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)