

Inspection Information



Inspections are performed on the **next business** day if the inspection request is submitted **BEFORE** 4:00 p.m. Inspections may be submitted in 3 ways:

1. Call the automated inspection line at (804) 966-8572. The voice mail message will tell you on what day your inspection will be completed. Please leave the permit number, the type of inspection, and a return telephone number.

• For cancellations, please **DO NOT** call the inspection line. Please call (804) 966-9680.

2. Fax your request to (804) 966-8510.

3. Email your request to permitcenter@co.newkent.state.va.us.

New Kent County
Community Development—Permit Center
12007 Courthouse Circle
Post Office Box 50
New Kent, VA 23124
Phone: (804) 966-9680
Fax: (804) 966-8510

Web page: www.co.new-kent.va.us
Email: permitcenter@co.newkent.state.va.us

Permits



Certificate of Occupancy

BEFORE YOU CALL FOR A FINAL INSPECTION FOR A CERTIFICATE OF OCCUPANCY

Before you call for a final inspection for a Certificate of Occupancy (C.O.), there are some items that we need to have in the office before we can issue a C.O. Please make sure that if you have not already submitted the items below, that you do so before requesting a C.O.

VDOT CONDITIONAL USE PERMIT—this is required if your driveway will enter onto a state maintained roadway. An application was provided to you when you submitted your application for building.

DCR PERMIT—if a land disturbance permit was required, it was necessary for you to send the application, provided to you in your SFD packet, to the Department of Conservation and Recreation. A certificate number would have been provided to you by DCR.

RPA SIGNS—if you were required to install RPA (Resource Protection Area) signs on your property, they must be purchased either through our office (\$7.50 per sign) or Wright Signs in Toano, VA. If purchased through us, we will make a copy of the receipt when you purchase them. If you purchase

your signs through Wright Signs, please provide us with a proof of purchase.

WATERPROOFING SPECS—if you have a basement house, we will require the waterproofing spec/warranty sheet provided by the manufacturer of the product that was used.

OPERATIONS PERMIT—if you have private well and/or septic, an operations permit will need to be provided to us by the New Kent County Health Department. Please contact them at 804-966-9640 prior to requesting a final inspection so that you can provide them with the necessary items for them to issue the O.P.



PERMANENT STABILIZATION LETTER— if you

want to have a permanent Certificate of Occupancy, this letter will be required if you do not have 85% grass coverage established at the time of final inspection. If you do not wish to agree to the terms of the letter, you may request a Temporary C.O., which will cost \$55 every thirty days. If a Temporary C.O. is requested, it must either be done so verbally or written before it will be processed.

CERTIFICATE OF OCCUPANCIES WILL NOT BE FAXED UNDER ANY CIRCUMSTANCES.



When Do I Need A Permit?



According to Section 111.1 of the 2003 Edition of the Virginia Uniform Statewide Building Code (USBC), a written application for permit shall be made to the building official and an

approved permit issued by the building official before any of the following actions may be commenced:

- Constructing, reconstructing, enlarging, altering, or demolishing a structure
- Changing the use of a structure either within the same group classification or to a different group classification when the new use requires greater degrees of structural strength, fire protection, exit facilities, ventilation or sanitary provisions
- Installing or altering any equipment which is regulated by the USBC
- Removing or disturbing any asbestos-containing materials during demolition, alteration, renovation of or additions to structures
- Moving a lot line which affects an existing structure's continued compliance with the building regulations under which it was built
- For emergency construction, alterations or equipment replacement, the permit application shall be submitted the next working day following such emergency work

Design Criteria

The Building Inspector's Office is responsible for enforcement of the 2003 edition of the Virginia Uniform Statewide Building Code (VUSBC) in New Kent County, Virginia. Building permits are required for all structures (except non-residential agricultural buildings on a working farm) pursuant to the requirements of the VUSBC. Permit fees are based on Fair Market Value of the improvement. All inspections must be requested the day before required. No inspection requests are accepted for the next day after 4:00 p.m. There is a re-inspection fee of \$30 plus the 1.75% state surcharge for inspections not ready or for second occurrences of a failed inspection.

The VUSBC references the following model codes:

- **RESIDENTIAL:** 2003 International Residential Code
- **COMMERCIAL:** 2003 International Building Code
- **PLUMBING:** 2003 International Plumbing Code
- **MECHANICAL:** 2003 International Mechanical Code
- **ELECTRIC:** 2002 National Electric Code
- **FROST LINE** — 18"
- **SEISMIC CATEGORY:** C
- **WEATHERING** — Moderate
- **TERMITE DAMAGE** — Moderate to Heavy
- **DECAY** — Slight
- **WINTER DESIGN TEMPERATURE** — 20 degrees
- **BASIC WIND SPEED** — 80 mph

Getting Started:

Steps for the Single Family Dwelling Permit Process

1. If your dwelling will be serviced by private well and/or septic, you will need to be permitted through the New Kent Health Department ((804) 966-9640) before you can apply for your land disturbance and building permits. You will need to submit 2 copies of the approved Health Department Packet with your land disturbance and building application.
2. If you are disturbing more than 2500 square feet, you will need a land disturbance permit. Fill out the land disturbance application, the agreement in lieu of plan (if you do not have a stamped and signed site plan by an engineer/surveyor/architect) and a Historical Significance Inventory. You will also need to fill out the VSMP registration statement and send to the address provided on the form.
3. Fill out the Single Family Dwelling (SFD) application. Submit with 2 sets of plans, 2 site plans, 2 Health Department Packets (if applicable), and a copy of the recorded deed.
 - IF YOU ARE BUILDING IN THE BRICKSHIRE, PATRIOTS LANDING OR FARMS OF NEW KENT SUBDIVISIONS, ALL PLANS AND SITE PLANS MUST BE STAMPED WITH THE ARCHITECTURAL REVIEW BOARD

(ARB) STAMP. WE WILL NOT ACCEPT ANY PLANS FROM THESE SUBDIVISIONS THAT HAVE NOT BEEN APPROVED BY THE ARB.

• IF YOU ARE SUBMITTING PLANS WITH A PROFESSIONAL ENGINEER OR REGISTERED ARCHITECT WAIVER FORM, BOTH THE WAIVER FORM AND EVERY PAGE OF

EACH SET OF PLANS MUST BE STAMPED AND SIGNED BY THE ENGINEER/ARCHITECT. THESE ARE **GENERALLY** REVIEWED IN 2 WEEKS.

• IF YOU CHOOSE TO USE THE MASTER PLAN PROGRAM, YOU WILL NEED TO INCLUDE THE PERMIT NUMBER OF THE **EXACT** HOME YOU PLAN TO CONSTRUCT AND PROVIDE US WITH 1 SET OF HOUSE PLANS.

THESE ARE **GENERALLY** APPROVED IN 2 WEEKS.

