

## ZONING AND BUILDING PERMITS

**ZONING PERMIT FEE: \$35.00**

(This cost is separate from the building permit fee)

### PROCEDURES FOR:

- I. PLACEMENT OF MOBILE HOMES (SINGLEWIDE AND DOUBLEWIDE), TRAILERS
- II. BUILDING OF STRUCTURES
- III. HOUSES
- IV. DECKS
- V. ACCESSORY BUILDINGS, ETC.

WHAT IS THE PROCEDURE FOR OBTAINING ZONING AND BUILDING PERMITS?

1. Applicant completes the appropriate application furnishing information as requested. At a minimum, please provide the following:
  - a. a copy of the plat showing the location of the proposed construction with the setback distances from the front, each side and rear property line;
  - b. a copy of the deed (or contract to buy);
  - c. a copy of the sewage disposal construction permit; and
  - d. TWO copies of the building plans and specifications;

IT IS THE RESPONSIBILITY OF THE PROPERTY OWNER NOT SURRY COUNTY OR ITS AGENT(S), TO CLEAR PROPERTY, LOCATE PROPERTY LINES, SETBACKS, AND THE LOCATION OF THE PROPOSED CONSTRUCTION SITE.

NO ZONING PERMIT WILL BE ISSUED UNTIL THE PROPERTY LINES AND PROPOSED CONSTRUCTION SITE ARE CLEARLY MARKED OR FLAGGED.

2. Director and/or staff reviews the application and accompanying materials for compliance with the Zoning Ordinance and other applicable land use regulations.
3. Approval by the Department of Planning and Development.
4. Review and approval of building plans and specification by the Building Official. After Building Official approves plans, the applicant receives one copy of plans and specifications back. This set of plans specifications must be kept at the building site.
5. Applicant pays fees for necessary permits.
6. Applicant is responsible to call for required inspections.
7. Upon completion of construction as appropriate, a Certificate of Occupancy will be issued.

**PLEASE DETACH THIS SHEET AND KEEP FOR YOUR RECORDS.**

For additional information or questions:  
Please contact the Planning and Zoning Department  
(757) 294-5210

Surry County, Virginia

INTAKE FORM

GENERAL INFORMATION APPLICATION

DATE: \_\_\_\_\_

PART A:

1. NAME OF OWNER: \_\_\_\_\_

2. MAILING ADDRESS OF OWNER: \_\_\_\_\_  
\_\_\_\_\_

3. TELEPHONE NO: home: \_\_\_\_\_ - work: \_\_\_\_\_ Email: \_\_\_\_\_

4. LOCATION OF PROPERTY (STREET or ROUTE NO: \_\_\_\_\_  
\_\_\_\_\_

5. TAX MAP \_\_\_\_\_ PARCEL NUMBER \_\_\_\_\_

6. MAGISTERIAL DISTRICT: COBHAM \_\_\_ BLACKWATER \_\_\_ GUILFORD \_\_\_

7. NAME AND ADDRESS OF CONTRACTOR \_\_\_\_\_  
\_\_\_\_\_

8. MECHANIC'S LIEN AGENT: (IF ANY) \_\_\_\_\_

9. ESTIMATED COST OF PROJECT: \_\_\_\_\_

10. SQUARE FOOTAGE: \_\_\_\_\_

11. RESPONSIBLE LAND DISTURBER: \_\_\_\_\_

ADDRESS & PHONE NUMBER: \_\_\_\_\_

PART B: ASSISTANCE REQUESTED

1.

- \_\_\_\_\_ ZONING
- \_\_\_\_\_ GENERAL
- \_\_\_\_\_ NEW CONSTRUCTION
- \_\_\_\_\_ SINGLEWIDE (mobile home)
- \_\_\_\_\_ INDUSTRIAL
- \_\_\_\_\_ COMMERCIAL
- \_\_\_\_\_ OTHER

2.

