

Commercial Construction of Buildings and Set Up of Modular Units (Unincorporated Areas)

1 GETTING STARTED

Zoning Requirements

Contact Planning/GIS at 755 Roanoke Street, Suite 2A. (540) 394-2148 for information.

Water Utility Requirements

- *Public water system* - contact Montgomery County Public Service Authority (PSA) at (540) 382-1997, ext. 54154.
- *Private water system* - contact Virginia Department of Health (VDH) at (540) 585-3357.

Erosion and Sediment Control

Contact Building Inspections at (540) 382-5750 for permit information.

Commercial Kitchen

Contact VDH at (540) 585-3297 to learn about commercial kitchen requirements.

2 PLAN REQUIREMENTS

Plans require third-party review by an approved registered design professional (RDP), certified in plan review by the International Code Council. **If you are in a shrink/swell soil area as defined by Montgomery County, a soil analysis is required at time of application.** Note: Plan reviewers must be preapproved by the Building Official.

One set of stamped plans must be submitted along with the results of the third party plan review.

Building and Trade Permits

Apply for a building permit at the Department of Inspections in Suite 1D. If you are a property owner, or property owner's agent acting as a contractor, an Exemption Affidavit is required per Section 54.1-1111 of code of Virginia assuming full responsibility for the construction and /or set-up of the building.

Trade permits (electrical, mechanical, and plumbing) must be applied for separately.

This responsible person(s) must be either a *licensed contractor, an agent of the property owner, or the property owner.*

The permit fee is due at time of application.

Only certified tradesmen may apply for trade (electrical, mechanical, and plumbing) permits.

3 PERMIT APPROVALS

Zoning, Building, and Erosion & Sediment Control Departments must approve permit applications before a permit to build can be issued. When the building permit has been issued, construction may begin.

No work can be done, nor inspections performed until there is a signed permit in place. Zoning and Erosion & Sediment Control Permits, if required, must be issued *prior* to issuance of the building permit.

4 INSPECTIONS

Call the Department of Inspections at (540) 382-5750 for required building inspections of the structure. (In some cases a third party inspector may be required to be determined at plan review).

An Operations Permit from the pertinent utility provider, along with Zoning approval, will be needed for a final inspection.

If a commercial kitchen is being constructed, authorization for use of the kitchen from VDH (540) 585-3300 is required before a final Certificate of Occupancy (CO) can be issued.

After passing the Final Inspection, the Department of Inspections will then issue a CO. The structure may now be occupied. Note: The applicant will be the "owner" of the CO. It will be mailed unless otherwise instructed by the applicant.