

Caroline County Department of Planning & Community Development

233 W. Broaddus Avenue
Bowling Green, Virginia 22427
804-633-4303 phone
804-633-1766 fax
www.visitcaroline.com



Single/Double-Wide Manufactured Home Application Packet

Contents:

1. Single Family Dwelling Checklist
2. Contractor Affidavit
3. Sub Contractor Roster
4. Agreement in Lieu of an E&S Plan
5. Land Disturbing & Zoning Plan Checklist
6. Sequence of Inspections
7. Bond Information
8. Building Permit Application

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Application Check List for a Manufactured Home Building Permit

- Permit Application (complete only the areas pertaining to what you are doing).
- One Copy of the Septic and Well Permit. (Affidavit of Site Conditions where applicable.)
- Two Copies of Floor Plans and Block & Tie down Diagram for On Frame.
- Two Copies of a site plan **drawn to scale** showing where the home will be located and the distances from **all** property lines. Lots of 3-acres or less requires surveyed house location.
- A copy of the Land Disturbing and Zoning Plan Checklist.
- A copy of your Utility permit if you are building in a subdivision served by public water and/or sewer.
- A completed Agreement in Lieu of a Plan signed by the Owner of the property.
- A copy of the WQIA forms if encroaching in an RPA Buffer.
- A copy of the deed indicating ownership of the property if ownership is different than what is shown in the current tax records.
- A \$200.00 Plan Review Deposit for a single family dwelling shall be payable when application is submitted. The deposit will be credited to the total cost calculated for the permits.

Signature of _____
Owner/Applicant: _____ Date: _____

Note: All incomplete applications will be returned.

The permit process will start over when completed application is received.

** Please contact the Virginia Department of Transportation offices (540-899-4447) or Ladysmith (804-448-2580) to obtain a Land Use Permit before installing any entrance off of VDOT maintained road. VDOT will require #21A or #21B stone at entrance before releasing Land Use Permit. Contact VDOT as to size of culvert needed for entrance. VDOT recommends concrete culverts be installed because of the frequent damage done to galvanized and plastic culverts.

*If replacing home please advise if placement will be in the same location on the property.

*For septic/drain field information, please call the Environmental Health Department. 804-633-6237

*To obtain a copy of your plat visit the Circuit Court Clerk's Office. 123 N. Main Street, Bowling Green.

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NOTE: THIS DOCUMENT CONTAINS IMPORTANT INFORMATION CONCERNING THE VIRGINIA CONTRACTOR'S LICENSING LAW. PLEASE READ CAREFULLY BEFORE SIGNING.

CONTRACTOR AFFIDAVIT

I _____ of _____ (mailing address)
Affirm that I am the contractor for the owner of a certain tract or parcel of land located in the County of Caroline at _____ and that I have applied for a building permit to erect a structure on said land or repair or improve an existing structure on said land.

I affirm that I am aware of the provisions of Title 54.1, Chapter 11, of the Code of Virginia that requires a contractor to be properly licensed before he may bid or undertake contracting work of \$1,000 or more. I further certify that I am familiar with the responsibilities of an awarding authority specified in Section 54.1111 of the Code which prohibits any awarding authority from issuing permits or allowing the issuance of such permits to any contractor not properly licensed under the provisions of the Code, and that to do so would constitute the commission of a misdemeanor.

I affirm that I am duly licensed under the terms of Title 54.1, Chapter 11, Code of Virginia to carry out or superintend this work; OR I am not subject to licensure as a contractor, subcontractor, or owner-developer pursuant to such title. I affirm that I have paid in full any license fees required by any county, city, or town so as to qualify me to bid upon or contract for the work for which this permit has been applied.

"Class A Contractors" perform or manage construction, removal, repair, or improvements when (i) the total value referred to in a single contract or project is \$120,000 or more, or (ii) the total value of all such construction, removal, repair, or improvements undertaken by such person within any 12-month period is \$750,000 or more.

"Class B Contractors" perform or manage construction, removal, or repair, or improvements when (i) the total value referred to in a single contract or project is \$10,000 or more, but less than \$120,000, or (ii) the total value of all such construction, removal, repair or improvements undertaken by such person within any 12-month period is \$150,000 or more, but less than \$750,000.

"Class C Contractors" perform or manage construction, removal, repair, or improvements when (i) the total value referred to in a single contract or project is over \$1,000 but less than \$10,000, or (ii) the total value of all such construction, removal, repair, or improvements undertaken by such person within any 12-month period is less than \$150,000. The Board shall require a master tradesmen license as a condition of licensure for electrical, plumbing, and heating, ventilation and air conditioning contractors.

