

Botetourt County, Virginia

**Permit Requirements and Review Times**

<b>Permit</b>	<b>Required If ....</b>	<b>Required Plans and Supporting Documents</b>	<b>Typical Review Time</b>
<b>Site Plan Approval</b>	<p>New construction or expansion is proposed</p> <p><i>(If uncertain, contact the Planning &amp; Zoning office at 473-8320.)</i></p> <p><i>(Does not apply to a project in a town location.)</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> (2) sets of plans shown on a recorded plat (i.e. set backs, landscaping, lighting, and parking)</li> <li><input type="checkbox"/> Payment of applicable fee</li> <li><input type="checkbox"/> Digital copy of the final site plan is requested prior to final approval</li> </ul>	20 business days or less
<b>Building / Zoning Permit</b>	<p>New construction, expansion, or remodeling is proposed</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Original completed <i>Occupancy, Zoning, Building Permit Application</i></li> <li><input type="checkbox"/> (1) set of signed and sealed construction plans, and (1) digital copy (CD-ROM) that includes detailed specifications &amp; structural calculations</li> <li><input type="checkbox"/> (1) site plan (if new construction or expansion)</li> <li><input type="checkbox"/> Copy of current deed, if new ownership as of January 1<sup>st</sup></li> <li><input type="checkbox"/> Copy of contractor's current license</li> <li><input type="checkbox"/> Copy of contractor's current Botetourt County business license, or town business license</li> <li><input type="checkbox"/> Asbestos inspection report for the remodeling or repair of existing buildings, if built prior to 01-01-85</li> <li><input type="checkbox"/> Documentation of VDOT Highway Entrance Permit, if adding or changing a VDOT entrance</li> <li><input type="checkbox"/> Documentation of water / sewer construction and/or connection approval:  <ul style="list-style-type: none"> <li><u>Well and septic</u>: requires a letter from the Health Department</li> <li><u>Private / public</u>: requires receipt from Botetourt County or private company</li> </ul> </li> <li><input type="checkbox"/> Town permit, where applicable</li> <li><input type="checkbox"/> Payment of applicable fee</li> </ul>	14 business days or less



Botetourt County, Virginia

**Permit Requirements and Review Times**

<b>PERMIT</b>	<b>REQUIRED IF ....</b>	<b>REQUIRED PLANS AND SUPPORTING DOCUMENTS</b>	<b>TYPICAL REVIEW TIME</b>
<p><b>Water / Sewer System Construction Approval</b></p> <p><b>Note:</b> The Botetourt County Public Works Dept. (Engineering and Utilities) encourages developers and/or designers to schedule both a pre-design and pre-submittal meeting, at which time the technical issues of the project can be discussed. These meetings can be scheduled by calling (540) 473-8139.</p>	<p>New private water and/or sewer facility is proposed, or extension to County water and/or sewer system is proposed.</p> <p><i>All commercial development projects:</i></p> <p>New or existing private water/sewer connection; or new or existing Botetourt County water/sewer connection.</p>	<p><u>New private system or mainline extension to County system:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>For first review:</u> (2) sets of water and/or sewer construction plans, specifications, and associated engineering design calculations, computations, and hydraulic model analysis (where applicable); including sanitary sewer downstream capacity request or verification (where applicable)</li> <li><u>For final approval:</u> (4) sets</li> <li><input type="checkbox"/> Water CAD and/or sewer CAD digital model, if applicable</li> <li><input type="checkbox"/> (1) copy of applicable easement plats showing all existing or proposed water and/or sanitary sewer easements as necessary for the project</li> <li><input type="checkbox"/> Shop drawing approval prior to construction</li> <li><input type="checkbox"/> Water and/or sewer construction cost estimate</li> <li><input type="checkbox"/> Water and/or sewer construction bond</li> <li><input type="checkbox"/> Payment of utility review fee: \$200 base, and 35 cents per linear foot of system.</li> </ul>	<p>30 business days or less</p>
<p><b>Water / Sewer System Connection Approval</b></p>	<p>New connection is proposed to private community water and/or sewer systems, or the County water and/or sewer systems.</p> <p><i>All commercial development projects:</i></p> <p>New or existing private water/sewer connection; or new or existing Botetourt County water/sewer connection.</p>	<p><u>County system connection:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed <i>Water and/or Sewer Connection Application and Service Contract</i></li> <li><input type="checkbox"/> Payment of applicable connection fee</li> <li><input type="checkbox"/> Completed <i>Water and/or Sewer Service Contract and Use Agreement</i></li> <li><input type="checkbox"/> Water / sewer system approval letter</li> </ul>	<p><u>County system connection:</u></p> <p>Three business days or less</p>