupational Regulation](#)

ICC

[Virginia Construction Codes](#)

- [2006 Virginia Construction Code](#)
- [2006 Virginia Rehabilitation Code](#)
- [2006 Virginia Maintenance Code](#)
- [2006 Virginia Statewide Fire Prevention Code](#)
- [2006 Virginia Industrialized Building Safety Regulations](#)
- [2006 Virginia Manufactured Home Safety Regulations](#)
- [2006 Virginia Amusement Device Regulations](#)
- [2006 Virginia Certification Standards](#)
- [2006 Related Laws Package](#)

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