



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

Phone (434) 296-5832

Fax (434) 972-4126

RESIDENTIAL BUILDING PERMIT APPLICATION PACKET/INFORMATION

Residential Building Permit Applicant:

The information attached has been developed to assist you with applying for a Residential Building Permit. Enclosed you will find:

1. Building Permit Application;
2. Process Information;
3. Inspection Guidelines;
4. Minimum Standards for Drawings;
5. Residential Swimming Pool Permit Checklist;
6. Building Permit Fee Schedule.

Please review the information and complete the attached application. The completed Residential Building Permit Application may be mailed to the address given on the letterhead above; and/or delivered to the Community Development office at 401 McIntire Road – 1st floor, North Wing.

Upon receiving a completed application, an Intake Specialist will be assigned to your application for review and processing. You will be contacted by an Intake Specialist who will discuss provisions for payment of fees and clarification of any information that has been provided.

We do hope that our customers find this packet of information useful when applying for a residential building permit. Comments and suggestions may be submitted in writing or by calling our department at 434-296-5832.

Sincerely,

Community Development Staff



County of Albemarle

Department of Community Development

401 McIntire Road Charlottesville, VA 22902-4596

Building Application

Inspection Line: (434) 972-4179

Voice: (434) 296-5832

Fax: (434) 972-4126

PARCEL/OWNER INFORMATION

STREET ADDRESS

TMP _____
 Current Owner(s) _____

House #	Street Name	Apt / Suite

BUILDING WORK INFORMATION

Work Class:	Frame Type:	Water Supply Type:	Sewage Disposal Type:	Footing / Foundation Type:
<input type="checkbox"/> Addition	<input type="checkbox"/> Concrete	<input type="checkbox"/> Artesian Well	<input type="checkbox"/> None	<input type="checkbox"/> Basement
<input type="checkbox"/> Alteration	<input type="checkbox"/> Masonry	<input type="checkbox"/> None	<input type="checkbox"/> Private	<input type="checkbox"/> Crawl Space
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other	<input type="checkbox"/> Private	<input type="checkbox"/> Public	<input type="checkbox"/> None
<input type="checkbox"/> New	<input type="checkbox"/> Steel	<input type="checkbox"/> Central Well	<input type="checkbox"/> _____	<input type="checkbox"/> Other
<input type="checkbox"/> Other	<input type="checkbox"/> Vinyl	<input type="checkbox"/> Public	<input type="checkbox"/> _____	<input type="checkbox"/> Slab
<input type="checkbox"/> Remodel	<input type="checkbox"/> Wood	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

Jurisdictional Area _____

Other Foot / Found Desc.: _____

Work Valuation _____

Power Company _____

Work Description

Directions

Use Group _____

Construction Type _____

Square Footages:	# of Stories	_____	Porches	_____
	1st Floor	_____	Decks	_____
	2nd Floor	_____	Garage	_____
	3rd Floor	_____	Swimming Pool	_____
	Finished Basement	_____	Unfinished Basement	_____
	Other Habitable	_____	Other Unfinished	_____
	Total Habitable Sq. Footage	_____	Total Unfinished Sq. Footage	_____
			Total Building Sq. Footage	_____

Setbacks:

Front	_____	Back	_____
Left Side	_____	Right Side	_____

Zoning Pre-Construction?

Fire Alarms Required?

Fire Sprinkler NAPA Code Year?

Land Use?

Bldg Pre-Construction?



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

Phone (434) 296-5832

Fax (434) 972-4126

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. Virginia Stormwater Management Program (VSMP) documentation; Erosion & Sediment Control Agreement or Plan, SEE LINK on last page), Critical Resources Map, Stormwater Pollution Prevention Plan (SWPPP, SEE LINK on last page)
 - 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.

For those projects which have a Virginia Stormwater Management Program (VSMP) requirement, the building permit and Stormwater Pollution Prevention Plan (SWPPP with inspection documents) must be posted in a prominent place on the construction site. This can be in a central location on-site if more than one lot is under construction, or on the lot. All VSMP documents must be accessible by the county engineering inspector at all times. It is a permit violation not to have the SWPPP information posted.

