

7. FLUVANNA COUNTY BUILDING INSPECTIONS

(Adopted by the Board of Supervisors on July 6, 2005 unless otherwise noted.)

7-1. General Policies

7-1.1. Building Code.

- 7-1.1.1. All construction, reconstruction, renovation, repair, alteration, additions, demolition, and a change of occupancy shall be done in accordance with the Virginia Uniform Statewide Building Code.

7-1.2. Messages.

- 7-1.2.1. Every effort shall be made to return telephone, e-mail messages, etc. on the day received.

7-1.3. Dress Code.

- 7-1.3.1. Employees of the Building Inspections staff are expected to dress in a manner that will not offend other members of the staff or citizens. This shall include but is not limited to generally clean clothes, wearing clothes that are not physically revealing and generally good hygiene.
- 7-1.3.2. Office Staff: Office staff shall dress in a business or business casual attire. This shall not include blue jeans, tennis shoes and flip-flops etc. Exceptions may be made if there is a physical or other problem that makes this unreasonable if approved by the Building Official and the County Administrator.
- 7-1.3.3. Field Inspection Staff: Field inspection staff shall wear appropriate attire for the elements encountered on construction job sites. This may include kaki pants, blue jeans and footwear suitable for climbing and walking through mud & snow, etc. Shirts with a collar or buttons shall normally be worn.
- 7-1.3.4. Public Meeting: At public meetings business dress attire shall be worn.

7-1.4. Reports to the Board of Supervisors.

- 7-1.4.1. Every effort shall be made to prepare the Building Inspections monthly reports to the Board of Supervisors in time to be delivered in the 1st Friday mail following the end of each month.

7-1.5. Training and Certification.

- 7-1.5.1. Training and certification shall be in accordance with the Uniform Statewide Building Code and the Department of Conservation and Recreation for the position filled. Additional certifications are encouraged.

7-2. Money Handling Policy.

- 7-2.1. Revenue transmittals will be made daily.
- 7-2.2. Each transmittal will document payment for each permit issued that day.
- 7-2.3. The transmittal will be signed by the person delivering the transmittal and an employee of the treasurer's office receiving the transmittal.
- 7-2.4. The transmittal will be reviewed and signed by the Building Official daily.

7-3. Permitting Process.

7-3.1. Application for Building Permit

- 7-3.1.1. Written application for permit shall be made to the building official as required by the Uniform Statewide Building Code on forms provided by the building official. Application for permit shall be made by the owner or lessee of the structure or agent of either, or by the licensed architect, professional engineer, contractor or subcontractor (or their respective agents) employed in construction of the proposed work.
- 7-3.1.2. Construction Documents. Plans shall be submitted to the building official for the proposed work in accordance with the Uniform Statewide Building Code.
- 7-3.1.3. Cooperation with other Department's agencies. When applicable written approvals shall be required from other Departments and Agencies such as but not limited to the Health Department, the Department of Planning and Development, the Thomas Jefferson Soil and Water Conservation District, and the Virginia Department of Transportation.
- 7-3.1.4. Upon approval of the construction documents and written approvals are received as required in #4 above, the permit will be issued as soon as practical. A bond is required for Land Disturbing Permits other than single family homes in accordance with section 6-2-6 of the Fluvanna County Code.
- 7-3.1.5. Fees.
- 7-3.1.6. Fees shall be approved and adopted by the Fluvanna Board of Supervisors. (Fluvanna County Code Sections. 5-2-2 and 6-1-5.1.)
- 7-3.1.7. Permit Fee Refunds. In the case of a revocation of a permit or the abandonment of a building project, a refund for the portion of the work that was not completed shall be provided when requested in writing. An administrative fee of 25% and a fee of \$ 30.00 per inspection made shall be retained.

7-4. Inspections.

7-4.1. Inspections - general.

- 7-4.1.1. Generally inspections shall be made on the day requested by the applicant. If for some reason this cannot be done, inspections shall be done within the time required by the Uniform Statewide Building Code (two working days.)
- 7-4.1.2. Inspections may be added or deleted at the discretion of the Building Official in accordance with the Uniform Statewide Building Code.

7-4.2. Order of Inspections.

- 7-4.2.1. Footer inspection before placing concrete;
 - 7-4.2.1.a. Inspection of preparatory work prior to the placement of concrete,
 - 7-4.2.1.b. Inspection of foundation systems during phases of construction necessary to assure compliance with the Uniform Statewide Building Code,
- 7-4.2.2. Temporary electrical service inspection;
- 7-4.2.3. Groundwork plumbing inspection for basement plumbing;
- 7-4.2.4. Before insulation placement
 - 7-4.2.4.a. Framing
 - 7-4.2.4.b. Rough-in mechanical
 - 7-4.2.4.c. Rough-in electrical
 - 7-4.2.4.d. Rough-in Plumbing
- 7-4.2.5. Insulation inspection
- 7-4.2.6. Before backfill
 - 7-4.2.6.a. Damp-proofing and drainage in place
- 7-4.2.7. Chimney throat inspection (if applicable)
- 7-4.2.8. Early electrical service inspection
- 7-4.2.9. Sewer Line inspection (where applicable)
- 7-4.2.10. Final inspection
- 7-4.2.11. Issue certificate of Occupancy

7-4.3. Land Disturbing Inspections

- 7-4.3.1. Refer to the erosion and sediment control inspection schedule on the next page.

<u>Distance to Watercourse:</u>		Rating	<u>Buffer Vegetation Condition</u>	Rating
Less than 50 feet	•	5	Very Good	• 0
50 feet to 150 feet	•	3	Dense Grass, Hay Field	
Greater than 150 feet	•	0	Good	• 1
<u>Buffer:</u>			Avg. Grass, Forest, Good Pasture	
0 – 50 Feet	•	5	Fair	• 3
50 – 100 Feet	•	3	Poor Grass, Fair Pasture	
150 – 300 Feet	•	1	Poor	• 5
Greater than 300 feet	•	0	Bare Soil, Pavement, Poor Grass	
<u>Distance from Disturbance to Downstream Adjacent Property</u>			<u>Critical Slope</u>	
Less than 50 feet	•	5	Is the slope -	
50 feet to 150 feet	•	3	0-7%, Greater than or Equal to	
Greater than 150 feet	•	0	300'slope length or If, YES	• 3
<u>Crossing Water Course</u>			7-15%, Greater or Equal to 150'	
YES	•	No rating	slope length or Greater than 15%	
- MUST inspect at a minimum 2 week frequency			and Greater than or If, NO	• 0
NO	•	0	Equal to 75' slope length?	
<u>Soil Erodibility (based on K factor)</u>			<u>Approximate Disturbed Acreage</u>	
Low (0.23 and lower)	•	1	Less than 1/2 acre	• 0
Moderate (0.24 - 0.36)	•	3	1/2 to 1 acre	• 3
High (0.37 and higher)	•	5	1 to 2 acres	• 5
			Greater than 2 acres	• No rating
			- MUST inspect at a minimum 2-week frequency	

OVERALL Rating
(Total of the above 8 categories)

If total is 26-33 then
 If total is 20-26 then
 If total is 13-19 then
 If total is 12 or less then

INSPECTION RETURN
FREQUENCY

Once every 2 Weeks*
 Once every 4 Weeks*
 Once every 8 Weeks*
 None - refer to Building Inspectors
 For Building Inspection & Monitoring

* - In addition, inspection will be provided at the beginning and completion of projects

Note: The INSPECTION RETURN FREQUENCY is not limited to the above schedule and may increase in frequency due to documented violations or runoff producing storm events.