



Clarke County Building Department  
101 Chalmers Court, Suite B  
Berryville, VA 22611  
540-955-5112

***When to apply for a permit:***

A permit will be required for any of the following before any work begins:

- Construction or demolition of a building or structure involving:
  - The removal or addition of a wall, partition, or portion thereof;
  - Any structural component;
  - The repair or replacement of any required component of a fire or smoke-related assembly;
  - The alteration of any required means of egress system, including the addition of emergency supplemental hardware;
  - Water supply and distribution systems, sanitary drainage system or vent system;
  - Electric wiring;
  - Fire protection systems
  - Mechanical systems;
  - Fuel supply systems;
  - Adding or relocating electrical or electrical fixtures, outlets, and circuits;
  - Adding or relocating plumbing and plumbing fixtures;
  - Adding, removing, or relocating anything related to gas or fuel; and
  - Installation of any equipment regulated by the USBC.
- For a change of occupancy
  - To issue a CO on a property where there is none on file.
  - When a new certificate of occupancy is required by VEBC.
- Movement of a lot line that increases the hazard to or decreases the level of safety of an existing building or structure in comparison to the building code.
- Removal or disturbing of any asbestos-containing materials during the construction or demolition of a building or structure, including additions.

In the event of an emergency, repairs may be started, but a building permit application must be submitted by the end of the first workday following the start of emergency construction.

***Please be advised:*** This list is not all-inclusive. Please call the Building Department at 540-955-5112 if you have questions about permit requirements.