



COUNTY OF PULASKI BUILDING/ZONING PERMIT CHECKLIST

143 Third Street, NW, Suite 1, Pulaski, VA 24301 ~ County Administration Building
Telephone: (540) 980-7710; Fax: (540) 980-7717

ALL PAPERWORK MUST BE COMPLETE
ALL RESIDENTIAL CONSTRUCTION APPLICATIONS SUBJECT TO A 3-DAY REVIEW

PLEASE COMPLETE THE FRONT SIDE OF THIS FORM

Date _____ Your Name _____ Day Phone _____

Cell Phone _____

Mailing Address _____

Owner of Property _____ Day Phone _____

Cell Phone _____

Mailing Address of Owner _____

Property Street Address: _____

Name of Subdivision (if applicable) _____ Lot _____

Directions to Property (Not the Street Address) _____

General Contractor _____ Contractor's Business Phone # _____

General Contractor's Cell Phone# _____ License Number _____

HVAC Contractor _____ License Number _____

Electrical Contractor _____ License Number _____

Plumbing Contractor _____ License Number _____

Gas Contractor _____ License Number _____

- CLASS A (\$120,000 or more)
- CLASS B (\$7,500 or more, but less than \$120,000)
- CLASS C (over \$1,000 but less than \$7,500)
- Owner's Affidavit (Owner Contractor)

DESCRIBE BUILDING/ZONING CONSTRUCTION PROJECT: _____

Do you need a temporary power pole? Yes No

Construction Cost \$ _____

Building Height of Principle Structure _____

Bldg. Size _____

Building Height of Accessory Structure _____

(Example: 24 x 56)

(Finished grade to finished ceiling height for principle & accessory)

CONSTRUCTION OF A HOUSE

Square Footage of:

1st Floor _____

2nd Floor _____

3rd Floor _____

Basement (Fin.) _____

Basement (Unfin.) _____

Porch (w/roof) _____

Deck (no roof) _____

Garage _____

Construction Type:

Site Built

Modular/On Frame

Modular/Off Frame

Provide type of:

Foundation _____

Framing _____

Heat _____

Provide number of:

Bedrooms _____

Bathrooms _____

Half Baths _____

Other: _____

INSTALLATION OF A MANUFACTURED HOME

Year _____ Manufactured by: _____ Color _____

THIS SECTION WILL BE COMPLETED WITH THE ASSISTANCE OF STAFF

Tax Map # _____ Zone _____ Acreage _____

1. **ZONING:** _____

THE ABOVE STATEMENT DOES NOT REFLECT FUTURE CHANGES TO PULASKI COUNTY'S ZONING ORDINANCE.

2. **SUBDIVISION:** _____

3. **PRIVATE WATER AND SEWER:** Provide a copy of construction permit issued by the Health Department; Telephone (540) 994-5037.

4. **PUBLIC WATER, SEWER, OR GARBAGE** – Please note the following **important** information:
- Complete and submit a Public Service Authority application for service.
 - Caution – Please check water pressure for low pressure, to serve high elevations, and too high pressure warranting a pressure reducing valve (Code Section VR 355-012.10 Article 3.57 of the Virginia Regulations.)
 - Connection Fees for water and sewer service must be paid in full prior to issuance of a building permit. Please submit a copy of the application and proof of payment from the Town of Pulaski, Town of Dublin, or Fairlawn Bookkeeping Service if service is to be provided by either of the aforementioned public water and sewer providers.
 - For new water service, please mark proposed water meter location with a stake.

5. **ENTRANCE PERMITS** are issued by VA Department of Transportation (VDOT); Telephone (540) 381-7200.

6. **BUILDING PLANS:** Provide a sketch of structure or a set of building plans for review.

7. **SITE PLANS** are required for the following (a survey plat is required, usually located as last page of deed, or in the Clerk of Court's Office Plat Cabinets, located in the Courthouse on Third Street):

- House
- Additions
- Porches
- Decks
- Carports
- Garages
- Storage Buildings
- Manufactured Home
- Pools

8. **CLAYTOR LAKE SURFACE DISTRICT** improvements require the following:

- Site Plan in compliance within zoning ordinance; and
- Occupancy and Use Permit approved by American Electric Power.

9. **MECHANIC'S LIEN AGENT:**
Company Name _____
Address _____
Telephone _____ Contact Person _____

10. **DEMOLITION or REMODELING** of any commercial, industrial, non-residential, or church structures requires an asbestos certification to be submitted to the Code Official. Is demolition or remodeling required for this project?

Yes No If yes, asbestos certification will be required prior to issuance of demolition permit.

11. **100-YEAR FLOODPLAIN:** Is the property located with the 100-year floodplain?

Yes No

12. **AMERICAN ELECTRIC POWER WORK ORDER NUMBER** Temporary _____
Permanent/Reconnect _____