

COUNTY OF PRINCE EDWARD, VIRGINIA

www.co.prince-edward.va.us

P. O. Box 382 Farmville, VA 23901
(434) 392-8838 * (434) 392-6683 Fax

Coy W. Leatherwood
Building Official

Office contact: Penny Huskey
phuskey@co.prince-edward.va.us

**** MUST CONTACT BUILDING OFFICE FOR APPOINTMENT ****

REQUIREMENTS
FOR PERMIT

COMMERCIAL - NEW CONSTRUCTION / ADDITION/ REMODEL

- § **Zoning Permit** (issued from Planning and Zoning Office): must be completed and approved before next steps can be taken. (No Fee)
 - § **Highway Entrance Permit** (Virginia Dept. of Transportation - VDOT):
Must contact the Regional Office in Dillwyn, VA (434/ 983-2017)
 - § **Site Plans / Soil & Erosion Plans** (to be submitted with Erosion & Sediment Control Application – see Alecia Daves-Johnson). Required for more than 10,000 square feet of land being disturbed.
 - § **Construction Plans (2 sets)**. One set to stay in building office, and one set must stay on-site during construction
 - § **Virginia Stormwater Management Permit** (See Alecia Daves-Johnson in the Planning / Zoning Office)
 - § **Copy of Contractor’s License** (which includes business name, address and phone #).
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Permit Fees:

Erosion & Sediment Control	\$ 300 for 1 st acre (+ \$50 each additional acre)
New Construction Permit	Minimum \$ 150 (+ 2% State Tax)
Or per square foot:	
Up to 10,000 square feet	\$.12
Over 10,000 square feet08
Addition / Remodel Permit	Minimum \$100 (+ 2% State Tax)
Or per square foot	\$.10

**Individual permits (those applicable) need to be obtained, by a licensed contractor, for:
Electrical, Plumbing, Mech. (HVAC) & Gas: \$100 each (+ 2% State Tax)**

Make check payable to: Prince Edward County Treasurer
Mail to:

**Prince Edward County
Building Official
P. O. Box 382
Farmville, VA 23901**