



County of Prince George, Virginia

“A welcoming community • Embracing its rural character • Focusing on its prosperous future”

Residential Permit Application Checklist

1. Approved Water Supply and/or Sewage Disposal System Construction Permit from the Virginia Department of Health.
2. Three (3) sets of plot plans drawn to scale, which include:
 - A. Lot and house dimensions
 - B. Location of the dwelling on the lot (show distance to front, side and rear property lines).
 - C. Location of easement, private well and drain field if County utilities are not provided.
3. Three (3) sets of structural plans, which include:
 - D. Footing and foundation design.
 - E. Sizes and span of all structural lumber (e.g. floor joist, rafters, girders, etc.).
 - F. Room sizes, floor area, and finished floor area.
 - G. Stair details.
 - H. Floor plan and wall section.
 - I. Roof slopes (pitch) and truss diagram with engineer’s seal (if trusses are used).
 - J. Window sizes.
 - K. Siding and roof covering materials.
 - L. Interior wall and ceiling finishes.
 - M. Wall, ceiling and floor insulation (R Values).
 - N. Information required by the Building Official during plan review.
4. Name, address and license number of your Contractor.
5. Accurate description of job location, including legal description (Tax Parcel Number, Lot, Block, Section Number and Subdivision Name).
6. Mechanic’s Lien Agents name, address and phone number.
7. Payment of permit fee. Staff will help you calculate the permit fee if you need assistance.
8. Make sure you sign the application and provide an e-mail address, telephone or fax number where you can be reached during our regular business hours (8 a.m. to 4:30 p.m., Monday-Friday).
9. Any permit issued shall become invalid if work on the site authorized by the permit is not commenced within six months after issuance of the permit, or if authorized work on

the site is suspended or abandoned for a period of six months after the time of commencing the work.