- \_\_\_\_\_ SUBDIVISION
- \_\_\_\_\_ DEED
- \_\_\_\_\_ PLAT
- \_\_\_\_\_ HEALTH APPROVAL
- \_\_\_\_\_ SURVEYOR CERTIFICATE
- \_\_\_\_\_ PLANS (2 SETS)

ZONING DISTRICT

(Circle One)

A-R, R-1, R-2, B-1, B-2, M-1, M-2, H-P

FOR OFFICE USE ONLY:

FLOOD ZONE AND MAP NO: \_\_\_\_\_

CHESAPEAKE BAY PRESERVATION DISTRICT  
BUFFER: YES: \_\_\_\_\_ NO: \_\_\_\_\_

### SAMPLE FORMAT

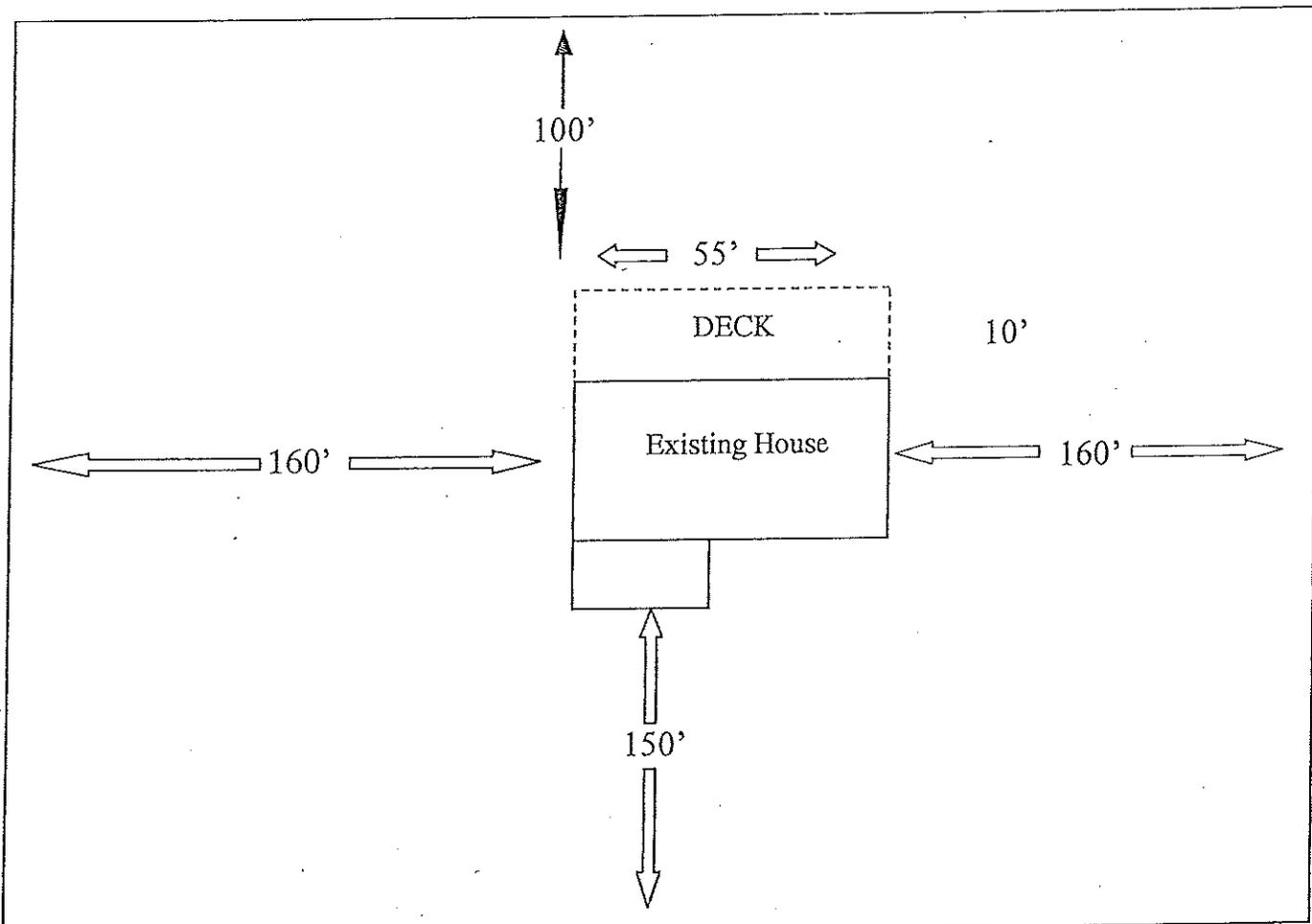
ADDRESS: 1759 RoseHill SUBDIVISION:  
SURRY, VA  
ZONING DISTRICT: \_\_\_\_\_  
VARIANCE/SPECIAL EXCEPTION: N/A

