

Checklist for Permit Submittal (minimum requirements*)

***additional items may be required, based upon specific project**

- Mark Yes / No / Not Applicable (NA)
- If given an “*or*” selection, circle or underline the appropriate option

For all permits:

- _____ Permit application
- _____ Fees (cash, check, or money order, payable to ‘Treasurer of Westmoreland County’)
- _____ Copy of Virginia Contractor’s license *or* signed and notarized Owner Affidavit

For new house, new farm building, or new commercial development:

- _____ VDOT permit *or* private road *or* using existing driveway culvert
- _____ Health Department septic permit *or* paid sewer tap (optional for farm building)
- _____ Health Department well permit *or* paid water tap (optional for farm building)
- _____ Professional site plan *or* legible hand-drawn plot plan (both plans shall show all structures, well/septic locations, driveway, etc., and also showing distances from proposed construction to nearby property lines, well, septic tank, drainfield, etc.) (3 sets)
- _____ Building plans (2 sets)

For additions/replacements/redevelopment:

- _____ Septic tank pump-out receipt dated within the last 5 years
- _____ Septic evaluation *or* reserve drainfield search *or* septic upgrade (if adding > 500 SF or bedroom(s), see staff for worksheet)
- _____ Professional site plan *or* legible hand-drawn plot plan (both plans shall show all structures, well/septic locations, driveway, etc., and also showing distances from proposed construction to nearby property lines, well, septic tank, drainfield, etc.) (3 sets)
- _____ Building plans (2 sets)

Additional items required for some permits with larger construction footprints:

- _____ Bond (if adding/replacing >833 SF impervious cover or land disturbing > 2,500 SF)
- _____ Bond application (if bond is required)
- _____ BMP/Stormwater Maintenance Agreement & \$22 recording fee (for projects that necessitate an engineered stormwater mitigation plan, see staff for form)
- _____ Stormwater calculations worksheet & Agreement-In-Lieu-Of a stormwater plan request form (if lot was created after July 1, 2004 *and* land disturbing/construction exceeds 2,500 SF *and* applicant wishes to see if an engineered plan is necessary)