



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 will need copy of Operations Permit. If Operation Permit not available or if older than 20 years will need 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 ¼" 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

1255 FRANKLIN ST., SUITE 103  
ROCKY MOUNT, VIRGINIA 24151  
540-483-3047  
[www.franklincountyva.gov](http://www.franklincountyva.gov)