

## **Agency Involvement & Information**

### **Page County Health Dept. - Health Approval**

- For new homes, well and septic construction permits must be issued prior to the issuance of the building permit. These permits are obtained through the Page County Health Department. They are located at 75 Court Lane, Luray, VA. They can be reached at (540) 743-6528.
- For additions and accessory structures, including farm buildings, an application for evaluation of an existing sewage disposal system and/or water supply must be obtained from the Page County Health Department and an approval from the health department sent to our office.
- For new homes, if you plan on connecting to town water and sewer, please contact the local town office for information regarding tap fees. We will need written verification from the town that the fees have been paid prior to the issuance of the building permit.

### **Virginia Department of Transportation (VDOT) - Entrance Permit**

- If you are creating a new entrance off of a state maintained road, please attach a copy of the approved VDOT entrance permit. They can be reached at (540) 434-2586. We will need this permit prior to the issuance of the building permit.

### **Page County Zoning Dept. - Zoning Permit Application/ Setback Requirements**

- If the property is located in the county, staff will supply you with a zoning permit application and review the application process with you.
- If the property is located within town limits, you will need to contact the local town office for the zoning permit application.
- If the town does not require a zoning permit, we will need that statement in writing from their office.
- If the property is located in the county, staff will provide you the setbacks, which are based on what your property is zoned.
- If the property is located in the town limits, you will need to contact the town office to obtain the setbacks.

### **Page County Treasurer's Office - Taxes**

- A verification slip must be completed by the Treasurer's office that taxes have been paid for the property, and/or that contractor taxes have been paid.
- If the taxes have not been paid, our office cannot issue any permits per the Code of Virginia without the consent of the Treasurer.

### **Page County GIS - 911 Address Application**

- The completed application is submitted to the Page County GIS Department. They are located at 103 S Court Street, Suite F, Luray, VA and can be reached at (540) 743-7316. Their website is: <http://pagecounty.virginia.gov/175/Geographical-Info-Systems-GIS>

### **Page County Erosion & Sediment Control – Land Disturbance Permit Application**

- For new homes and additions, you must complete an In Lieu of an Erosion and Sediment Control Plan application. Prior to the issuance of the building permit, a pre-inspection must be completed by our office to ensure the construction entrance and silt fencing are in place (guidelines will be provided on how to do this).

- For other land disturbance, depending upon the amount of land to be disturbed, an under 10,000 or over 10,000 square feet permit may be required. Please ask staff for further details.
- One acre or more of land disturbance requires a storm water permit and plans by a professional engineer.

#### **Page County Building Inspections Dept. - Building Permit Application/Plan Review**

- When hiring a contractor you must make sure they are properly licensed/certified in Virginia to complete the work. Please provide all contractor information requested on the application. All necessary information can be researched and/or validated online at the Virginia Department of Professional and Occupational Regulation ([www.dpor.virginia.gov](http://www.dpor.virginia.gov)).
- If the property owner is pulling the permits, we will need a Contractor Release form signed for each contractor (General Contractor and Sub-Contractors.) If the General Contractor is pulling the permits, we will need a Contractor Release form signed by each sub-contractor.
- The owner has the option to list themselves as doing the work. However, when building a new home, the owner may perform/supervise no more than one primary residence owned by him/her for his/her own use during any 24-month period. The owner will be required to sign an Owner's Affidavit if they choose this option.
- You can pull electrical, mechanical, and plumbing permits at the same time if you have all of your information as far as contractor and type of work. We will also need contractor release forms completed by each of these contractors.
- Two complete sets of plans are required to be submitted with the permit application. Once approved, we will keep one copy for our records, and the other copy will be given to you to keep on the jobsite.
- If you are constructing a deck or porch, a deck/porch guide will be provided to you. This must be kept on the jobsite at all times.
- We have a sample checklist sheet for Plan Review that will guide you in understanding minimum code requirements that need to be drawn out on the plans.
- All log homes require engineer seal/stamped drawings.
- The review process may take up to two weeks depending on work load status.

#### **Page County Floodplain Conservation – Floodplain Development Permit Application**

- All uses activities and development occurring within any floodplain district including placement of manufactured homes shall be undertaken only upon the issuance of a zoning permit.
- If all or part of your property is located in the floodplain you will be required to submit a floodplain development permit application.
- Additional information may be required after review of your initial submittal to the Floodplain Administrator.

If you have code questions or questions about the application forms, please contact our department by phone at (540) 743-6674. Our office is open Monday through Friday 8:00 a.m. to 4:00 p.m. We cannot issue permits after 3:30 p.m.