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>.

INSPECTIONS GUIDELINES

Inspections are a vital part of the building process to ensure that your building project meets State and County Codes. These Codes/Inspections are intended to protect the safety and welfare of our citizens.

To keep your Building Permit active throughout the building process, 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. “Other evidence” must be **in writing to this office**, in the form of a simple progress report/memo stating what progress has been made during the past six (6) months. To ensure your report/memo is processed correctly; please include the **Building Permit Number** and **Owner Name & Address**.

The complexity of your building project will dictate your required inspections. Simple projects (i.e. Small Sheds) may require only Zoning Inspections to ensure buildings are not placed in easements, or that they meet property setback guidelines. More complex projects may require numerous types of inspections. If you have questions about required inspections, please contact this office during normal business hours (8:00 a.m.–5:00 p.m., Monday–Friday).

Code Inspections may be requested via the web at <http://countyviewweb.albemarle.org>, via the Inspection Hotline at (434) 972-4179, or by contacting this office. You may place an Inspection Request at any time, but the request **must be received before 4:00 p.m. during business hours** (Monday – Friday) to be placed on the next business day’s Inspection Schedule. Requests received after 4:00 p.m. will be scheduled for the second business day. Due to workload; requests for specific inspection times cannot be honored. If you require an approximate time for your scheduled inspection, you will need to contact your inspector between 8:00-8:15 a.m. **the day of** your inspection.

If you have specific Code questions during your project, you may request to speak to an Inspector during their in-office times of 8:00–8:15 a.m. and 3:00-4:00 p.m., Monday–Friday. You may also request to speak to the Deputy Building Official during the business hours of 8:00 a.m-3:00 p.m., Monday-Friday.

A Preliminary Zoning (PZ) Inspection may be required for some projects **prior to the issuance** of the building permit to verify property line setbacks and easements. Please mark the property lines, and stake-out the four corners of the structure. Please ask your Intake Support Specialist at the time of application if a PZ is required.

Typical Required Code Inspections:

1. Footing Excavation Inspection **prior to the placement of concrete**; and Preliminary Zoning Inspection, if not already performed.
2. Rough-in Inspections for Electrical, Mechanical and Plumbing installations **prior** to a Framing Inspection. Or, **IF** all Rough-in installations are ready, they can be scheduled with the Framing Inspection.
3. Framing Inspection (after Rough-ins have been approved or with Rough-ins).
4. Insulation Inspection **prior** to the installation of gypsum board. (Note: The R values for Albemarle County are as follows; R13 for exterior walls, R19 for floors and R38 for roofs and ceilings.)
5. Final Inspections for Electrical, Mechanical, Plumbing, Zoning and Building.
6. Depending on your project; other inspections may be required (i.e. Gas Line, Water Line, Underground Tank) **prior** to your Final Building Inspection.

VSMP Inspections:

Virginia Stormwater Management Program (VSMP) inspections will occur at the start of your project and randomly at any other time. These inspections will be to ensure that all erosion and sediment control measures and any stormwater management measures are in place and functioning correctly. Additionally, measures from the stormwater pollution prevention plan will be checked, as well as inspections which should be occurring on-site by the designated operator and the designated responsible land disturber. All inspection documentation must be available and posted prominently on-site for the benefit of the VSMP inspector and the public. Please be aware that the operator must be performing inspections of the site at the intervals specified in the state general construction permit.

Occupying a new building:

Prior to occupancy of any new building, permission must be obtained from the Building Official in the form of a Certificate of Occupancy, or a Temporary Certificate of Occupancy.

To obtain a Certificate of Occupancy all Final Inspections must be completed and approved. If you are on a private water/septic system, you must also provide this office with an Approved Operations Permit from the Thomas Jefferson Health Department (434) 972-6259. Certificates of Occupancy are normally issued after 3:00 p.m. the day following your Final Inspections and receipt of all required Operations Permits.

