



Clarke County Building Department
101 Chalmers Court, Suite B
Berryville, VA 22611
P) 540-955-5112 | F) 540-955-5170

If you are applying for a building permit for a **New Dwelling**, please submit the following:

Virginia Department of Transportation (VDOT)

- An approved VDOT Land Use permit indicating the location of the job site entrance must be provided for any project on a state-maintained road.

Health Department

- A valid "Sewage Disposal Construction Permit" and a "Well Completion Form (GW2)" which has been initiated by the Clarke County Health Department Sanitarian.
 - The well must be drilled prior to submitting a Building Permit Application to the Building Department.

Zoning Department

- A zoning permit will be required and you may need a copy of the plat.
- The driveway location must be shown on a plat or on the zoning permit sketch in order to obtain a 911 address.
- Once the footers have been set, please contact Jeremy Camp in Planning & Zoning regarding an As-Built Survey which must be completed before any other work can take place.

Building Department

- A completed building permit application.
- Two (2) sets of structural building plans which are clearly labeled.
 - Please label all rooms.
- Two (2) sets of Applicable Stamped Engineered Floor and Truss Drawings.
- Provide applicable trade drawings (electrical, plumbing, mechanical and gas).
- Soils Report or Option #2, if applicable.
- Land Disturbance Permit
- Contractor Exemption Affidavit Form, if applying for a Building Permit as your own General Contractor.
- All general contractors shall submit a copy of their Virginia Contractor's License.
- All general Contractors shall provide a copy of the Appropriate County or Town Business License.
 - Clarke County – if in a 12 month period you expect to make in excess of \$20,000 on all combined jobs, a business license is required. This can be obtained through the Commissioner of the Revenue's office.
 - Town of Berryville – Please contact 540-955-1099 for assistance.
- All sub-contractors must submit copies of their Virginia Contractor's License and their Individual Tradesman License along with a letter stating they are the sub-contractor on the job for the general contractor.



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When to have your Sewage Disposal System (Septic) tested:

1. Any construction requiring a Certificate of Use & Occupancy permit.
2. Dwellings burned down completely.
3. If the construction value is double of the assessed value.
4. When the applicant proposes a change of use.
5. When the existing system has not been in use for two or more years or utilized.

Questions:

- Building Department, Land Disturbance/Erosion & Sediment Control
 - Tamas Kish Building Official
540-955-5112
tkish@clarkecounty.gov
- Health Department
 - Carter Neiswander, Environmental Health Specialist
540-277-3570
 - Jim Davis, Environmental Health Supervisor
540-277-3571
- Planning & Zoning – Clarke County
 - Jeremy Camp, Zoning Administrator
540-955-5131
jcamp@clarkecounty.gov
- Planning & Zoning – Town of Berryville
 - Terry Russell
540-955-4081
- Clarke County Sanitary Authority - Water & Sewer Availability Information in Boyce, Millwood, & White Post
 - Sarah Shiley
540-955-5185
- Miss Utility – Dial 811
- Rappahannock Electric Cooperative – 1-800-552-3804
- Dominion Virginia Energy – 1-888-667-3000
- Shenandoah Valley Electric Cooperative – 1-540-450-0111

Inspection List

- All Structures
 - Footings – Call for inspection after footings have been excavated, forms set, and reinforcement in place. Call **before** pouring concrete.



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- Once the footers have been set, please contact Jeremy Camp in Planning & Zoning regarding an As-Built Survey which must be completed before any other work can take place.
- Foundation – Call for inspection after all masonry, waterproofing, and bolts are in place. If foundation walls are poured, concrete, forms, reinforcement, and emplacements must be inspected before pouring concrete into those walls.
 - **NOTE** – this department does foundation, drain tile, and backfill inspections in one site visit.
- Framing – Call for inspection after all framing, roof, fire stopping, bracing, rough mechanical, rough plumbing, and rough electrical work which is to be enclosed, and before any wallboard or ceilings are in place.
- Insulation – Call for inspection when all insulation is in place and before any wall or ceiling covering is in place.
- Final – Call for inspection when the structure is complete and ready for occupancy.
- Electric
 - Rough-in – Call for inspection prior to concealment. All wiring, boxes, conduit, and concealed equipment must be installed.
 - Service – Call for inspection after meter base, service panels, ground rods, and proper GFCI equipment are installed.
 - Final – Call for inspection after all equipment has been installed and operating, prior to occupancy.
- Gas
 - Rough-in / Pressure Test / Gas Line - Call for inspection prior to concealment and after the gas lines have been installed and pressure tested.
 - Pressure Vessels - Call for inspection of all gas storage tanks, fired and unfired pressure vessels, and all piping to and from equipment prior to backfilling or concealment.
 - Final - Call for inspection when all heating and cooling plants, pumps, fired and unfired pressure vessels have been installed and tested.
- Mechanical
 - Rough-in - Call for inspection prior to concealment and after the ducts, vent fans, emergency switches, sprinkler systems, and fire suppression systems have been installed.
 - Pressure Test - Call for inspection prior to concealment and after the gas lines have been installed and pressure tested.
 - Pressure Vessels - Call for inspection of all oil storage tanks, fired and unfired pressure vessels, and after all piping to and from equipment prior to backfilling or concealment.
 - Final - Call for inspection when all heating an cooling plants, pumps, fire and unfired vessels, and fire suppression systems have been installed and tested.
- Plumbing



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- Groundworks - Call for inspection prior to covering or backfilling. All tests must be performed, inspected, and approved.
- Rough-in - Call for inspection prior to concealment. All waste, vents, and water lines must be installed and tested **completely from ground level to and through the roof.**
- Final - Call for inspection before occupancy and when all fixtures are set and in operation.

Please Note: The above list is not all-inclusive. Please contact the Building Department for required inspections.