This permit becomes null and void if work or construction authorized is not commenced within 6 months, or if the construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not, the granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Contractor/Authorized Agent

Print Name

Date

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BUILDING PERMIT# _____

AGREEMENT IN LIEU OF AN EROSION AND SEDIMENT CONTROL PLAN

LANDOWNER NAME _____

CONTRACTOR NAME _____

TAX MAP PARCEL # _____ **SUBDIVISION:** _____

In lieu of submission of an erosion and sediment control plan for the construction of this single family dwelling, I agree to comply with any reasonable requirements determined necessary by employees of **Caroline County, Virginia**, representing either the Zoning Administrator or the County. Such requirements shall be based on the conservation standards contained in the **Caroline 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 7 days of final grading** with permanent vegetation or a protective ground cover suitable for the time of year.

I further understand that failure to comply with such requirements within three (3) working days following notice by the representatives of **Caroline County** could result in citation for violation of the **Caroline County Erosion and Sediment Control Ordinance**.

Measures specified by plan approving authority:

Maintain & install proper erosion controls including proper entrance. Keep roads free of debris at all times.
A MINIMUM OF \$1,400 SURETY MUST BE POSTED WITH THE COUNTY PRIOR TO FINAL
EROSION INSPECTION UNLESS THE LOT IS SODDED OR A STAND OF GRASS EQUALING 80%
COVERAGE AND 3" IN HEIGHT EXISTS

A FINAL C/O WILL NOT BE SCHEDULED IF THESE REQUIREMENTS ARE NOT MET.

SIGNATURE OF LANDOWNER/CONTRACTOR: _____

Party Responsible for Erosion and Sediment Control and Certification Number:
(Not required if submitted in conjunction with permit application for Single Family Dwelling.)

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ROSTER OF SUB-CONTRACTOR

Permit # _____ Owner: _____

Tax Map ID # _____ Lot # _____ Subdivision _____

YOU ARE REQUIRED TO SUBMIT TO THIS OFFICE A ROSTER OF ALL SUB-CONTRACTORS WHO HAVE PERFORMED OR WILL PERFORM WORK UNDER YOUR BUILDING PERMIT CITED ABOVE. A CAROLINE COUNTY BUSINESS LICENSE IS REQUIRED BY ALL CONTRACTORS PURSUANT TO CHAPTER 103, ARTICLE 12 OF THE CODE OF CAROLINE COUNTY, VIRGINIA. THIS FORM MUST BE COMPLETED, NOTARIZED AND RETURNED TO THE BUILDING INSPECTION OFFICE BY 12:30 P.M. ONE DAY PRIOR TO REQUESTING ROUGH-IN INSPECTIONS.

GENERAL CONTRACTOR

Name _____ Phone # _____

Address: _____

Caroline County Business License # _____ Total Contract Amount: \$ _____

State Contractor License # _____ Class _____ Exp. Date _____

SUB-CONTRACTORS

MECHANICAL: Value \$ _____

Name: _____

Address: _____

State Contractor License # _____ Class _____ Exp. Date _____ Caroline County BPOL# _____

ELECTRICAL: Value \$ _____

Name: _____

Address: _____

State Contractor License # _____ Class _____ Exp. Date _____ Caroline County BPOL# _____

PLUMBING: Value \$ _____

Name: _____

Address: _____

State Contractor License # _____ Class _____ Exp. Date _____ Caroline County BPOL# _____

FRAMING: Value \$ _____

Name: _____

Address: _____

State Contractor License # _____ Class _____ Exp. Date _____ Caroline County BPOL# _____

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INSULATION Value \$ _____

Name: _____

Address: _____

State Contractor License # _____ Class ____ Exp. Date _____ Caroline County BPOL# _____

ROOFING: Value \$ _____

Name: _____

Address: _____

State Contractor License # _____ Class ____ Exp. Date _____ Caroline County BPOL# _____

CONCRETE/FOUNDATION/WATERPROOF: Value \$ _____

Name: _____

Address: _____

State Contractor License # _____ Class ____ Exp. Date _____ Caroline County BPOL# _____

WELL Value \$ _____

Name: _____

Address: _____

State Contractor License # _____ Class ____ Exp. Date _____ Caroline County BPOL# _____

DRAINFIELD Value \$ _____

Name: _____

Address: _____

State Contractor License # _____ Class ____ Exp. Date _____ Caroline County BPOL# _____

EXCAVATING Value \$ _____

Name: _____

Address: _____

State Contractor License # _____ Class ____ Exp. Date _____ Caroline County BPOL# _____

I, the undersigned, declared under penalty of law that the above information is true, correct, and complete to the best of my knowledge.

