



Botetourt County, Virginia
Development Services

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General Information

Botetourt County Development Services

Office Hours: 8:30 AM – 5:00 PM Monday through Friday
permit applications are not taken after 4:30 PM

Development Services Office:
Phone: 540-928-2070
Fax: 540-473-2018

Jeffrey E. Scott, CBO.....Building Official
David Givens, PEDevelopment Services Manager
Patrick Gauldin.....ESC Administrator
Brandon King.....Combination Code Inspector
Lesamabe.....Community Development Technician
Stephanie Sparks.....Community Development Technician

Inspectors are typically available for questions from 8:30 AM to 9:30 AM and 4:00 PM to 5:00 PM

Make checks payable to: Botetourt County Treasurer

We accept Visa, MasterCard, and Discover **in office only**. An additional 2.2% + \$0.30 merchant's fee will be charged by Paypal.

Contacts

Power Companies

American Electric P.O. Box 2021 Roanoke, VA 24022 (800) 956-4237	Craig Botetourt P.O. Box 265 New Castle, VA 24127 (540) 864-5121	Dominion Virginia Power P.O. Box 26543 Richmond, VA 23290 (866) 366-4357
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Virginia Department of Transportation Offices

Buchanan Headquarters 21170 Lee Highway Buchanan, VA 24066 (540) 254-2567	Eagle Rock Headquarters 9100 Botetourt Road Eagle Rock, VA (540) 884-2484	Salem District Land Use Office 731 Harrison Avenue Salem, VA 24153 (540) 387-5490	Troutville Headquarters P.O. Box 188 Troutville, VA 24175 (540) 992-1837
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Other

Virginia Department of Health P.O. Box 220 Fincastle, VA 24090 (540) 473-8243	Miss Utility (800) 552-7001 (800) 552-3120 (for ticket status)
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Codes are available at all Botetourt County libraries on CD-ROM.
To purchase building codes, go to ICCSAFE.org.

Building Permit Information

When a Residential Building Permit is Required

Construction or demolition of a building or structure. Also, installations or alterations involving: (1) the removal or addition of walls/partitions, (2) any structural component, (3) water supply or sewer piping, (4) electric wiring, (5) mechanical systems or fuel supply systems (gas piping). Exemptions from permitting can be found in Section 108 of the Virginia Residential Code.

Persons residing within the Town limits of Buchanan, Troutville or Fincastle must secure a building/zoning permit from their respective town and bring same to this office when applying for a building permit.

Bona Fide farm buildings and structures not used for residential purposes are exempt from the building code requirements except for flood plain requirements. However, *an Agricultural Building permit is required for no fee. An Affidavit Farm Structure Exemption Form is required to be completed.*

****NOTE:** The building project must be started within six (6) months of our issuing the building permit and timely inspections must be requested and approved by this office. If the project is abandoned for six (6) months or more, the building permit is *void* and must be reapplied for at the Building Officials' office.

General Permit Information and Who May Apply

The current property owner or the designated agent may apply for the building permit in person at our office located on the first floor of the Old District Courthouse in Fincastle, Monday through Friday, between the hours of 8:30 AM and 4:30 PM.

****NOTE:** Where construction is commenced before the building permit is approved, the permit fees shall be doubled per section 6-23 (e) of the Botetourt County Code.

Persons or firms, other than the owner, performing any work of more than \$1,000.00 must be a Virginia licensed contractor under the regulations as set forth in the Department of Professional and Occupational Regulations (www.dpor.virginia.gov). Contractors must also obtain a Botetourt County Business License from the

Commissioner of Revenue's office by the 15th of February of each year before permits can be issued by the Building Official.

**All building, electrical, plumbing, and mechanical permits are based on estimated value for labor and material regardless of who does the work, owner or contractor.

Requirements for a Residential Building Permit

1. Current property owner's name, mailing address and telephone number. If the property has been owned for less than one year, a copy of the present owner's recorded deed may be required.
2. Name, mailing address, telephone number, Virginia state license number, expiration date and classification of the contractor is required.
3. All residential building permits require one (1) set of plans to be submitted. Wind and snow load must also be stated on the plans, along with braced wall requirements. Normal review time is 5-10 working days.

Snow Load: 30 psf (per square feet)

Wind: 90 mph, 3 second gusts

4. A floor plan identifying all rooms and areas will be required on submitted plans.
5. Accurate directions to the construction site from the Development Services Office will be needed. Please be sure to use the street names and/or route numbers for accuracy.
6. General information needed for a building permit application may include: type of wall construction, heating source, water/sewer source, dimensions of building project, number of bedrooms, number of bathrooms, number of stories, square footage, building height, etc.
7. Lot, block and section number of parcel is needed if the property is located within a subdivision.
8. Water and sewer:
 - *Private system -- Well and septic construction permits from the Health Department are required at the time of application;
 - *Public system -- A copy of the paid connection receipt from the private water company or an availability letter from the Western Virginia Water Authority is required at the time of application. NOTE: WVWA payments are accepted in the Development Services office at time of application.

