

Grayson County Building Department  
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[www.graysoncountyva.gov](http://www.graysoncountyva.gov)

## **Building Permits**

### **Frequently Asked Questions**

#### **When Building Permits are Required?**

There are several types of permits that might be necessary for any residential or commercial projects, depending on the scope of the work being done, including but not limited to a Building Permit, Trade Permits (Electrical, Mechanical, Plumbing) or Demolition Permit. Below is a list of requirements that would require you to obtain a building permit:

1. Construction or demolition of a building or structure, including the installation or altering involving the following:
  - A. Removal or addition of any wall, partition, or portion thereof,
  - B. Any structural component,
  - C. Repair or replacement of any required component of a fire or smoke rated assembly
  - D. Alterations of any required means of egress system,
  - E. Water supply and distribution system, sanitary drainage system or vent system,
  - F. Electrical wiring,
  - G. Fire protection, mechanical or fuel supply systems,
  - H. Or equipment regulated by the Uniform Statewide Building Code.
2. For change of occupancy, application for a permit shall be made when a new certificate of occupancy is required under Section 103.3 of the Uniform Statewide Building Code.
3. Movement of lot lines that increases the hazard to or decreases the level of safety of an existing building or structure in comparison to the building code under which such building or structure was constructed.
4. Removal or disturbing of any asbestos containing materials during the construction or demolition of a building or structure, including additions.

Permit applications can be obtained through the Building Department located at 129 Davis Street, Independence, VA 24348 or online at [www.graysoncountyva.gov](http://www.graysoncountyva.gov)

**IMPORTANT NOTE:** Before a permit can be issued, an approved Grayson County Zoning Permit must be submitted when applying for any residential or commercial building permit. This application can be obtained at 129 Davis Street, Independence, VA 24348 or by clicking the link above.

## When a Permit is Not Required?

1. Installation of wiring and equipment that operates at less than 50 volts for network powered broadband communications systems, except when installed in a plenum, penetrate fire rated or smoke protected construction or a component of any of the following:
  - Fire alarm system
  - Fire detection system
  - Fire suppression system
  - Smoke control system
  - Fire protection supervisory system
  - Elevator fire safety system
  - Access or egress control system or delayed egress locking or latching system
  - Fire damper
  - Door control system
2. One story detached accessory structures used as tool and storage sheds; playhouses provided the floor area does not exceed 256 sq. ft. provided the structures are not classified as Group F-1 or H occupancy or located within a FEMA designated Special Flood Hazard Area.
3. Detached prefabricated buildings housing the equipment of a publicly regulated utility service provided the floor area does not exceed 150 sq ft.
4. Tents or air supported structures under 900 sq ft. or less and occupant load of 50 or less.
5. Fences of any height unless required for pedestrian safety or used for the barrier for a swimming pool.
6. Concrete or masonry walls, provided such walls do not exceed six feet in height above the finished grade. Ornamental column caps shall not be considered to contribute to the height of the wall and shall be permitted to extend above the six feet height measurement.
7. Retaining wall supporting less than 3ft of unbalanced fill; this exemption shall not apply to any wall impounding Class I, II or III-A liquids or supporting a surcharge other than ordinary unbalanced fill.
8. Swimming pools that have a surface area not greater than 150 sq. ft. and do not exceed 5000 gallons and are less than 24 inches deep.
9. Signs under these conditions; painted nonilluminated, temporary signs announcing the sale or rent of property, sign erected by a transportation authority, or the changing of moveable parts of an approved sign that is designed for such changes, or the repainting or repositioning of display matter shall not be deemed an alteration.
10. Replacement of above-ground existing LP-gas containers of the same capacity in the same location and associated regulators when installed by the serving gas supplier.

11. Flagpoles 30 feet or less in height.
12. Temporary ramps serving dwelling units in Group R-3 and R-5 occupancies where the height of the entrance served by the ramp is no more 30 inches above grade.
13. Ordinary repairs not including the cutting of any way, partition or portion thereof (ii) the removal or change of any structural beam or load bearing support (iii) removal or change of any required means of egress (iv) rearrangement of part of a structure affecting the egress requirements (v) the addition to, alteration if replacement of or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas or oil, solid waste, vent or similar piping, electrical wiring or mechanical work or (vi) any other work affecting public health or general safety.

14. Ordinary repairs shall include the following:

In residential occupancies R-3, R-4 and R-5 floor coverings, windows and doors (in existing openings), replacement electrical switches and electrical outlets of 125 volt 15 or 20 amp, light fixtures or ceiling fans, replacement of roof coverings or siding or the installation of siding provided the building or structures are not subject to wind speeds greater than 100 miles per hour determined in accordance with applicable requirements with this code. (Areas of Grayson County over 4000 feet are subject to 110 mph). Installation of cabinets, painting, replacement of interior floor finish, or interior covering materials, or both, and repair of plaster interior wall covering.

15. Crypts, mausoleums, and columbaria structures not exceeding 1500 square feet in area if the building or structure is not for occupancy and used solely for the interment of human or animal remains and is not subject to special inspections.

