



**B E R R Y V I L L E**  
EST. 1798 *Genuine* VIRGINIA

**Department of Planning and Zoning | 540 955-4081 | [planner@berryvilleva.gov](mailto:planner@berryvilleva.gov)**

New Construction

*Single Family-Detached Residential*

- Submit completed zoning permit application*
- Submit fee*
- Attach lot grading plan (grading and as-built checklist available at the Berryville Planning Dept.)*
- Complete Agreement in Lieu of an Erosion and Sediment Control Plan application if required*
- If property is located in the Historic District, the Architectural Review Board must review and approve building elevations*
- Applicant must obtain a Clarke County Building Permits prior to construction*
- Prior to obtaining a Certificate of Occupancy, the applicant must submit an as-built grading plan and review fee to the Planning and Zoning Office for review and approval*

New Construction

*Commercial Development*

- Schedule a sketch plan meeting with town planning and zoning staff*
- Submit site plan*
- Submit fee*
- A meeting will be scheduled with the administrative body (Berryville Planning Commission or Berryville Area Development Authority) for review and approval of submission*
- Building permits must be obtained from the Clarke County Building Department*
- If property is located in the Historic District, the Architectural Review Board must review and approve building elevations*
- Other items may be required*

Addition (includes decks, porches, basement remodeling, and swimming pools)

- Submit completed zoning permit application*
- Submit application fee*
- Attach copy of plat showing addition, include distances (setbacks) from all property lines*
- If property is located in the Historic District, the Architectural Review Board may review the elevations of the addition*
- Contact "Miss Utility" 811 or 1-800-552-7001 prior to digging*
- If the application is for a basement remodel, a drawing of the area shall be submitted and uses identified for all of the areas to be remodeled*
- Permits may be required from the Clarke County Building Department*

Accessory buildings (sheds, etc.)

- Submit completed zoning permit application*
- Submit application fee*
- If the structure is 256 square feet or greater, a Clarke County Building Permit is required*
- Attach copy of plat showing addition, include distances (setbacks) from all property lines*
- Contact "Miss Utility" 811 or 1-800-552-7001 if any excavation is to occur*

If you have any questions regarding Building, Zoning, Land Disturbance, or Health Regulations, please direct them to the appropriate departments below.

- Building Department, Land Disturbance/Erosion & Sediment Control
  - James Royston, Building Official  
540-955-5112  
[jroyston@clarkecounty.gov](mailto:jroyston@clarkecounty.gov)
- Health Department
  - Carter Neiswander, Environmental Health Specialist  
540-277-3570
  - Jim Davis, Environmental Health Supervisor  
540-277-3571
- Planning & Zoning – Clarke County
  - Jeremy Camp, Zoning Administrator  
540-955-5131  
[jcamp@clarkecounty.gov](mailto:jcamp@clarkecounty.gov)
- Planning & Zoning – Town of Berryville
  - Christy Dunkle  
540-955-4081
- Clarke County Sanitary Authority - Water & Sewer Availability Information in Boyce, Millwood, & White Post
  - Sarah Shiley  
540-955-5185
- Miss Utility – Dial 811
- Rappahannock Electric Cooperative – 1-800-552-3804
- Dominion Virginia Energy – 1-888-667-3000
- Shenandoah Valley Electric Cooperative – 1-540-450-0111