Temporary Certificates of Occupancy are granted under certain circumstances, and can only be granted at the discretion of the Building Official.

Minimum Standards for Drawings Submitted for Review for New Residential Construction

New Residential and Additions -- Single Family and Townhouses

Two sets of construction drawings and two copies of the recorded plat need to be submitted.

1. Indicate the building's location on the recorded plat.
2. Foundation Plan: Show dimensions of foundation, wall thickness, footing width and thickness, pier locations and sizes.
3. Floor Plan: Basement, first floor, second floor, etc., as applies. Label rooms and include dimensions.
4. Floor Framing Plan: Show size and spacing of floor joists. Include beam sizes and post locations. If using floor trusses, the shop drawings must be on the job site at the time of the inspection.

Structural plan review of lumber will assume that Southern Yellow Pine #2 is being used

5. Roof Framing Plan: Show size, span and spacing of rafters. If using roof trusses the shop drawings must be on the job site at the time of the inspection.
6. Typical Wall Section: Indicate the size and spacing of studs. For any wall openings greater than 4 feet please show header sizes.
7. Elevation (Building Height) Elevations or dimensions to demonstrate building height.
8. For any additional information and or questions please contact Keith Huckstep, 434-296-5832 ext. 3241.

Note: We are pleased to intake your building permit requests at any time during our business hours of operation (Monday – Friday from 8:00a.m. – 4:30p.m.). However, your wait time can be reduced by applying for your building permit between the hours of 9:00a.m - 12:00p.m. or between 2:00p.m - 4:00p.m.

RESIDENTIAL SWIMMING POOL PERMIT CHECKLIST

When applying for a permit for a Swimming Pool, please have the following items:

- TWO COPIES OF YOUR RECORDED PLAT INDICATING:**
 - PROPOSED LOCATION OF THE SWIMMING POOL**
 - DISTANCES TO ALL PROPERTY LINES WITHIN 100 FEET**

You may obtain a copy of your recorded plat at the Albemarle County Clerk's Office – 2nd Floor, 501 E. Jefferson Court Square, Charlottesville, Virginia - business hours are 8:00a.m. - 4:30p.m., Monday through Friday – Phone 434-972-4083.

You **must** also show the location of the following (if applicable) on the copies of your recorded plat. If you do not know the location of the following items, you may obtain this information from the Thomas Jefferson Area Health Department at 1138 Rose Hill Drive, Charlottesville, Virginia – business hours are 8:00a.m. - 4:30p.m, Monday through Friday – Phone 434-972-6200.

- LOCATION OF WELL CAP**
- LOCATION OF EXISTING SEPTIC FIELD**
- LOCATION OF RESERVE FIELD AREA**

- THOMAS JEFFERSON AREA HEALTH DEPARTMENT APPROVAL OF POOL LOCATION**

Once you have applied for your pool permit with the Department of Community Development, it will be your responsibility to take the permit information and accompanying copy of recorded plat to the Thomas Jefferson Area Health Department for review. Once the Thomas Jefferson Area Health Department has approved the location of the pool, return to Community Development Department for *issuance* of the permit (barring any other problems). The purpose of this requirement is to ensure that compliance with **Section 4.1 of Albemarle County's Zoning Ordinance** is maintained, and that the addition of a pool does not remove the only available reserve septic disposal field area.

NOTE: A Preliminary Zoning Inspection is required prior to your permit being issued. Once the area as been marked (staked), it is the responsibility of the CUSTOMER AND/OR CONTRACTOR to schedule this inspection by contacting the Community Development Department at 434-296-5832.

RESIDENTIAL SWIMMING POOL PERMIT CHECKLIST (CONT'D)

For your information, following is a list of Safety Enclosure requirements based on Appendix G of the 2000 International Residential Code:

Appendix G of the 2000 International Residential Code requires that all residential swimming pools, over 24" deep, whether in-ground or above-ground, be enclosed with a fence.

