



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 building permit for a **Residential Addition**, please submit the following:

### **Zoning Department**

- A recorded plat, with the proposed structure and any existing structures drawn in, the distances from all property lines, well and drain field, and also the height of the proposed structure with the Zoning Administrator's original signature.

### **Building Department**

- A completed building permit application.
  - The signed Contractor Exemption Affidavit page must be completed if you are acting as your own General Contractor.
- Two (2) sets of structural building plans are clearly labeled.
  - Please label all rooms.
  - This can be drawn by you with a list of used materials.
- A recorded copy of your Notice of Onsite Sewage Disposal Limitations or Notice of No Sewer Permit Availability.
  - This can be obtained at the Health Department.
- A walkover by the Health Department may be necessary prior to building permit approval. This is to be determined by the Zoning Administrator or the Building Official.
- Soils Report letter of Waiver, if applicable.
- Land Disturbance Permit, if applicable
- Contractor Exemption Affidavit Form, if applying for a Building Permit as your own General Contractor.
- All general contractors shall submit a copy of their Virginia Contractor's License.
- All general Contractors shall provide a copy of the Appropriate County or Town Business License.
  - Clarke County – if in 12 months you expect to make more than \$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.

### **Questions:**

- Building Department, Land Disturbance/Erosion & Sediment Control
  - James Royston  
540-955-5112  
[jroyston@clarkecounty.gov](mailto:jroyston@clarkecounty.gov)
- Health Department
  - Carter Neiswander – Environmental Health Specialist  
540-277-3570



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- Jim Davis – Environmental Health Supervisor  
540-277-3571
- Planning & Zoning – Clarke County
  - Jeremy Camp  
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
  - 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 emplacements must be inspected before pouring concrete into 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 wallboard or ceilings are in place.
  - Final – Call for inspection when the structure is complete and ready for occupancy.

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