LOT: \_\_\_\_\_

TYPE OF STRUCTURE: DECK  
DATE OF APPROVAL: N/A

MINIMUM ZONING DISTRICT SET BACK REQUIREMENTS: FRONT: 75' SIDE 25' REAR 50'

---



FRONT PROPERTY LINE

ROAD NAME AND NUMBER IS: RoseHill Lane/Route 699

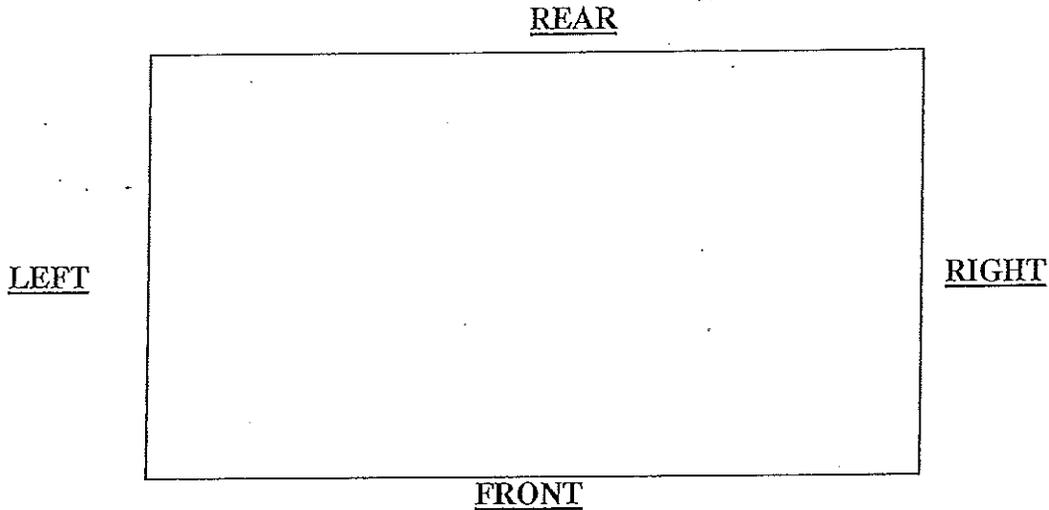
---

ZONING APPLICATION

DATE: \_\_\_\_\_  
NAME: \_\_\_\_\_

ACREAGE: \_\_\_\_\_  
ZONING DISTRICT: \_\_\_\_\_  
TAX MAP NO: \_\_\_\_\_

SHOW SETBACKS FROM ALL FOUR PROPERTY LINES



ROAD NAME & ADDRESS: \_\_\_\_\_

FRONT YARD SETBACK \_\_\_\_\_ REAR YARD SETBACK \_\_\_\_\_

LEFT YARD SETBACK \_\_\_\_\_ RIGHT YARD SETBACK \_\_\_\_\_

ZONING REVIEW \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
ZONING ADMINISTRATOR'S APPROVAL

*PLEASE NOTE: APPROVAL BY THE DEPARTMENT OF PLANNING AND DEVELOPMENT IS GIVEN BASED UPON THE PLAT, PLOT OR SITE PLAN SUBMITTED SHOWING THE PROPOSED DEVELOPMENT/CONSTRUCTION WITH THE SETBACK DISTANCES. THIS APPROVAL IS STATING THAT THE DISTANCES INDICATED ON THE PLAN SUBMITTED ARE IN ACCORDANCE WITH THE ZONING SETBACK REQUIREMENTS OF THE COUNTY ZONING ORDINANCE. IT IS THE RESPONSIBILITY OF THE OWNER/ APPLICANT< CONTRACTOR< AND/OR AGENT TO MAKE SURE THE PROPOSED DEVELOPMENT/CONSTRUCTION IS LOCATED ON THE PROPERTY IN ACCORDANCE WITH THE SURRY COUNTY ZONING REQUIREMENTS. IT IS NOT THE RESPONSIBILITY OF SURRY COUNTY OR ITS AGENT, TO LOCATE OR VERIFY PROPERTY LINES, ZONING SETBACKS, ETC., ON THE PROPERTY.*

## NOTICE TO HOMEOWNERS

BEFORE AN OCCUPANCY PERMIT CAN BE ISSUED FROM THE BUILDING INSPECTOR, THE HEALTH DEPARTMENT REQUIRES ALL DEWELLINGS TO HAVE A SEWAGE OPERATING PERMIT AND APPROVED WATER SAMPLE ANALYSIS.

THIS INFORMATION MUST BE GIVEN TO THE BUILDING INSPECTOR'S OFFICE BEFORE A FINAL INSPECTION IS MADE.

