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

MANUFACTURED HOME

(Prince Edward County Code requires homes to be 1976 or newer)

§ Zoning Permit (Planning and Zoning Office): must be completed and approved before next steps can be taken. (No Fee)

§ Agreement in Lieu of an Erosion & Sediment Control Plan. (Planning and Zoning Office). Prior to commencing land disturbing activity, the contractor or landowner must sign this form, stating that sediment will not leave the site during land disturbance and/or construction. (Fee $25: all homes except singlewide trailers, which are exempt)

§ Health Permit (Well and Septic from the Health Dept - Ground Floor – 392-8187): must present copy of the approved zoning permit to the health department. Once health permit is approved and papers are mailed to you, it is the papers you receive in the mail this office needs to see for you to obtain your building permit**. *** If you are connecting to an existing well & septic system, you must contact the health dept. for approval and the health dept. then contacts the building office. Health Dept. is requiring you to pump your septic if it is older than five years.**

§ Highway Entrance Permit (Virginia Dept. of Transportation - VDOT):
New Entrances: must contact the Dillwyn VDOT Office (434/ 983-2017)
Existing Entrances: must contact the Hampden Sydney VDOT Shop (434/ 223-4377)
Building office must sign the original permit.

§ Copy of Contractor's License (which includes business name, address, phone & license #).

§ Certificate of Title (from DMV).

§ Home Information (See all permit application)

§ **Must purchase sticker from Commissioner of Revenue's Office (this must be placed on the home before the electrical service can be turned on)**

Building Permit Fees: (Add 2% State Tax)

Manufactured Home	$ 0.10 square foot or minimum of $100

Individual permits need to be obtained for Electrical, Plumbing & Mechanical (HVAC);
(by a licensed contractor) $50 each

REMINDERS:

**** Contact your electric company provider to set-up service**
**** Inspections requirement: please call in advance for inspections (at least 24 hrs notice).**