16. Agricultural structures and buildings. Structures must be a specific purpose which is directly related to an operating farm before an exemption can be claimed. For more information relating to agricultural structures and buildings, follow the Agricultural Buildings link on the home page.

## Requirements for Obtaining a Building Permit

- ✓ A 911 address for the proposed building/structure location, posted visible from the road. Zoning, Building, and the Health Department Inspectors need to be able to locate the site. The posted address also ensures that emergency vehicles can find your site.

The 911 Coordinators office is located in the Harold Sneed Public Safety Building at 353 North Main Street, Galax, VA 24333 or by calling 276-236-5122. Please contact the 911 Coordinators office to have them assign you a 911 address for any new residential or commercial structure.

- ✓ An approved **Grayson County Zoning Permit (Form 0100)**. The Zoning Administrator will review the application for compliance with the Grayson County Zoning Ordinance before the issuance of permits for buildings or structures.

*\*Note: If the proposed building or structure lies within the incorporated town limits of Independence, Fries or Troutdale, you must contact that Town Office for zoning requirements.*

- ✓ Virginia Department of Health Septic System & Well Approval, where no public sanitary service or public water service is available. **This requirement is for New Construction and Additions ONLY.**

Well and septic permits can be obtained through the Grayson County Health Department located at 186 W. Main Street, Independence, VA 24348 or by calling 276-773-2961.

- ✓ Virginia Department of Transportation Entrance Permit for new buildings or structures to be served by new access drive connections to a Virginia secondary highway.

VDOT entrance permits may be applied for and obtained through the Area Residency Office of the Virginia Department of Transportation located at 2843 Chapman Road, Wytheville, VA 24382 or by calling 276-228-2153.

- ✓ Building Plans; 2 sets are required for review. Plans must be submitted for any new construction, addition and major renovation. For more information on plan requirements see Building Plan Requirements located in the informational construction downloads in this webpage.
- ✓ E&S Residential Affidavit or approved E&S Plan. In lieu of submission of an Erosion & Sediment Control Plan for construction of a single family residence, an **Erosion & Sediment Affidavit (Form ES-1200)** may be submitted.
- ✓ **Land Disturbing Permit Application (Form LDA-001)** and an Erosion & Sediment Control Plan where more than 10,000 sq ft. of ground will be graded during construction. This requirement is for new construction and additions of any project unrelated to the construction of a single family residence.
- ✓ Stormwater General Construction Permit Application; Construction activities resulting in land disturbance equal to or greater than one acre that is part of a larger common plan of development or sale is a contiguous area where separate and distinct construction activities may be taking place at different times on different schedules a **Registration Statement (Form GCSW-001)** is required when applying for coverage under the General Permit.

\*Note: For single family detached residential structures that disturb less than one acre and not part of a larger common plan of development or sale are not required to have coverage under the General Permit, but instead are required to submit an **Agreement in Lieu of a Stormwater Management Plan (Form GCSW-003)** before grading begins. Further information about stormwater permit coverage and other requirements can be located on the homepage under Stormwater Management.

- ✓ **Affidavit of Permit (Form AFF-1100)**. The owner may act as their own general contractor for the construction or renovation of their own project. However, if a contractor will be completing any portion of the project, they must be licensed in the trade in which they are carrying out. Names and license numbers must be submitted with your permit application.
- ✓ Most recent Grayson County Tax Ticket for parcel on which building/structure is to be built. Real estate taxes must be current with the Grayson County Treasures Office before building permits can be issued.

## **Permit Application Explanations:**

**Residential Permit Application** (*Form 1000*) required prior to the constructing, altering or demolishing a residential building. If plumbing, mechanical, or electrical work is to be installed, a separate trade permit is required.

**Commercial Permit Application** (*Form 2000*) required prior to the constructing, altering or demolishing any commercial structure. If plumbing, mechanical or electrical work is to be installed, a separate trade permit is required. If the use of the structure will change from the original intent, a Change of Use Application *Form 6000* is required.

**Trade Permit Application** (*Form 3000*) required prior to work being installed or altered to a residential, commercial or agricultural project. \*Some exceptions may apply.

**Sign Permit Application** (*Form 4000*) required for most sign projects. Contact the Planning & Building Departments to discuss sign regulations.

**Amusement Device Permit Application** (*Form 5000*) required to be submitted at least 5 days prior to the date in which the applicant intends to operate an amusement device. In addition to the application, the applicant will provide proof of liability insurance of an amount not less \$1,000,000 pre occurrence or proof of an equivalent financial responsibility.

**Change of Use Application** (*Form 6000*) required depending on the scope of the project. It is recommended to visit or call the Zoning & Building staff early in the planning of your project.

**Storage Tank Removal Application** (*Form 7000*) required for the removal of Above or Underground Fuel Tanks. The Department of Environmental Quality must also be notified and permits gained.

**Accessory Structure Permit Application** (*Form 8000*) required for placement of a detached structures not greater than 3,000 square feet in floor area and not over two stories in height incidental to that of the dwelling(s) and located on the same lot. If plumbing, mechanical or electrical work is to be installed, a separate trade permit is required.

***\*Permit applications can be found on the Building Department web page under Permit Applications.***