



Town of Christiansburg

Building Department
100 E Main St ~ Christiansburg, VA ~ 24073
540-382-6120

STEPS TO OBTAIN A RESIDENTIAL PERMIT

Step One:

An approved Business License required before applying for permits.

Step Two: Submit two full sets of building plans that are stamped and have original signature, shrink swell soil report, plan review sheet, and subcontractor list (if required).

Step Three:

Site plan, E&S plan, and blueprints must be approved.

Step Four:

Fill out a permit application, required paper work; include a plot plan with required measurements of the structure from all sides of the property lines and adjacent structures.

Step Five:

Applicant will be notified upon approval. Residential permits may take up to 30 days for approval by all required departments.

Step Six:

Submit payment for permit fees. After receiving a copy of the permit it must be posted on the job site on a 2 x 2 piece of plywood with the street address in bold numbers.

Step Seven:

Required residential inspections.

Step Eight:

Site work must be completed before final inspection.

Step Nine:

The Certificate of Occupancy is issued or the finalized copy of the permit is sent to the applicant.

Notes:

Permits for water/sewer line replacement, and electrical upgrades can be paid for when application is made provided Contractor and Trade certifications and Business Licenses are up to date. Final inspection must be requested by calling (540) 382-6120.