9. A site plan is required and shall show the following: road frontage, size of parcel of land, proposed location of the subject building, shed, mobile home, etc., and accurate distances to all property lines, also the location of any existing structures on the property.
10. If your driveway will enter onto a state maintained road, a copy of the "Land Use Permit" will be required at the time of application. Office locations for the Virginia Department of Transportation are found in our General Information section.
11. An Erosion and Sediment Control "Agreement in Lieu of" form is required if the total land disturbance on the site exceeds ten thousand (10,000) square feet. Additional Storm Water Maintenance and fees may be required.

Types of Permits Required

Electrical, Plumbing, and Mechanical Permits

Electrical, plumbing, and mechanical permits may be obtained in person or by mail after the building permit has been issued. When ordering by mail, specify type of permit required, send check in proper amount payable to Botetourt County Treasurer, along with other information necessary to issue the permit (owner's name, contractor's name, location, building permit number if applicable, and estimated cost of job).

Electrical services such as *Temporary Pole*, *Upgrade of Service*, or *New Permanent Service* should be applied for as soon as the need is known. Three electric companies serve the Botetourt County Area, and are listed in the General Information section. To determine which power company serves your area, read the owner's name on the nearest power pole.

NOTE: Mechanical permits are required when any type of fuel gas is installed or replaced.

Inspections

Building Inspections Required

The building permit shall be posted on the site so as to be visible from the entrance of the property or “street side” and should be protected from the weather.

A complete set of approved plans shall be on the job site for the inspector’s review on all inspections. If any changes and/or additions to the plans are made after the permit is issued, you are required to submit a set of revised plans to the building official for approval.

*All inspections shall be called in by the contractor/permit holder doing the actual work, and the work must be ready for inspection *at the time of request*. When calling in the inspection request, please have the following information ready: Building permit number, electrical, mechanical, or plumbing permit number, and type of inspection needed.

Inspections called in during office hours (8:30 AM to 5:00 PM) are performed the following business day. **Same day inspections are not performed, except for footings, foundations, slab preps, sewer connects, and waterlines. *These must be called in by 9:30 AM.*

If the requested inspection is not ready when the inspector arrives on the job site, the inspection will be rejected and a re-inspection will be required. All re-inspection fees will be required to be paid to the building office after final inspection and prior to the Certificate of Occupancy or any other permits being issued.

A list of required building inspections follows. The items listed for each specific inspection are to be considered a guideline, and may or may not apply to all residential construction.

Footing Inspection

- ❖ Construction entrance and erosion & sediment control devices shall be in place before footing inspection.
- ❖ Footings are to be dug straight.
- ❖ Bottoms are to be level and a minimum of 24" below finished grade.
- ❖ Bulkheads are to be in place not less than 12" from step-downs.
- ❖ Pier footings are to be dug to size and depth as shown on approved plans.
- ❖ All mud, soft areas, loose dirt, water and roots are to be removed before inspection.
- ❖ Reinforcing steel (re-bars), where required, installed in accordance with the International Residential Code and the American Concrete Institute. Grade markers must also be in place.

NOTE: No footing inspections will be made until building permit is approved. Do not order concrete for footings until footing has passed inspection.

Foundation & Slab Prep Inspections

- ❖ Foundation rebar must be installed per code (proper size & spacing) both vertically & horizontally
- ❖ Forms must be set and shall leave at least 2" of footing on either side of foundation wall
- ❖ Slabs shall have 4 inches of gravel in base (any electrical or plumbing ground work must be inspected at this time)
- ❖ Rebar or other reinforcement shall be in place
- ❖ Vapor barrier shall be installed where applicable along with foam board insulation (conditioned spaces)

Drain Tile Inspection

- ❖ All gravel & perforated pipe must be installed with filter membrane
- ❖ All foundation water proofing shall be installed

Residential Electrical Rough In

- ❖ All wiring and boxes installed for smoke detectors
- ❖ All wiring and boxes installed for switches and receptacles
- ❖ Disposal wiring
- ❖ Water heater
- ❖ Washer and dryer outlets
- ❖ Lighting for each exit door
- ❖ Stair lighting wired for 3-way switch
- ❖ Counter-top receptacles
- ❖ Exterior receptacles
- ❖ Light and receptacles for attics and crawl spaces
- ❖ Fan boxes if needed
- ❖ All metal boxes grounded

NOTE: All switches and receptacles are to be made ready to receive device.

Power Only Permit – Home owners or contractors may wish to install permanent power to the home prior to the structure being ready for a final occupancy inspection. There is a \$50 fee for this permit and inspection. The following must be complete before permanent power can be approved:

- ❖ Permanent roof, meter base, service equipment and grounds shall be in place.
- ❖ At least one GFCI receptacle must be installed. Any additional circuits that have been installed must be complete.
- ❖ Conductor shall be installed for grounding or bonding water line.

