



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 to install **Solar Array, Ground Mounted and/or Roof Mounted**, 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.
 - County:
 - Zoning Approval is required for Ground Mounted Solar Array.
 - Zoning Approval is not required for Solar being mounted on the roof of an existing structure.
 - Town of Berryville: Please contact Christy Dunkle for Zoning Requirements

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.
- A completed Electrical Permit Application.
- Two (2) sets of structural letter(s) and calculation packages.
- A recorded copy of your Notice of Onsite Sewage Disposal Limitations or Notice of No Sewer Permit Availability.
 - This must be recorded with the Circuit Court before any Building Permits will be released.
- 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
- 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.

Information to Note:

- Are structural letter(s) and calculation packages required? Yes
- Are structural stamps required on plans? Yes
- Are engineering stamps required on plans? Yes
- Wind speed requirements? 90 mph



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- Snow load requirements? 30 lbs
- Frost Depth: 24"
- Building Code in use:
 - Residential Code - 2018 VRC/IRC
 - Fire Code - 2018 VA
 - National Electric Code - 2017 NEC
 - Building Code - 2018 VCC/IBC

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
 - 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:

- Ground Mounted
 - Footings
 - Ditch Electric
 - Final Electric
 - Final Building



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- Roof Mounted
 - Final Electric
 - Final Building