Signature (must be signed in presence of Notary) Title

State of Virginia, County of _____

I, _____, Notary Public in and for the County aforesaid, in the State of Virginia, do certify that _____, whose name is signed to the foregoing roster, acknowledged the same before me in my County aforesaid.

Given under my hand this _____ day of _____, 20 _____

Notary Public

Commission Expires

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Single Family Dwelling Land Disturbing & Zoning Plan Checklist

Required for all residential dwellings on **parcels 3 acres or smaller**

The following are required for all lots 3-acres or less:

- Site plan prepared by a certified land surveyor or professional engineer
- Plan sheet size 11" x 17" or larger. Scale of 1" = 30'
- Area of parcel in square feet and acres
- Property lines with bearing and distance, and north arrow
- Distance from all structures' corners to property lines
- Surveyed house location (includes all other proposed accessory structures)
- Location of existing or proposed wells, septic tanks, drainfield areas, including reserve areas and/or water and sewer lines
- Location of all building restriction lines, setbacks, easements, covenants and restrictions
- CBPA designation noted on plan. (RMA/RPA/none)
- Delineation of Resource Protection Area (RPA) boundaries, if present
- Floodplain limits, if present
- Limits of clearing and grading
- Location of all E&S controls
- Impervious surface calculations (dimensions, location and total area)
- Location of proposed construction entrance and access road/driveway
- Total disturbed area (including driveway, house site, drainfield(s), etc.) rounded to the nearest acre.
- Existing contours of the land (topography) at ten (10) foot maximum intervals. (USGS topo showing site location is acceptable.)
- Finished grading at ten (10) foot maximum contour intervals
- Vicinity map, including road name and route number
- Certification that all drainage structures (driveway culverts, etc.) are sized for 10-year storm.
- Signed "Agreement in Lieu of E&S plan."

In addition to the above, for lots less than 1 acre the following information is required:

- Basement Floor/Finished Floor (BF/FF) elevations (proposed)
- Existing contours of the land (topography) at two (2) foot maximum intervals.
- Finished grading at two (2) foot maximum contour intervals, including drainage arrows or direction.
- Location of foundation drain and sump pump outfalls
- Signed "Agreement in Lieu of E&S plan."

A VSMP permit from the VA Dept. of Conservation and Recreation may be required.
Contact DCR at [http://www.dcr.virginia.gov/soil & water/vsmp](http://www.dcr.virginia.gov/soil_water/vsmp) or (804) 786-2064.

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Single Family Dwelling Land Disturbing & Zoning Plan Checklist

Required for all residential dwellings on **parcels larger than 3 acres**

- Vicinity map, including road name and route number
- Plan sheet size 11" x 17" or larger. Scale of 1" = 30' preferred
- Limits of clearing and grading
- Total disturbed area (including driveway, house site, drainfield(s), etc.) rounded up to nearest acre.
 - If more than 3 acres are disturbed, E&S bond is required. See bond schedule (below).
- Existing contours of the land (topography) at ten (10) foot maximum intervals. (USGS topo showing site location is acceptable.)
- Finished grading at ten (10) foot maximum contour intervals
- Location of house and all other proposed accessory structures
- Location of proposed construction entrance and access road/driveway
- Location of existing or proposed wells, septic tank and drainfield areas including reserve areas
- CBPA designation noted on plan. (RMA/RPA/none)
- Delineation of Resource Protection Area (RPA) boundaries, if present
- Impervious surface calculations
- Location of all erosion and sediment controls
- Certification that all drainage structures (driveway culverts, etc.) are sized for 10-year storm.
- Signed "Agreement in Lieu of E&S plan."

E&S Bond is required based on the following schedule: \$2000 for 1st disturbed acre; plus \$1600 for each additional disturbed acre.

A VSMP permit from the VA Dept. of Conservation and Recreation may be required.
Contact DCR at [http://www.dcr.virginia.gov/soil & water/vsmp](http://www.dcr.virginia.gov/soil_water/vsmp) or (804) 786-2064.

