

WARREN COUNTY BUILDING INSPECTIONS

FREQUENTLY ASKED QUESTIONS

1. ***When and why do I need a Building Permit?***

The Building Code was adopted by the Commonwealth of Virginia to ensure the health, life and safety of its citizens.

Certification by the County for compliance with the Building Code will assist in avoiding possible problems later.

Building Permits are required for:

New buildings, additions, decks, porches, detached residential accessory buildings larger than 256 square foot, attached or detached garages, above ground or inground pools, finishing a basement, interior alterations (removing walls, adding walls, enlarging windows), retaining walls, electrical, mechanical and plumbing.

If you are undertaking a project and are not sure if a permit is required, please contact our office, prior to starting, and ask if a permit is necessary.

2. ***What are the setback requirements?***

Please contact the proper Zoning Department for the setback requirements. The Town of Front Royal Zoning Department can be contacted at 540-635-4236. The Warren County Zoning Department can be contacted at 540-636-3354.

3. ***What information do I need to bring with me in order to obtain a Building Permit?***

Bring a copy of your latest tax receipt for the property (the receipt will have your correct tax map number), a copy of the contractor's Virginia State Contractor's license, a copy of the survey of the property showing the new construction & the number of feet to the property lines, a copy of the health department construction permit, and two (2) sets of structural plans.

If the property is located in the Town of Front Royal, you will first need to go to the Town of Front Royal Zoning Department for approval.

Virginia Department of Transportation entrance permit, if required for access.

4. ***When do I need Health Department approval?***

Except for projects within the Town of Front Royal, a valid Warren County Health Department Construction Permit will be required for construction of a Single Family Dwelling. All other construction projects will require a copy of the original construction permit from the Warren County Health Department. In some cases a walk-over performed by the Warren County Health Department may be required.

If the proposed construction is a Single Family Dwelling located in the Town of Front Royal, a copy of the receipt for payment of tap fees will be required.

5. ***What fees are involved?***

Building permit fees are calculated on the square footage of the new construction. Please see the complete fee schedule for additional details. Your permit fees are payable at the time you make application. Our office accepts cash, check or charge card (except electrical fees).

6. ***Where can I purchase a code book?***

Model Building Code books are available at www.iccsafe.org. You may print a free copy of the current Virginia Uniform Statewide Building Code (USBC), which adopts the model codes, at the website of Virginia Department of Housing and Community Development: www.dhcd.virginia.gov

7. ***How long will it be before I get my permit?***

Our permit process usually takes between 3-11 business days for residential and 1-4 weeks for commercial, but you may qualify for our expedited plan review process.

8. ***What inspections are required?***

When you receive your permit, you will be provided with a list of required inspections.

9. ***How do I schedule an inspection?***

You may schedule an inspection by calling our office at 540-636-9973 the prior day, before 4:00 p.m. to schedule your inspection. You must provide the permit number, permit name, site address and the type of inspection(s) that you are requesting.

10. ***What time is my inspection?***

Our office will not schedule an inspection for a specific time. You may call our office on the morning of your scheduled inspection, between 8:15 a.m. and 8:30 a.m., for an approximate inspection time.

11. ***How deep do my footings have to be?***

24" unless solid rock is encountered. The bottom of the footing must be on undisturbed soil with good bearing capacity.

12. ***What kind of plans do I need for a permit?***

Plan requirements for different projects are available in the Warren County Building Inspections Department OR at www.warrencountyva.net

13. ***I have specific code questions, where can I get help?***

Our office has inspectors available between 8:00 a.m. to 8:30 a.m. Monday thru Friday.