



**COUNTY OF ALBEMARLE**  
**Department of Community Development**  
401 McIntire Road, North Wing  
Charlottesville, Virginia 22902-4596

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Inspections Hot Line (434) 972-4179

Dear Applicant:

Thank you for applying for a Building Permit with the Department of Community Development. We hope you find this handout beneficial as you go through the application and building processes.

Once your application is complete, it will be processed and reviewed as quickly as possible. A typical application requires seven to ten (7 – 10) business days to review, but may vary depending on staff workload and the complexity of your application.

Your application will be considered complete and ready for the review process once we have the following:

1. A complete and accurate Building Permit Application form, to include all **applicable State and County** Contractor License Information (**i.e. Contractor License Numbers, Locality Business License information, for all General and Sub- Contractors**),
2. Payment of applicable Building Permit Fees (cash or check - expected day of the initial application request),
3. Required documentation, which may include the following:
  - a. Two (2) copies of your plans (See Minimum Standards for Drawings handout enclosed)
  - b. Two (2) copies of your RECORDED PLAT for all new and exterior additions/renovations
  - c. Land disturbing documentation: Erosion & Sediment Control Agreement or Plan, Critical Resources Map, Stormwater Pollution Prevention Plan (SWPPP).
  - d. Groundwater / Well documentation via the Thomas Jefferson Health Department
  - e. Commercial Permits – two (2) copies of the approved, signed site plan.

Please note that if you do not provide all required documentation for this application within six (6) months of your initial application date, your application will become VOID. Should you wish to continue with your project at a later date; you will be required to initiate a new application, complete with documentation and fees.

Once your application has been reviewed and approved; you will be issued a Building Permit. Your Building Permit must be onsite throughout the building process, and available for public inspection. You are now ready to begin work on your building project.

To keep your Building Permit active throughout the building process, **YOU MUST COMMENCE WORK WITHIN SIX MONTHS OF THE ISSUANCE DATE, AND YOU MUST REQUEST AT LEAST ONE (1) INSPECTION WITHIN A SIX-MONTH TIME PERIOD** until the project is complete. If you are not ready for a specific inspection type, you may keep your permit active by providing other evidence that work is being performed.

You will be issued a CERTIFICATE OF OCCUPANCY, **prior to occupancy**, once this department has received all (if applicable) Health Department Operations Permits; and your project has received APPROVAL ON ALL REQUIRED INSPECTIONS. An APPROVED FINAL INSPECTION may serve as your CERTIFICATE OF OCCUPANCY for alterations to existing buildings or structures.

If you have questions at any time throughout the application or building process, please feel free to contact us at the address or numbers above. You may track the status of your application building permit, and schedule required inspections via the web at <http://countyviewweb.albemarle.org/>.