Fence Details:

- At least 48" tall
- No more than a 2" gap under the fence
- Openings shall be small enough that a 4" sphere will not pass through
- No ornamental indentations that can be used as a ladder
- Maximum mesh size for chain link fences is 1-1/4"
- Maximum mesh size for diagonal lattice fences is 1-3/4"
- If the fence is made of horizontal and vertical members, and the distance between the tops of the horizontal members is less than 45", the horizontal members shall be installed on the swimming pool side of the vertical members and the vertical members shall be no more than 1-3/4" apart

Gate Details:

- Same requirements as for fences (see above)
- Must swing outward, away from the pool
- Self-closing and self-latching
- If the latch is less than 54" above the bottom of the gate, the latch shall be mounted on the swimming pool side of the gate and shall be at least 3" from the top of the gate, and there shall not be any openings larger than 1/2" within 18" of the latch

There are special alarm requirements if there is a door from the house that leads directly into the pool enclosure.

Alarm Details:

- Must be wired to activate when the door is opened
- Produce a distinct sound, which can be heard throughout the house, for at least 30 seconds
- Automatically reset
- Deactivating buttons or switches shall be mounted at least 54" above the threshold of the door, and shall not allow deactivation for more than 15 seconds.

Further questions may be addressed to the Albemarle County Department of Community Development.



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

Phone (434) 296-5832

Fax (434) 972-4126

Community Development Department
Permit Fee Schedule
Effective 8/7/08 Updated 5/4/15

A. Building Permits

- a. **New Residential** (including additions)
Use Groups R-3 and R-5 (one and two family dwellings).
Calculate on gross finished square footage
Fee – per square foot \$0.49
Minimum fee \$75.00
Note: For garages, decks, and porches use fee schedule for accessory structures. No additional fee for landings less than 10 sq. ft.
- b. **Accessory Structures (residential)**
Residential attached garages, detached garages, sheds, decks, and porches 10 sq. ft. or larger. Calculate on gross finished square footage.
Fee – per square foot \$0.15
Minimum fee \$25.00
- c. **Residential Swimming Pools / Hot Tubs / Spas**
Fee - each \$50.00
- d. **Mobile Homes / Prefabricated Homes**
Fee - each \$45.00
- e. **New Commercial** (including additions)
Use groups A-1, A-2, A-3, A-4, A-5, B, E, F-1, F-2, H-1, H-2, H-3, H-4, H-5, I-1, I-2, I-3, I-4, M, R-1, R-2, R-4, S-1, S-2 or U, or an addition to an existing commercial structure in any such use group
Calculate on gross square footage.
Fee - per square foot for 0 – 5000 sq. ft. \$0.20
 PLUS – per square foot for excess over 5,000 sq. ft. \$0.14
Minimum fee \$75.00
- f. **Change of Building Occupancy Classification**
Fee - for evaluation \$150.00
- g. **Commercial Swimming Pools**
Fee - each \$305.00
- h. **Elevators / Escalators / Lifts**
Fee - each \$240.00
- i. **Paint Spraying Booths**
Fee - each \$25.00
- j. **Mobile Office / Pre-manufactured Units**
Fee - each \$45.00

- k. **Tents**
Fee - each..... \$50.00
- l. **Alterations / Repairs**
All use groups. No increase in gross square footage.
Fee – per square foot \$0.17
Minimum fee \$75.00