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SEQUENCE OF INSPECTIONS SINGLE/DOUBLE-WIDE MANUFACTURED HOMES ON FRAME

March 1, 2011

Must follow all requirements of the 2012 Virginia Manufactured Home Safety Regulations

The following list of inspections is required to be scheduled when installing a single/double wide manufactured home. The scheduling of these inspections is the responsibility of the permit holder. Please remember that any failed inspection is subject to a \$100.00 re-inspection fee which is the responsibility of the permit holder. The bond posting is also the responsibility of the permit holder. This is a general guideline. There may be other inspections required based on the submittal of your documents.

1. **Initial Erosion & Sediment.** This inspection includes all E&S measures in-place, construction entrance installed, and an all-weather container on site for approved plans and inspection results. The permit must be posted so it is clearly visible from the public way.
2. **Footer.** This inspection must be performed prior to the placement of concrete. All deck footers must be a minimum of 18" deep and bearing on undistributed soil, 12" diameter, and a minimum of 8" of concrete under the support posts. Follow manufactures specifications for footer size and location of the manufactured home model installed.
Note: We assume 2000 psf soil.
3. **Set-Up/Rough-Ins.** Since these homes are inspected at the factory, this inspection will consist of the following: The block and tie down. The plumbing connection for the home with a plumbing test. All required HVAC connections under the home to include setting of the unit. The marriage wall inspection which will include the beam (crawl), all wall connections, beam (attic), and truss/ridge connections. Since a lot of these installations require that straps be installed under the roof underlayment, pictures must be provided of the installation if the permit holder doesn't want to wait for the building inspector to perform this inspection. The manufactures specifications for these connections must be on site for the model installed. All of these inspections will be done at the same time and before the curtain wall/skirting is installed. Failure to follow this guidance will cause the permit holder to have an approved third party inspector perform this inspection.
4. **Permanent Electrical Service.** This inspection cannot be scheduled prior to marriage wall inspection.
5. **Water/Sewer Line.** This inspection is for the burial depth and sleeve/cleanout placement.
6. **Gas Line.** This inspection will include pressure test and burial depth if required.
7. **G&D.** This inspection must be scheduled with the E&S Department. It must be scheduled 1 day prior to the final inspection/Certificate of Occupancy.
8. **Final Inspection.** This inspection will include all code issues and require that an Operations Permit from the health department be on file with this office. If complete, a Certificate of Occupancy will be issued.

Failure to assure that inspections have been conducted under Section 113 can be considered an Unlawful Act under Section 115.1 of the Virginia Uniform Statewide Building Code and be prosecuted under Section 36-106 of the Code of Virginia.

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EROSION AND SEDIMENT CONTROL INFORMATION

Grading & Drainage inspections and Bond Requirements:

Purpose

To ensure the site has acceptable grading and drainage prior to issuing the Certificate of Occupancy. The “criteria” (see below) helps to clarify the expectations in regards to grading and drainage.

Criteria

- Site must be graded in accordance with the Grading and Drainage Inspection criteria.
- Disturbed area must be seeded, mulched, or have other acceptable permanent stabilization measure(s).
- Grass will be inspected using the following considerations:
 - Grass must be a perennial type.*
 - Mature, vigorous growth to successfully withstand seasonal conditions.*
 - Able to resist erosive elements.*
 - Sod must be rooted into the soil.*
 - Proper seedbed preparation. This item includes proper topsoil and other amendments, removal of debris, stones, etc. that would hinder lawn care.
- All temporary E&S controls must be removed.

For sites on which successful final stabilization is questionable, the program administrator may hold the E&S bond for up to one year after all site work has been completed. This provision allows for the “test of time” in order to make the best assessment of the site. After the one year period, either the Final E&S Inspection will be approved or corrective action will be required.

- **Bond Requirement:**

If the site does not have adequate permanent stabilization, a bond will be required, based on the following schedule:

- 2,500 to 15,000 sf : \$1,400
- 15,001 to 30,000: 1,700
- 30,001 to 1 acre: 2,000
- More than 1 acre: 2,000 plus \$1,600 for each additional acre.

* The program administrator may grant an administrative exemption when the site cannot be graded and stabilized due to climatic conditions beyond the owner’s control. Examples of such conditions include excessive wet weather, cold weather (typically December thru February), or climatic factors that create conditions in which grading and final stabilization cannot reasonably be conducted. All such sites must install and maintain all required E&S controls until final stabilization is achieved. Compliance with E&S requirements will be enforced, and failure to comply will be subject to the remedies provided by the County E&S program. All such sites shall be required to pass a final inspection by May 15 or other completion deadline noted by the program administrator. The land disturbance portion is a 12-month permit.



