



## New Construction Permit Requirement Checklist

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Planning/Zoning Permit Approved (804-492-3520)

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Shrink Swell Soil Analysis (If required) (Soil Consultant list available upon request)

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Approved in Lieu of E & S and/or Plan, also you may need to meet Stormwater Regulations (Planning Dept.804-492-3520)

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Health Permit Approved by Health Department, (804-492-4661)  
(Bring copy of Approved Zoning Permit and Plat/Scaled Drawing along with AOSE paperwork if applicable)

Or Executed Water/Sewer User Agreement (Administration 804-492-3625)

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Building Permit Application

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Highway Entrance Permit Approved by VDOT  
(Charles D. Edwards: 434-505-3439)

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Used Singlewides Require a Copy of Title

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New Homes/Modular: 2 sets of plans including trusses with layout, any engineered floor joist, LVL's, etc.

(New Singlewide/Doublewide: Footer diagram w/chart, floor plan  
Manufacture data information, marriage wall detail / HUD disclosure, HUD  
Installer certificate, deck /porch detail)

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This includes: decks/porches/gazebos etc.

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Copy of Contractor's Licenses through DPOR (Class A, B or C)

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Everything approved by the building official so a permit can be issued

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Fees collected

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Permit placed in line to be issued

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Permit issued

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**Adopted by the Cumberland County Board of Supervisors June 10, 1998**

Cumberland County Policy for Building on Shrink-Swell Clays

If Shrink-Swell Clays are found to be present during the footing inspection, for any structure regulated by the Uniform Statewide Building Code, the Building Code Official shall determine if a designed footing and foundation is required for that structure. If a design footing and foundation is required, the design must be by an engineer or architect licensed by the state of Virginia, and be based on site-specific soil investigation, or presume the presence of high shrink-swell soil and design to overcome the limitations presented by these soils.