B. Electrical Permits

- a. **New Residential** (including additions)
Use Groups R-3 and R-5 (one and two family dwellings)
Fee - **Included as part of the building permit fee under Section 5-201(A).**
- b. **Accessory Structures** (residential)
Fee - each..... \$30.00
- c. **Mobile Homes / Prefabricated Homes**
Fee - each..... \$30.00
- d. **New Commercial** (including additions)
All use groups (A-1, A-2, A-3, A-4, A-5, B, E, F-1, F-2, H-1, H-2, H-3, H-4, H-5, I-1, I-2, I-3, I-4, M, R-1, R-2, R-4, S-1, S-2 or U)
Calculate on gross square footage.
Fee – per square foot \$0.04
Minimum fee \$75.00
- e. **Swimming Pools / Hot Tubs/ Spas**
Bonding
Fee - each..... \$30.00
Equipment Wiring
Fee - each..... \$30.00
- f. **Alterations and repairs of structures in all use groups** –
No increase in gross square footage.
Fee – per square foot \$0.04
Minimum fee \$75.00
- g. **Signs**
Fee - each..... \$45.00
- h. **Temporary Service**
Fee - each (unless the service is part of a building permit paid under 5-201(A))..... \$95.00
- i. **Early Service**
Fee – each (unless the service is part of a building permit paid under 5-201(A))..... \$60.00
- j. **Fuel Dispensing Pumps**
Fee - each..... \$30.00
- k. **Alarm Systems**
Calculate on gross finished square footage
Fee – per square foot \$0.04
Minimum fee \$75.00

C. Plumbing Permits

- a. **New Residential** (including additions)
Use Groups R-3 and R-5 (one and two family dwellings)
Fee – each **Included as part of the building permit fee under Section 5-201(A).**
- b. **Mobile Homes / Prefabricated Homes**
Fee - each..... \$30.00

- c. **New Commercial** (and additions to existing)
All use groups (A-1, A-2, A-3, A-4, A-5, B, E, F-1, F-2, H-1, H-2, H-3, H-4, H-5, I-1, I-2, I-3, I-4, M, R-1, R-2, R-4, S-1, S-2 or U)
Fee – per fixture..... \$8.00
Minimum fee \$75.00
- d. **Alterations / Repairs of all use groups**
No increase in gross square footage.
Fee – per fixture..... \$8.00
Minimum fee..... \$75.00
- e. **Water Lines**
Fee - each (unless the lines are included as part of a permit paid under 5-201(A)) \$25.00
- f. **Sewer Laterals**
Fee - each (unless the lateral is included as part of a permit paid under 5-201(A)) \$25.00
- g. **Fire Suppression Systems**
Fee – each head..... \$0.80
Minimum fee..... \$75.00

D. Mechanical Permits

- a. **New Residential** (including additions)
Use Groups R-3 and R-5 (one and two family dwellings)
Fee - **Included as part of the building permit fee under Section 5-201(A).**
- b. **Mobile Homes / Prefabricated Homes**
Fee – each..... \$30.00
- c. **New Commercial** (and additions to existing)
All use groups (A-1, A-2, A-3, A-4, A-5, B, E, F-1, F-2, H-1, H-2, H-3, H-4, H-5, I-1, I-2, I-3, I-4, M, R-1, R-2, R-4, S-1, S-2 or U)
Calculate on gross square footage.
Fee – per square foot \$0.04
Minimum fee..... \$75.00
- d. **Alterations / Repairs - All use groups.**
No increase in gross square footage.
Fee – per square foot \$0.04
Minimum fee..... \$75.00
- e. **Underground Tanks** (including associated piping)
Fee – each (unless the tanks are included as part of a permit paid under 5-201(A)) .. \$170.00
- f. **Aboveground Tanks** (including associated piping)
Fee – each (unless the tanks are included as part of a permit paid under 5-201(A)) .. \$100.00
- g. **Gas / Oil Lines**
Fee – each (unless the lines are included as part of a permit paid under 5-201(A)).... \$35.00
- h. **Furnaces / Woodstoves /Gas Log Systems**
Fee – each (unless the system is included as part of a permit paid under 5-201(A)) .. \$65.00
- i. **Range Hoods**
Fee – each \$25.00
- j. **Hood Suppression Systems**
Fee - each..... \$30.00

E. Amusement Rides

- a. **Kiddie Rides**
Fee - each..... \$15.00
- b. **Major Rides**
Fee - each..... \$25.00
- c. **Spectacular Rides**
Fee - each..... \$40.00

F. Demolition Permits

- Fee - each \$95.00

G. Miscellaneous

- a. **Other Permits**
Building, electrical, plumbing, mechanical, or amusement devise permit not identified above
Fee per inspection..... \$30.00
- b. **Re-inspections**
For each inspection of work performed after the second inspection of such work
Fee per inspection..... \$30.00
- c. **Plan Amendments**
New plans submitted requiring a fire/safety/structural review
Fee - each..... \$30.00
- d. **State Surcharge** (Applications subject to a state surcharge)
Fee2%

H. Refunds

For permit applications withdrawn or voided after processing.
Refund shall not exceed 80% of original fee.
Refund must be requested in writing.
State Surcharge is non-refundable.

