

# Application Process

## 1. General information.

A building and/or zoning permit is required for any new construction, alterations, additions, demolitions, accessory buildings, agricultural structures, swimming pools, signs, and any other type of construction, which will improve or upgrade any property in the County of Highland or Town of Monterey. A zoning permit may be necessary if the use of a property changes even if construction work is not being performed.

## 2. Confirm your zoning.

Please call 540-468-2323 to confirm your zoning. More information, maps and links can be found on our website at [highlandcovabz.org](http://highlandcovabz.org) under the Zoning tab.

## 3. Obtain prior approvals before submitting your application:

Water & Sewer: A well permit and an approved Sewage Disposal System Construction Permit from the Virginia Department of Health or a letter of acceptance from the Town of Monterey for utility hook up to public water and sewer is required.

- Health Department: Tim Abbott 540-468-2270 or [timothy.abbott@vdh.virginia.gov](mailto:timothy.abbott@vdh.virginia.gov)
- Town of Monterey: Town Office 540-468-2472 or [townofmonterey@htcnet.org](mailto:townofmonterey@htcnet.org)

VDOT: All commercial roadway entrances and any new residential roadway entrance must be approved.

- VDOT Lexington Region: Alvin Trout 540-462-6989 or [alvin.trout@vdot.virginia.gov](mailto:alvin.trout@vdot.virginia.gov)

## 4. Visit our website and print out the application.

Applications can be found at [highlandcovabz.org](http://highlandcovabz.org) under the Permits & Forms tab.

## 5. Submit the fully completed application with required documents.

- Applications may be submitted by mail to Dept of Building & Zoning PO Box 188 Monterey VA 24465, by e-mail to [hilandbz@htcnet.org](mailto:hilandbz@htcnet.org), or hand-delivered to 30 Spruce Street Monterey VA 24465.
- Required documents may include: Site Plan, Building Plans, Supplemental Plans, and Seal.

a) A Site Plan must be submitted when applying for a building and/or zoning permit and must include the following requirements:

1. Lot dimensions with property line monuments indicated.
2. Location and size of existing and proposed structures.
3. Yard dimensions and the use of structures.
4. Easements (public and private), water courses, fences, street names and street right-of-way lines.
5. Other information regarding abutting property as it directly affects the application.

b) Two sets of Building Plans must be submitted. One set will remain on record in the Building and Zoning Office and the other set will be stamped “approved” and returned to the owner or contractor and shall remain on the job site at all times during construction. Building Plans must include the following requirements:

1. A floor plan for each floor drawn to scale.
2. A typical wall or specific wall section drawn to scale.
3. At least two elevations of the structure drawn to scale.
4. All drawings shall show the overall dimensions of the structure, the internal dimensions of each room located within the structure and the dimensional height of the structure.
5. All rooms on the floor plans shall be labeled as to their use, i.e., bedroom, kitchen, etc.
6. All bathrooms and kitchens shall show the location of all fixtures and appliances to be installed.
7. All doors, windows and stairways shall be sized on the drawings.

c) Supplemental Plans may be required. Such plans may include, but are not limited to: Electrical, Plumbing, Mechanical, Fire Sprinkler Systems and other supplemental plans as may be deemed necessary by the Building and Zoning Official.

d) An architect's or engineer's seal is required on all drawings for assembly, educational, high hazard, institutional, hotel-motel and dormitory use regardless of size. Other uses not listed may require an architect's or an engineer's seal depending on the square footage and/or height of the structure.

#### **6. Pay and post permit.**

Once your permit application is approved, submit payment by cash, check made out to Highland County, or by credit card (fees will apply to credit card transactions). Post the permit at the work site for the duration of the project and ensure that it is visible from the street.

#### **7. Call to schedule inspections throughout your building process.**

All listed inspections shall be scheduled by the contractor, owner, or owner's authorized agent by calling 540-468-2323 at least 48 hours before inspector is needed onsite. The following is a list of required inspections:

1. Building: footers, slab, foundation, framing, insulation, drywall, chimney, firewall, fire separation wall, final and others as necessary.
2. Plumbing: under slab, rough-in, service lines, final and others as necessary.
3. Electrical: under slab, rough-in, final and others as necessary.
4. Mechanical: under slab, rough-in, gas lines, gas fireplaces or logs, final and others as necessary.

Questions? Please contact the Building and Zoning Department:

Phone 540-468-2323

Email [hilandbz@htcnet.org](mailto:hilandbz@htcnet.org)

Website [highlandcovabz.org](http://highlandcovabz.org)