

The information herein is the most common instructions to obtain the necessary permits for your project and is not representative of all the conditions you may encounter.

Contact and locate us...

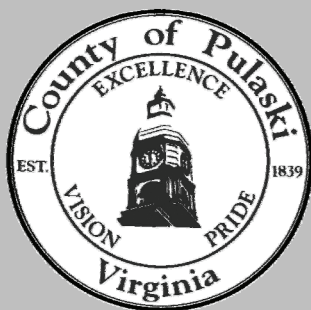
Building and Zoning Departments
Pulaski County Administration Building
First Floor
143 Third St. NW, Suite 1
Pulaski, VA 24301
540-980-7710 (telephone)
540-980-7717 (fax)
Hours of Operation
Monday - Friday
7:30 am - 4:30 pm

Environmental Health Department
Pulaski County Administration Building
Basement
143 Third St. NW
Pulaski, VA 24301
540-980-994-5037

Miss Utility
Always call 811 before you dig.

Virginia Department of Professional
and Occupational Regulation
1-804-367-8500
www.dpor.virginia.gov

Virginia Department of Transportation
540-381-7200



Who should apply for the permit?



Homeowners may obtain permits. However, it is strongly recommended your properly licensed contractor pull the permit as the responsible party so the county can better assist you in gaining compliance for defective work.

PERMITS REQUIRED

You must obtain permits for the construction of a new home. Listed below are the types of permits required.

- Building permit for architectural and structural elements.
- Temporary Power Pole, if needed
- Electrical permit for all electrical installations.
- Mechanical permit for heating and air conditioning systems (HVAC)
- Plumbing permit for plumbing installations
- Gas permit for gas installations
- Virginia Department of Transportation (VDOT) Entrance permit when your property is located on a state road, if entrance does not already exist
- Health Department permit for properties with wells and/or septic systems.
- Disposal permit for new construction debris if being transported to the New River Resource Authority

DOCUMENTS REQUIRED

When applying for a permit, you must submit the following documents. To obtain these forms, please go to our website, www.pulaskicounty.org.

- Permit application form
- Building plans
- Site plan to include home, decks and porches
- Construction permit for well and/or septic when applicable
- PSA application for mandatory garbage pickup; water and sewer connections when applicable
- Mechanic's Lien agent, when applicable
- Flood elevation certificate if in flood zone
- American Electric Power Work Order Number for both temporary and permanent power (AEP: 1-800-956-4237)
- Agreement in Lieu of Erosion and Sediment Control Plan

PERMIT PROCESS

When applying for the building permit, bring the required documentation listed above.

- Building Plan Review: Code compliance of the building plans is verified by the Pulaski County Building Code Official. **New home reviews may take up to 3 days.**
- Zoning Review: Compliance with Pulaski County's Zoning Ordinance will take place during the same 3-day review period.
- Trade permits including mechanical, electrical and plumbing permits will be issued at the same time as your construction permit. Electrical and plumbing permits do not require a plan submission since code compliance is verified during inspections. Mechanical permits require the submission of a Residential Heat Loss and Heat Gain Certification and a Manual J calculation.

New Homes in Subdivisions

Contact your Homeowner's Association for building requirements and restrictions specific to your subdivision. If no Homeowner's Association has been formed, check your deed and/or survey plat for restrictions.

Height Restrictions

In most cases the maximum height of a residential building is 35 feet measured from the average grade to the midpoint of the highest roof. Variations can apply with increase in setbacks from property line. Contact Zoning for more information.

BUILDING PLANS CHECKLIST

When applying for a permit, you must submit one copy of your building plans. The plans must meet the following requirements.

- Minimum sheet size 11x17 inches, no pencil.
- 911 Address
- Name, address, occupation of the building designer
- If prepared by a Virginia registered architect or professional engineer, the plans must bear the original signature, seal and date.
- List of design criteria ie: live load, dead load, snow load (25 psf), wind speed (90 mph), soil bearing capacity (1,500 psf maximum assumable) and lateral earth pressure (60 pcf minimum assumable).
- Foundation plan and footing details, including depth below grade (24 inches minimum)
- Basement wall design
- Floor plans of all levels, all room functions labeled.
- Location of smoke and carbon monoxide alarms.
- Structural framing plans for each level identifying all members, sizes, span lengths and spacing.
- Structural details of connections.
- Typical wall section w/sheathing thickness and type.
- Wall bracing. For more information see our **wind bracing publications**.
- Roof framing plan indicating the size and spacing of the following: trusses, rafters, ceiling joists/rafter ties, ridge board and/or ridge beam.
- Insulation R-values and U-factors. See **Energy Compliance handout** for specific requirements.
Please check which of the following testing options you will be using:
 - Blower Door Test
 - Visual Inspection by Pre-Approved Third Party Inspector
- Exterior elevations (front, side and rear) noting window and door dimensions and locations.
- Building height
- Jacuzzi/Whirlpool tub manufacturer's information showing loading requirements must be attached to the plans.
- Location of safety glazing.
- If you are using a new or unique product or material, you must submit a copy of its evaluation report from a nationally recognized listing agency, such as ICC-ES, ATI or UL, certifying it meets the requirements of the building code. This is required for products such as EIFS, adjustable columns and structural composites.
- Manufacturer's design specifications for prefabricated fireplaces must be attached to the plans.

Footing Policy and Problem Soils

Soil types with high water table, expansive or marine clays or other behavioral issues are considered problem soils. If your new home is to be constructed on a problem soil, you may have to have your foundation designed by a Virginia Registered Professional Engineer and shall be submitted with the building permit.

-OR-

MINIMUM STANDARD FOOTING DESIGN

- Minimum footing depth to the bottom of the footing shall be 24".
- Minimum thickness of concrete footings shall be 8 inches.
- Two continuous #4 reinforcing bars shall be provided throughout all footings. All reinforcing steel shall be secured in place and lapped a minimum of 12 inches where spliced, and shall be supported and anchored with metal stakes and/or chairs which provide a minimum of 3 inches clearance from the sides and bottom of the excavation. Clay brick or CMU block shall NOT be used for support and or anchors.
- The minimum overlap at all footing steps shall be a minimum of 2 times the footing thickness.
- The minimum footing width shall be 16 inches and shall extend a minimum of 4 inches beyond each face of the wall it supports.
- Footings supporting interior piers shall be continuous and tied into exterior footings. This requirement shall not apply to basement column footings or isolated interior fireplace footings.

Grading Requirements

In lieu of submission of an erosion and sediment control plan for the construction of any single family dwelling, requirements shall be met that are based on the conservation standards contained in the Pulaski County Erosion and Sediment Control Ordinance, and shall represent the minimum practices necessary to provide adequate control of erosion and sedimentation on or resulting from this project.

As a minimum, all denuded areas on the lot shall be stabilized within seven days of final grading with permanent vegetation or a protective ground cover suitable for the time of the year.

For more information about soil erosion and sediment control measures and the Pulaski County Erosion and Sediment Control Ordinance, please contact our office.

Can I use my own Inspectors?



Yes, you must notify the county prior to permit issuance, and only pre-approved licensed professionals are permitted to conduct inspections for you. Contact our office for more information.

CODE COMPLIANCE AS OF MARCH 1, 2012

- 2009 Virginia Uniform Statewide Building Code
- 2009 Virginia Residential Code
- 2009 Virginia Construction Code
- 2009 Virginia Plumbing Code
- 2009 Virginia Electrical Code
- 2008 National Electrical Code
- 2009 Virginia Fuel Gas Code
- 2009 Virginia Energy Conservation Code
- 2009 Virginia Fire Prevention Code