I. Zoning Inspections*

- a. **Foundation of main and accessory structures**
The fee for each inspection following the laying of the foundation of main or accessory structures – each \$15.00
- b. **Surface water drainage pipes and culverts**
The fee for each inspection pertaining to the size and location of surface water drainage pipes and culverts - each..... \$10.00
- c. **Subsurface stone for parking lot or entrance**
The fee for each inspection to determine the proper depth of the sub-surface stone for a parking lot on, or entrance onto, the property being developed, prior to the final surfacing of the parking lot or entrance - each..... \$10.00
- d. **Final site inspection**
The fee for each final site inspection before a certificate of occupancy or a temporary certificate of occupancy - each..... \$15.00

J. VSMP and VESCP fees * (Code section 17-207 and 208)

- a. Stormwater Pollution Prevention Plan \$209.00
- b. Agreement in Lieu of a Erosion and Sediment Control Plan \$150.00
- c. Any land disturbance over 1 acres.....refer to Water Protection Ordinance application

K. Review of groundwater assessment information required by sections 31.2.2 or 32.5.7:*

Tier 1 assessment under Albemarle County Code § 17-401

Fee..... \$50.00

***IN ADDITION TO BUILDING FEES.**



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

Phone (434) 296-5832

Fax (434) 972-4126

Virginia Stormwater Management Program (VSMP) Documentation

Each permit for construction of a residential dwelling **MUST** provide VSMP documentation. What form this documentation must take depends upon the location of the residence and the amount of land disturbance, as discussed below. Generally, VSMP permit documentation consists of an application and a Stormwater Pollution Prevention Plan (SWPPP), which has four main parts; (1) An erosion and sediment control plan (ESCP), (2) A stormwater management plan (SWMP), (3) A pollution prevention plan (PPP), and ongoing inspection reports by the operator.

A. For a residence being built within a subdivision, site plan, or common plan of development; The following must be provided with the building permit;

1. A SWPPP is required, following the county template. (**\$209 fee, according to Water Protection Ordinance section 17-208.**) The SWPPP will contain the pollution prevention plan and;
2. An agreement in lieu of a plan for an erosion and sediment control plan. (**\$150 fee per section 17-207**)
3. An agreement in lieu of a plan for a stormwater management plan.

B. For a residence being built on an individual lot with a land disturbance of one (1) acre or less, and not part of a subdivision, site plan or common plan of development. An individual SWPPP is not required. The following items are required with the building permit;

1. A critical resources plan. Instructions are attached.
2. An agreement in lieu of a plan for an erosion and sediment control plan. (**\$150 fee, per 17-207**)

Land disturbance refers to any denuded areas, including driveways, drainfields, landscaping, etc.

C. For a residence being built on an individual lot with land disturbance of more than one (1) acre, and not part of a subdivision, site plan or common plan of development. An individual VSMP general construction permit must be processed through the Department of Environmental Quality (DEQ). A Water Protection Ordinance (WPO) application must be submitted to the Community Development Office, separate from the building permit, with the associated state fees and supporting documentation, which will include the SWPPP, ECP, SWMP, PPP and other documents. This plan will be reviewed, approved and bonded prior to the start of construction, typically a 3-6 month process. A professional engineer's seal will be required for the stormwater management plan.

The SWPPP template, agreements, and WPO application are available on the county website at:
<http://www.albemarle.org/deptforms.asp?department=cdengwpo>