Code Section 54.1-1111. PREREQUISITES TO OBTAINING BUILDING, ETC., PERMIT. -- Any persons on applying to the building inspector or any other authority of a county, city, or town in this Commonwealth, charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, or structure, or any removal, grading or improvement shall furnish prior to the issuance of the permit, either (i) satisfactory proof to such inspector or authority that he is duly licensed or certified under the terms of this chapter to carry out or superintend the same, or (ii) file a written statement, supported by an affidavit, that he is not subject to licensure or certification as a contractor or subcontractor pursuant to this chapter. The applicant shall also furnish satisfactory proof that the taxes or license fees required by any county, city, or town have been paid so as to be qualified to bid upon or contract for the work for which the permit has been applied.

It shall be unlawful for the building inspector or other authority to issue or allow the issuance of such permits unless the applicant has furnished his license or certificate number issued pursuant to this chapter or evidence of being exempt from the provisions of this chapter.

The building inspector, or other such authority, violating the terms of this section shall be guilty of a Class 3 misdemeanor.

(Code 1950, 54-138; 1970, c. 319; 1980, c. 634; 1988, c. 765; 1990, c. 911; 1991, c. 151; 1992, c. 713; 1995 c. 771; 1998, c. 754.)



# Surry County

## Surry, Virginia 23883

BOARD OF SUPERVISORS  
REGINALD HARRISON  
JUDY LYTTLE  
JOHN SEWARD  
JOSHUA SHEARS  
ERNEST BLOUNT

BUILDING OFFICIAL  
WALLACE B. MAVIN  
(757) 294-5224

"The Countrie it selfe, I must  
confesse is a very pleasant land,  
rich in commodities;  
and fertile in soyle. . ."  
- Samuel Argall, ca. 1609

### SHRINK SWELL SOIL DISCLOSURE

I (We) have, or my (our) contractor has applied for a building permit to erect a building in Surry County, Virginia.

I (We) have been informed by the Surry County Building Official of the possibility shrink swell soil may exist on my (our) building site. I (We) have also been advised of the nature of the damage the presence of shrink swell soil may cause to a building, to include footing failure, foundation failure and residual structural damage.

