



Appomattox County
Department of Community Development
P. O. Box 787
Appomattox, VA 24522

BEFORE YOU BUILD

A CHECKLIST OF PERMIT REQUIREMENTS

- Is your property recorded in Appomattox County?

Check in the Clerk of Circuit Court Office (434) 352-5275 – A copy of the plat on file should be submitted for any new dwelling.

- Do you need a Health Department Permit?

If your building will require the use of a septic tank and drain field, a permit will be required from the Appomattox County Health Department – VDH, (434) 352-2313. The Department of Community Development will need approval from the Health Department before a building permit can be issued.

If your new building is located within the Town of Appomattox – you will need to contact the Town Office at (434) 352-8268 to inquire on water requirements.

- Do you need a zoning permit?

Yes, any new structure or use of land regardless of size requires the approval of the Zoning Administrator. There is a \$25.00 charge for this permit.

On the zoning permit application you will be asked to sketch a drawing of the proposed building(s) and any existing buildings on the property. You will need to give setbacks to each of your property lines. If your setbacks do not meet the county's requirements, your application will not be approved. These setbacks are determined by the zoning of your property. Please have your tax map number with you to help look up the zoning information. The tax map number can be found on your tax bill or you can call the Commissioner of Revenue's Office at (434) 352-7450 to obtain the number.

If your new building is located within the Town Limits of Appomattox – you will need to contact the Town Office at (434) 352-8268 to inquire on zoning requirements.

- Do you need an erosion and sediment control permit?

For a single family dwelling, if you are grading or disturbing more than 5,000 square feet, an Agreement in Lieu of an Erosion & Sediment Control Plan application must be completed. For any other use, if you are grading or disturbing more than 5,000 square feet, a Land Disturbance permit may be required. Check with the Department of Community Development at (434) 352-8183 to be sure.

If you are disturbing an acre or more, you will need to meet additional stormwater regulations.

- Do you need a building permit?

If your building is 256 square feet or larger, a building permit will be required. Detailed plans and specifications are required when submitting this application.

- Do I need a permit from the Virginia Department of Transportation?

If you are installing a new entrance, then yes, a Land Use Permit is needed.

VDOT regulations are continually being updated; therefore, it is recommended that you go to the VDOT website for any and all requirement information, www.virginiadot.org. You are encouraged to visit the VDOT Appomattox Residency Office located on Ferguson Street for additional information.

Don't forget to make arrangements for service with your utility companies and check with Miss Utility (Dial 811) to locate buried pipes and cables before you start to dig.