



DEVELOPMENT SERVICES
DEPARTMENT OF BUILDING INSPECTIONS

**Building Permit Application Checklist
Single Family Dwelling (R5)**

- Submit Completed Developmental Services Zoning Form Application
- Pickup zoning form after approval
- Take approved zoning form and a copy of the soil scientists report (Perc Test) to the Health Department

Please submit the following as applicable to the Building Department:

- The Issued Septic Construction Permit from Health Department
 - Note: If Connecting to an existing system you will need copy of Operations Permit. If Operation Permit is not available or if older than 10 years you will need a Safe, Adequate, Proper (SAP) from Health Department.
- Completed Developmental Services Application
- Completed Building Permit Application
- Completed Land Use Permit Application
- Completed Stormwater and/or E&S Permit if applicable (\$\$ Fee Required)
- Proof of Western Virginia Water Authority connection Fee payment (Where Applicable)
- County of Franklin Delinquent Tax Verification Form from Treasurers Office
- VDOT Entrance Permit Verification
- Proof of Ownership
- Two Sets of $\frac{1}{4}$ " Scale Plans
- If Required: Zoning Approval from the Town of Rocky Mount or Boones Mill
- Copy of Lease Agreement acquired for Manufactured Homes placed in Mobile Home Parcels

Contact Information:

Developmental Services: Main Desk (540).483.3047

Franklin County Health Department: Main Desk (540).484.0292

Western Va. Water Authority: Main Desk (540).853.5700

VDOT: Lisa Lewis (540).493.4127