

# COMMON MISTAKES THAT COST TIME AND MONEY

## Site Plans Submission

### Failure to:

- Become familiar with the County's ordinances and pertinent regulations.
- Submit complete and adequate information.
- Learn from previous submittals and comments.
- Take responsibility for design and quality control prior to submittal.
- Develop a relationship with and reach out to County staff for collaboration during all phases of the project.

## Building Plans Submission

### Failure to:

- Provide the Building Code year on the plans.
- Provide architect's or engineer's seal on commercial plans.
- Submit a complete set of plans (i.e., failure to submit electrical, mechanical, and/or plumbing plans).
- Address wall bracing on the plans.
- Provide correct insulation values.

## Building Inspections

### Failure to:

- Post the building permit on the site.
- Provide approved plans on the site.
- Obtain prerequisite inspections.
- Have the work ready when the inspection is requested (i.e., *requesting the inspection for tomorrow while knowing that the work won't start until tomorrow*).
- Obtain a permit for retaining walls.

## Erosion and Sediment Control/ Virginia Stormwater Management Program (ESC/VSMP) Site Inspections

### Failure to:

- Obtain an approved plan or permit prior to construction.
- Obtain an initial ESC inspection prior to construction.
- Build the project in accordance with the approved plan.
- Comply with the required corrective actions listed in the County's ESC/VSMP inspection reports.
- Comply with the Stormwater Pollution Prevention Plan.

## General Process

### Failure to:

- Gather existing topographic data upon which the proposed design must be based.
- Address County plan review comments in a timely fashion.
- Establish positive drainage around homes and other structures.
- Establish adequate permanent vegetation before project close-out.
- Pay requisite fees and post sureties.

## Time IS Money

The old saying that "Time is Money" still holds true. The best way to streamline your project and steer it to success is to AVOID THESE COMMON MISTAKES. And, follow the tips on Roanoke County's poster *"From Concept to Finished Product: Pathway for a Successful Project."*

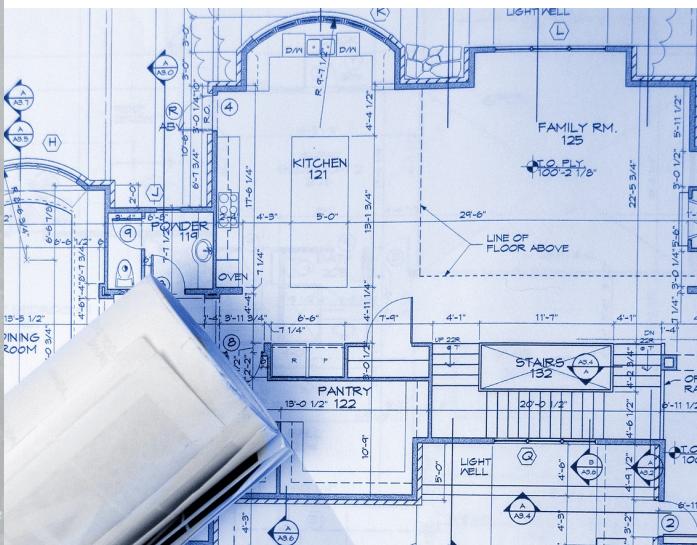


COUNTY OF ROANOKE

STORMWATER MANAGEMENT  
DESIGN MANUAL

March 22, 2016

Department of Development Services  
5204 Bernard Drive  
Roanoke, Virginia 24018



## BUILDING & ZONING PERMIT

APPL. No. \_\_\_\_\_ Date \_\_\_\_\_ Zoning Dist. \_\_\_\_\_

Project Name \_\_\_\_\_

Address \_\_\_\_\_

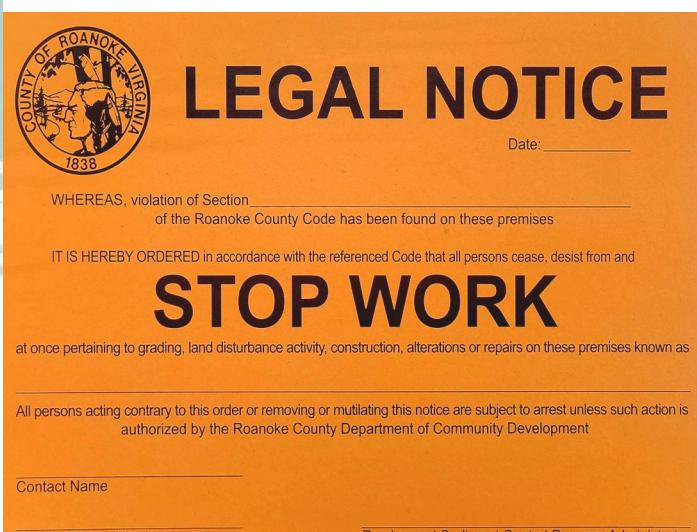
Secondary Address \_\_\_\_\_

Owner \_\_\_\_\_

Contractor \_\_\_\_\_

Post Sign on the Job so it can be seen from the street. Protect from weather.  
THIS IS NOT A PERMIT FOR ENTRANCES OR WORK AREAS. THESE PERMITS MUST BE OBTAINED FROM THE VA. DEPT. OF HIGHWAYS & TRANS. 714 S. BROAD ST., SALEM, VA.

MECHANICS LBN AGENT MAILING ADDRESS TELEPHONE NO. County of Roanoke, Virginia BUILDING COMMISSIONER R. Morgan Yates



**ROANOKE  
COUNTY VA  
DEVELOPMENT  
SERVICES**