



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 ON STATE R.W. THESE
PERMITS MUST BE OBTAINED FROM
VA. DEPT. OF HIGHWAYS & TRANS.
714.5 BROAD ST. 661 PM VA

MECHANICS LIEN AGENT


MAILING ADDRESS

FOR INFORMATION ONLY

County of Roanoke, Virginia

BUILDING COMMISSIONER

R. Morgan Yates



LEGAL NOTICE

Date: _____

WHEREAS, violation of Section _____
of the Roanoke County Code has been found on these premises

IT IS HEREBY ORDERED in accordance with the referenced Code that all persons cease, desist from and

STOP WORK

at once pertaining to grading, land disturbance activity, construction, alterations or repairs on these premises known as

All persons acting contrary to this order or removing or mutilating this notice are subject to arrest unless such action is
authorized by the Roanoke County Department of Community Development

Contact Name _____

Contact Phone Number _____

Erosion and Sediment Control Program Administrator

The logo for Roanoke County VA Development Services is displayed against a background of a blurred, light-colored plant. The text is arranged in four lines: "ROANOKE" in dark blue, "COUNTY VA" in light blue, "DEVELOPMENT" in green, and "SERVICES" in green. A thin blue horizontal line separates "COUNTY VA" from "DEVELOPMENT".

ROANOKE
COUNTY VA
DEVELOPMENT
SERVICES