THE COUNTY OF CAROLINE, VIRGINIA

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

233 W. Broaddus Avenue, Bowling Green, VA 22427
 Phone: (804)633-4303 Fax: (804) 633-1766
www.visitcaroline.com/planning.html

APPLICATION FOR BUILDING, EROSION & SEDIMENT CONTROL AND ZONING PERMITS

Application Date: _____ Permit Number: _____

Permit Type:			
Deposit Type:		Amount: \$	DH#:

Application is hereby made for a Building, Erosion & Sediment and Zoning Permit in accordance with the description and for the purpose set forth herein. This application is made subject to all County and State laws and regulations, which are hereby agreed to by the undersigned and which shall be a condition of this permit.

ALL APPLICABLE INFORMATION MUST BE COMPLETED OR APPLICATION WILL BE RETURNED. (Please Print)

Residential
 Commercial
 Building Permit
 Zoning Permit
 Land Disturbing

Owner Information	Name _____		Daytime Telephone No. _____	
	Mailing Address _____			

	E-mail Address _____	Fax Number _____	Cell Number _____	

Builder/ Applicant	Name _____		Telephone No. _____	
<input type="checkbox"/> same as owner	Mailing Address _____			

	E-mail Address _____	Fax Number _____		

Property Information	Address / Directions _____			
	Tax Map ID # _____	Area (in acres or sq. ft.) _____		
	Subdivision _____	Lot # _____	Block _____	Section _____
	Current Deed Book/Page # _____	Election District _____		

PLEASE FILL IN ALL AREAS RELEVANT TO THE PERMIT BEING REQUESTED

Building Use _____	No. of Rooms _____	No. of Bedrooms _____	Stories _____
Use Group _____	Occupant Load _____	Overall Height of Structure _____	
Water / Sewer <input type="checkbox"/> Existing	<input type="checkbox"/> Public Utilities	<input type="checkbox"/> Septic / Well	Health Permit No. _____

PLEASE FILL IN ALL AREAS RELEVANT TO THE PERMIT BEING REQUESTED

Permit Type:

Construction	<input type="checkbox"/> Framed	<input type="checkbox"/> Modular	<input type="checkbox"/> SWMH	<input type="checkbox"/> DWMH	<input type="checkbox"/> TWMH	YEAR _____
Foundation	<input type="checkbox"/> Masonry	<input type="checkbox"/> Formed Concrete	<input type="checkbox"/> Treated Wood	<input type="checkbox"/> Pre-Cast Concrete	<input type="checkbox"/> On Frame	<input type="checkbox"/> Off Frame
Square Footage	1 st floor sq. ft. _____		2 nd floor sq. ft. _____		Total sq. ft. _____	
Basement	<input type="checkbox"/> Finished	Sq. ft. _____	<input type="checkbox"/> Unfinished	Sq. ft. _____	<input type="checkbox"/> Partial	<input type="checkbox"/> Crawlspace
Walls	<input type="checkbox"/> Wood Frame	<input type="checkbox"/> Masonry Bearing	<input type="checkbox"/> Structural Steel	<input type="checkbox"/> Reinforced Concrete	<input type="checkbox"/> Other	
Exterior	<input type="checkbox"/> Brick	<input type="checkbox"/> Wood	<input type="checkbox"/> Vinyl	<input type="checkbox"/> Aluminum	<input type="checkbox"/> Stone	<input type="checkbox"/> Other
Roof	<input type="checkbox"/> Manufactured Trusses		<input type="checkbox"/> Field Frame		<input type="checkbox"/> Other	

Garage	<input type="checkbox"/> Detached	<input type="checkbox"/> Attached	Length _____	Width _____	Sq. ft. _____
Porch	<input type="checkbox"/> Front	<input type="checkbox"/> Rear	Length _____	Width _____	Sq. ft. _____
Deck	<input type="checkbox"/> Front	<input type="checkbox"/> Rear	Length _____	Width _____	Sq. ft. _____
Ramp	<input type="checkbox"/> Front	<input type="checkbox"/> Rear	Length _____	Width _____	Sq. ft. _____
Shed	<input type="checkbox"/> Framed	<input type="checkbox"/> Pre-Manufactured	Length _____	Width _____	Sq. ft. _____
Carport	<input type="checkbox"/> Framed	<input type="checkbox"/> Pre-Manufactured	Length _____	Width _____	Sq. ft. _____

