



Department of Codes Compliance

Single-Family Residential Building Permit Check List New Construction / Additions

Single-Family Residential Construction:

Dwellings & additions	Detached garages & carports	Decks & porches
Swimming pools & hot tubs	Bulkheads/piers/retaining walls	Manufactured & modular homes

Applicants must submit the following information to the Codes Compliance department when applying for a building permit. This information must be approved before a building permit may be issued.

- Building Permit application: Required information provided and application signed.
- Affidavit: Required only if no licensed contractor is responsible for the work.
- Contractor Registration form: See form for Contractor registration requirements.
- Construction Plans: Three (3) identical sets of plans (plus 1 electronic in PDF format, if available). See Residential Plan Submission Check List for additional information.
- Site Plan: Three (3) identical sets of site plan. Drawn to scale and showing all parts of construction (i.e., house, decks, porches, exterior stairs, driveway, sheds, garage, pool, & pool decks). For new construction a survey/site plan drawn by a licensed engineer or surveyor is required. For additions and new-detached accessory structures, an existing site plan showing proposed structures drawn to scale is acceptable. Site plans must include:
 1. Zoning classification of subject property.
 2. Building footprint for existing and proposed structures, setbacks from property lines and from existing structures, easements.
 3. Flood Zone information (zone, base flood elevation, existing & proposed floor elevations).
 4. Driveway location, dimensions and surface material type.
 5. Front yard setback of adjacent properties when new construction and/or additions to a building's front are proposed for developments where 50% of the block is built.
- Ownership history: required for new construction on non-conforming lots of record as of December 13, 1994. See Code Section 45-507, Nonconforming Lot Of Record For Details.

The following fees must be paid and additional applicable permits issued prior to final approval of building permit.

- Plans Exam Fee (based on square-footage). See reverse for detail.
- Hampton Roads Sanitation District (HRSD) service fee receipt # or waiver.
- Sewer Tap Fee Receipt # or waiver. (Engineering Department)
- Right of Way Permit/Driveway or Curb Cut Permit #. (Engineering Department)
- Land Disturbance Permit #. (Engineering Department)
- Chesapeake Bay RPA/RMA Designations (Planning Department)
- Variance/Special Exception/Conditional Use Permit #. (Codes Compliance Zoning Division)

Plan Review Fees

Square Footage of Structure	Fee
0-2499	\$30.00
2500-4999	\$55.00
5000-Above	\$110.00

Code Section 13-26

Department/Agency Contacts:

<i>Codes Compliance</i> 3 rd Floor, City Hall (757) 926-8861 www.nngov.com/codes-compliance	<i>Engineering</i> 8 th Floor, City Hall (757) 926-8611 www.nngov.com/engineering
<i>Planning</i> 2 nd Floor, City Hall (757) 926-8761 www.nngov.com/planning	<i>Waterworks</i> 2600 Washington Avenue 700 Town Center Drive (757) 926-1000 www.nngov.com/waterworks

If you require clarification on any of the above items, contact the City of Newport News Department of Codes Compliance at (757) 926-8861.