I (We) have further been advised by the Surry County Building Official that I (We) should consult a Professional Engineer familiar with shrink swell soil to design my (our) footing and foundation. By signing this document, I (We) agree that Surry County and/or its officials will be held harmless for any and all structural failures or other damages I (We) may incur because of the presence of shrink swell soil should I (We) decide to build on the site in question.

Done this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in the County of Surry.

Owner \_\_\_\_\_ Date \_\_\_\_\_

Owner \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

AFFIDAVIT

I, \_\_\_\_\_, of (address) \_\_\_\_\_,

Affirm that I am the owner of a certain tract or parcel of land located at: \_\_\_\_\_ and that I have applied for a building permit. I affirm that I am familiar with the prerequisites of Section 54.1-1111 of the Code of Virginia and I am not subject to licensure as a contractor or subcontractor.

I acknowledge that it is my personal responsibility to make sure that the necessary inspections by the Surry County Building Official's Office are requested as they are required by law and pertinent regulations and that it is a violation of the building code of Surry County and the laws of the Commonwealth of Virginia to commence construction before the required inspections have been made and appropriate approvals obtained.

\_\_\_\_\_  
Applicant

SIGNED AND ACKNOWLEDGED BY:

\_\_\_\_\_, in the county of \_\_\_\_\_, Virginia on the \_\_\_\_\_ day of \_\_\_\_\_, in the presence of the undersigned witness.

\_\_\_\_\_  
(Witness)



# CBPD IMPERVIOUS COVER CALCULATIONS

SQUARE FOOTAGE LOT \_\_\_\_\_

SQUARE FOOTGAGE DRIVE ISLE/PAVEMENT \_\_\_\_\_

SQUARE FOOTAGE ACCESSORY STRUCTURES \_\_\_\_\_  
EXISTING/PROPOSED

SQUARE FOOTAGE PRIMARY STRUCTURES \_\_\_\_\_

TOTAL SQUARE FOOTAGE ALL ONSITE IMPROVEMENTS \_\_\_\_\_

IMPERVIOUS COVER = TOTAL SQ. FT. ONSITE IMPROVEMENTS/TOTAL SQ.  
FT. LOT

TOTAL IMPERVIOUS COVER = \_\_\_\_%

(A-R) Agricultural Rural Residence District  
PRIMARY/SECONDARY R/W

Minimum Lot Requirements

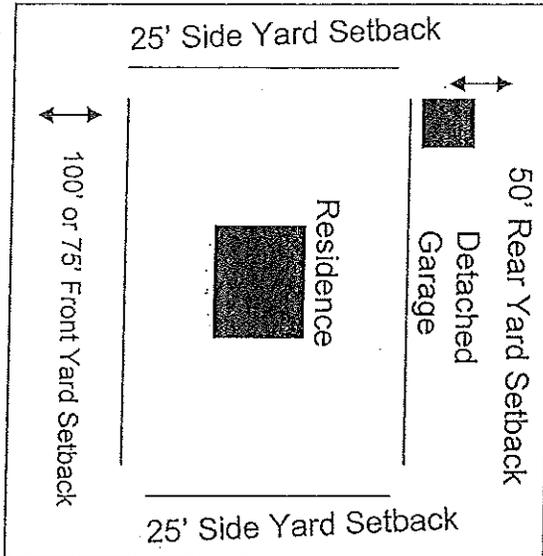
43,560 Square Feet – Primary

36,000 Square Feet - Secondary

Accessory Structures – Limited to maximum of 30% of *required* rear yard.

Lot Width 150' ±

Lot Depth 200' ±



200' ± Required Lot Depth

PRIMARY/SECONDARY R/W

Calculation - Maximum permitted aggregate square footage

100' (Minimum Lot Width minus required side yards) X 50' (Required Minimum Rear Yard Setback) = 5000 Sq. Ft.  
1,500 Maximum Size