Electrical	Amps _____	Disconnect <input type="checkbox"/> New <input type="checkbox"/> Existing	<input type="checkbox"/> Upgrade	<input type="checkbox"/> Temporary
Mechanical	Type Heat _____	Fuel Type _____	<input type="checkbox"/> Replacement	<input type="checkbox"/> Hood
Fireplace	<input type="checkbox"/> Wood	<input type="checkbox"/> Electric	<input type="checkbox"/> Gas Logs	<input type="checkbox"/> Wood Stove
Plumbing	Full Bath # _____	Half Bath# _____	<input type="checkbox"/> Replace well	<input type="checkbox"/> Repairs
Water Heater	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Other	<input type="checkbox"/> Replacement
Tank / Gas lines	<input type="checkbox"/> New	<input type="checkbox"/> Replacement	<input type="checkbox"/> Above ground	<input type="checkbox"/> Underground
Generator	Type _____	Fuel Source _____	<input type="checkbox"/> Permanent	<input type="checkbox"/> Portable

Sign	<input type="checkbox"/> Freestanding	<input type="checkbox"/> Attached to Bldg.	<input type="checkbox"/> Illuminated	Size _____
Alarms / Amusements	Type _____	No. _____		
Tent	Size _____	Occupant Load _____	<input type="checkbox"/> Cooking	

Other	_____
--------------	-------

Additional Information:

Estimated Cost of Work to be Performed \$ _____ (Required Information for ALL permits)

Note: This Page is for office use only – Please fill in all required signatures on LAST PAGE of application.

<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> COMMERCIAL
--------------------------------------	-------------------------------------

REQUIRED SIGNATURES

Plan Review	
Permit Fees	
Garage	
Porch	
Deck	
Ramp	
Shed	
Carport	
Electrical	
Mechanical	
Fireplace	
Plumbing	
Generator	
Other:	
Amendment	
Post Construction	
Building Sub Total	
2% State Levy	
Building Total	

Zoning Fees	
Site Plan Review	
Proffers	
911 Address	
Zoning Total	

E & S Fees	
-----------------------	--

Other	
-------	--

TOTAL FEES	
-------------------	--

Property Zoned as:		Permit Type:		
Rezoning / Special Exception #		Proffers / Conditions <input type="checkbox"/> Yes <input type="checkbox"/> No		
Transportation Analysis Zone:				
Census Tract:				
Flood Hazard District <input type="checkbox"/> Yes <input type="checkbox"/> No F.I.R.M No.				
Setbacks:		<input type="checkbox"/> Not Applicable		<input type="checkbox"/> Corner Lot
Front	Proposed		Required	
Back	Proposed		Required	
Right	Proposed		Required	
Left	Proposed		Required	
Comments:				

Zoning Administrator	Date
-----------------------------	-------------

Chesapeake Bay District: <input type="checkbox"/> None <input type="checkbox"/> RMA <input type="checkbox"/> RPA	
RLD	RLD No.:
Bond required at issuance? <input type="checkbox"/> Yes <input type="checkbox"/> No Bond Amount: \$	
Notes:	

Environmental Planner	Date
------------------------------	-------------

Comments:

Building Official	Date
--------------------------	-------------

County of Caroline

Kevin R. Wightman, CBO
Department of Building Inspections
233 West Broaddus Street
Bowling Green, Virginia 22427
(804) 633-4303 Main/ (804) 633-1766 Fax



MEMORANDUM

FROM: Kevin R. Wightman, CBO
Caroline County Building Official

SUBJECT: Scheduling Inspections & Roster of Sub-Contractors

Please take note of our inspection scheduling process:

To schedule inspections, please call 804-633-9896 before **2:00pm** to schedule for the following work day.

We do not schedule times. If it is necessary to coordinate an inspection time, please leave a message for the building inspectors and they will return your call.

It is recommended that you call the building inspectors directly before 7:30 a.m. on the day of your inspection to get an **ESTIMATE** on your inspection time.

Inspectors direct lines: 804-633-4098 – John Snyder, CBO
 804-633-0823 – Don Robinson Jr., CBO

For Single Family Dwelling permits:

A **Roster of Sub-Contractors** must be submitted to this office on day prior to scheduling of the Rough-in inspections. The roster must be complete and **all licenses** must be valid for the rough-in inspection to be performed.

This may be faxed to 804-633-1766 or emailed to mblanton@co.caroline.va.us or rbradford@co.caroline.va.us.