



Clarke County Building Department
101 Chalmers Court, Suite B
Berryville, VA 22611
P) 540-955-5112 | F) 540-955-5170

If you are applying for a Commercial Building Permit, please submit the following:

Zoning Department

- A signed site plan with the proposed structure and any existing structures drawn in, in distances from all property lines, well and drain field, and also the height of the proposed structure.

Building Department

- A completed building permit application.
- Two (2) sets of structural building plans clearly labeled.
- Soils Report letter of Waiver, if applicable.
- A copy of your land disturbance permit, if applicable.
- A recorded copy of your Notice of Onsite Sewage Disposal Limitations or Notice of No Sewer Permit Availability. This can be obtained through the Health Department.
- A walkover by the Health Department may be necessary prior to building permit approval. This will be determined by the Zoning Administrator or Building Official.
- All general contractors shall submit a copy of their Virginia Contractor's License and the Appropriate County or Town Business License.
 - Clarke County – if in a 12 month period you expect to make in excess of \$20,000 on all combined jobs, a business license is required. This can be obtained through the Commissioner of the Revenue's office.
 - Town of Berryville – Please contact 540-955-1099 for assistance.
- All sub-contractors must submit two (2) complete sets of plans for approval. (I.E. electric, gas, mechanical, and plumbing – please complete the appropriate permit applications.)

Questions:

- Building Department, Land Disturbance/Erosion & Sediment Control
 - James Royston
540-955-5112
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
540-955-5131
jcamp@clarkecounty.gov
- Planning & Zoning – Town of Berryville



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- Christy Dunkle
540-955-4081
- Clarke County Sanitary Authority - Water & Sewer Availability Information in Boyce, Millwood, & White Post
 - Mary Meredith
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

Inspection List

- All Structures
 - Footings – Call for inspection after footings have been excavated, forms set, and reinforcement in place. Call **before** pouring concrete.
 - Foundation – Call for inspection after all masonry, waterproofing, and bolts are in place. If foundation walls are poured, concrete, forms, reinforcement, and placements must be inspected before pouring concrete in those walls.
 - **NOTE** – this department does foundation, drain tile, and backfill inspections in one site visit.
 - Framing – Call for inspection after all framing, roof, fire stopping, bracing, rough mechanical, rough plumbing, and rough electrical work which is to be enclosed, and before any wall board or ceilings are in place.
 - Insulation – Call for inspection when all insulation is in place and before any wall or ceiling covering is in place.
 - Final – Call for inspection when structure is complete and ready for occupancy.
- Electric
 - Rough-in – Call for inspection prior to concealment. All wiring, boxes, conduit, and concealed equipment must be installed.
 - Service – Call for inspection after meter base, service panels, ground rods, and proper GFCI equipment is installed.
 - Final – Call for inspection after all equipment has been installed and operating, prior to occupancy.
- Gas
 - Rough-in / Pressure Test / Gas Line - Call for inspection prior to concealment and after the gas lines have been installed and pressure tested.
 - Pressure Vessels - Call for inspection of all gas storage tanks, fired and unfired pressure vessels, and all piping to and from equipment prior to backfilling or concealment.
 - Final - Call for inspection when all heating and cooling plants, pumps, fired and unfired pressure vessels have been installed and tested.



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➤ Mechanical

- Rough-in - Call for inspection prior to concealment and after the ducts, vent fans, emergency switches, sprinkler systems, and fire suppression systems have been installed.
- Pressure Test - Call for inspection prior to concealment and after the gas lines have been installed and pressure tested.
- Pressure Vessels - Call for inspection of all oil storage tanks, fired and unfired pressure vessels and after all piping to and from equipment prior to backfilling or concealment.
- Final - Call for inspection when all heating and cooling plants, pumps, fire and unfired vessels and fire suppression systems have been installed and tested.

➤ Plumbing

- Groundworks - Call for inspection prior to covering or backfilling. All tests must be performed, inspected, and approved.
- Rough-in - Call for inspection prior to concealment. All waste, vents, and water lines must be installed and tested **complete from ground level to and through the roof.**
- Final - Call for inspection before occupancy and when all fixtures are set and in operation.

Please Note: The above list is not all inclusive. Please contact the Building Department for required inspections.



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Before calling the Clarke County Building Department for your final inspection, please use the following check list to ensure all items have been completed.

Please Note: The following list is not all inclusive. Please contact the Building Department if you have any questions.

FINAL CHECKLIST

- All required inspections have been completed.
- Operations Permits has been issued by the Clarke County Health Department. Note: Coliform and Nitrate Tests are required.
- Notice of Onsite Sewage Disposal Limitations form has been recorded in the Clarke County Circuit Court Clerk's Office.
- Water and Sewer availability fees have been paid.
- All Third-Party Inspection reports have been turned in to the Building Department.