



Permit Application Requirements for Residential Structures

This policy will apply to residential structures in the City of Roanoke, Roanoke County, City of Salem and Town of Vinton.

The following checklist shows site plan requirements and reviews needed by project type.

These requirements apply only to site or building plans needed to determine compliance with the Building Code.

Site plans and review requirements to determine compliance with zoning ordinances are required in most cases.

	Site plan required.	Building plans required	Comments
One and Two Family Residence	X	X	Include wall bracing details and energy certificate
Modular Homes	X	X	Must have Virginia Industrialized Building Safety Regulations Seal
Accessory utility building not exceeding 200 square feet	X		
Accessory utility building greater than 200 square feet and under 5 feet from property line.	X	1 hour rated exterior wall	Will require a to scale basic development plan and signed affidavit (unless stamped by RDP)
Accessory utility building greater than 200 square feet and within 5 feet of primary structure.	X		Will require a to scale basic development plan and signed affidavit (unless stamped by RDP)
Additions, and accessory structures submitted by a licensed general contractor	X		Includes attached sunrooms, garages and carports
Interior renovations or remodeling by a licensed general contractor			No plans required
Additions submitted by owner (300 square feet or under)	X		Includes attached sunrooms, garages and carports
Additions submitted by owner (greater than 300 square feet)	X	X	Includes attached sunrooms, garages and carports
Accessory Structures submitted by owner (500 square feet or under)	X		Includes detached garages
Accessory Structures submitted by owner (greater than 500 square feet)	X	X	Includes detached garages
Interior renovations or remodeling by owner at cost of \$5000 or under, with no structural modifications			No plans required
Retaining Walls (2 feet to 4 feet)	X		
Retaining Walls (greater than 4 feet to 6 feet)	X	X	Building plans required, but engineered stamp is not required (licensed contractors not exempt)
Retaining Walls (greater than 6 feet to 10 feet)	X	X	Building plans must be stamped by a VA design professional
Retaining Walls (greater than 10 feet)	X	X	Building plans must be stamped by a VA design professional and require special inspections

*For swimming pool requirements, please contact your municipality's permit office.