Residential Plumbing Rough In

Drain, Waste and Vent (DWV)

- ❖ All groundwork installed, tested and inspected prior to basement slab being poured.
- ❖ All DWV installed to all fixtures, washing machines, tubs, showers, toilets, and sinks.
- ❖ All DWV tested by filling system with water and creating a minimum 10' of head.
- ❖ All clean outs must be installed at rough in.
- ❖ For connection to a public sewer system, a **separate sewer connection permit** must be obtained and an inspection performed when the building sewer has been connected to the public sewer, and before covering any of the waste line.

Water

- ❖ All waterlines completed and installed to all fixtures, washing machines, water heater, tubs, shower, toilets, and sinks.
- ❖ Waterlines are to have all required valves installed, except for sink and toilet supplies.
- ❖ No PVC water piping is to be used.
- ❖ Waterlines are to be tested at the time of inspection at 50 psi or more.
- ❖ All water lines are to be buried at a minimum depth of 30" once the lines have been taken outside of the perimeter of the structure.

Residential Mechanical Rough In

- ❖ All heating and air conditioning equipment that will become concealed must be installed and in some cases, hydronic piping, gas lines, etc. will require testing.
- ❖ Holes must be cut for registers in floors and/or ceilings.
- ❖ Refrigerant lines must be insulated and run from air handling units to heat pump locations.
- ❖ All exhaust ducts to be installed (bathroom, dryers, and kitchen)
- ❖ All chimneys and flues to be installed
- ❖ Condensate drains in attic units must be complete.
- ❖ Pan and the pan drain, or a water level detection device or switch must be installed in attic units.
- ❖ All attic supply ducts must be installed.
- ❖ Attic return air ducts must be installed.
- ❖ A gasline test must be not less than 3 psig.
- ❖ The hydronic pipe shall be tested at 100 psi minimum.
- ❖ Thermostat wire run to thermostat location.

Framing Inspection

*** *NOTE*: No insulation is to be installed before the framing inspection is approved.

- ❖ Job site must be swept clean for this inspection. Have “all utilities” roughed in and ready for inspection (plumbing, electrical and mechanical) *before* calling for a framing inspection.
- ❖ Manufactured fireplace and chimney inserts shall be installed.
- ❖ Fireblocking around pipes, wires and ducts through both top and bottom plates of stud walls and chases shall be in place using fire-rated sealant.
- ❖ All structural members, their spans and attachments (nailing, joist hangers) are to be in accordance with code and as shown on approved drawings.
- ❖ Wood sills that rest on concrete or masonry walls shall be pressure treated.
- ❖ Sub flooring shall be nailed in accordance with code.
- ❖ All attic areas are to be vented in accordance with code.
- ❖ Attic access must be framed in.
- ❖ Stairs are to be installed, check tread risers and head clearance for code compliance.
- ❖ All windows and doors must be installed with tempered glass in code required locations.
- ❖ All loads shall be transferred to the building foundation/footing through appropriate framing methods.

Insulation Inspection

- ❖ All required insulation to complete the building thermal envelope shall be installed before covering with drywall
 Exceptions: Blow-in attic insulation & unfinished basement/crawl insulation
- ❖ Wall insulation shall be R-15, Attic insulation shall be R-38, and floor insulation shall be R-19
- ❖ Conditioned basements, whether finished or unfinished, must be fully insulated
- ❖ All air barriers must be installed
- ❖ Door & window jambs must be sealed

Final Inspection

- ❖ Copy of Well and Septic *Operations* Permit (if applicable).
- ❖ Paper vapor barriers or insulation shall not be left exposed (flammable).
- ❖ Handrails down steps must be installed where there are 4 or more risers. Top of rail is to be 34 to 38 inches above tread nosing.
- ❖ Guard rails at porches, balconies or raised floor surfaces located more than 30" above the floor or grade, are to be no less than 36" above floor. Intermediate rails shall not have more than 4" open space between them. Stairway guardrails are to be no less than 34" above tread nosing.
- ❖ Check fireplace size, damper, hearth extension, combustion air and clearance of wood trim from fireplace opening. (See Code).
- ❖ Check to see that yard grade drains *away* from the house.
- ❖ Each structure to which a street number has been assigned shall have the number displayed so as to be readable from the public right of way.
- ❖ Seal all penetrations thru exterior sheeting, foundation, etc.
- ❖ Paint all exposed steel piping on gas lines.
- ❖ All light fixtures in place.
- ❖ All required plumbing fixtures in place.
- ❖ Paint all metal railings, lintels, etc.
- ❖ Protect all exposed untreated wood.
- ❖ Smoke/carbon monoxide detectors must all work
- ❖ Emergency escape & egress routes shall be accessible
- ❖ One fire extinguisher type 2-A: 10-B: C must be mounted in kitchen area (Ex. under kitchen sink in cabinet)

**All Final Inspections are to be completed
before the owner is allowed to occupy the structure.**