



## Mathews County Building Department

17 Court St. Mathews VA 23109

Phone: (804) 725-7171 Website: [www.mathewscountyva.gov](http://www.mathewscountyva.gov)

### **The following is a guide to the typical steps involved in obtaining a permit for construction, rehabilitation, renovations, remodeling, change of use, etc:**

Certain work (ordinary repairs, etc) may not require a Permit. All persons are advised to contact the Mathews County Building Department to confirm if a Permit is required.

- Obtain a Zoning Permit from the Mathews County Zoning Department (if required); the Building Department will require a copy of the Zoning Permit or an exemption letter.
- If the property or project is located in a flood zone (SFHA) a Flood Zone Development Permit must be completed and signed. Existing buildings-structures will have to undergo a substantial improvement determination. Note: any and all work in a flood zone must be permitted.
- Determine which code applies (residential –vs- commercial; new construction –vs- existing structures). All work to be performed and the plans or construction documents must comply with the applicable code. Virginia Construction, Residential or Existing Building Code.
- Fill out the required Permit Application (s); these applications can be found on the Mathews County website. The applications are in a PDF fillable format. Separate permits are required for building, mechanical, electrical, plumbing, etc.
- Submit Construction Documents (plans and-or a scope of work) that fully describes the work that is to be performed. Roof trusses, manufactured floor systems, engineered beams require additional documents to be submitted with the plans.
- If an owner wishes to perform the work themselves or act as their own contractor, they must sign an Owner's Affidavit (which can also be found on the website) and indicate what exemption they are claiming under state law.
- After the Permit Application (s) and Construction Documents are received, they will be reviewed and a Permit will be issued (if the application and Construction Documents meet the requirements of the Uniform Statewide Building Code and the Mathews County Floodplain Management Ordinance).
- After the Permit is issued, it must be posted on the work site, and all required inspections must be called for (or requested) prior to work proceeding. Typically one day's notice is required for all inspections. Required inspections are listed on the County's website.

- Virginia Department of Health approval for the well and-or septic system must be submitted to the Building Department prior to a final inspection. If the project is in the sanitary sewer district, HRSD approval or verification will need to be submitted.
- A copy of an Elevation Certificate (from a state licensed surveyor or engineer) –or- a Floodproofing Certificate (from a RDP) must be received by the Building Department prior to the Final Inspection, if the site is located in a flood zone.
- A Certificate of Occupancy will be issued once a final inspection is performed and all of the above steps are completed. A certificate of occupancy must be issued prior to the occupancy or use of any building or structure.

Any questions regarding Permit Applications, Permits, Construction Documents or whether a Permit is required should be directed to the Building Department (804-725-7171).

All Permits, Applications and a number of Guides can be found on the County Building Department Website (Applications & Forms).

Per section 108 of the Virginia USBC, a permit is required for any of the following activities:

1. Construction or demolition of a building or structure
2. For a change of occupancy
3. Movement of a lot line that increases the hazard to or decreases the level of safety of an existing building or structure
4. Removal or disturbing of any asbestos containing materials during the construction or demolition of a building or structure, including additions.

Note: construction is defined as: *the construction, reconstruction, alteration, repair, or conversion of buildings and structures.*

*The purpose of the Virginia Uniform Statewide Building Code is to protect the health, safety and welfare of the public.*