

## When do I need a Permit?

Permits are required for most of the improvements made to buildings and structures. Separate plumbing, electrical & mechanical permits are required if such work is to be performed. The purpose of obtaining a permit is to allow the enforcement of the codes which have been adopted as law by the state. The enforcement of these codes is carried out to protect the public health, safety and welfare. As a homeowner or business owner you have an investment in the property that will be built or remodeled and it must comply with the codes, if not your investment could be reduced. Therefore, a permit is used to notify the Code Official that you are constructing or remodeling a building so he or she can ensure code compliance.

## How can I get a Permit?

Call the Inspections Office, Monday-Friday, 8:00 AM–5:00 PM at (434) 799-5260 and see if a permit is required. If required, you can come in person to our office, Room 208 of the Municipal Building. In some cases, permits may also be obtained on a mail-in or call-in basis. You can also obtain a permit application on our website at [www.danville-va.gov](http://www.danville-va.gov) and email it to our office. Some jobs may require a zoning clearance (i.e. decks or additions) before a permit can be issued. You will be able to speak to someone in our office or by calling (434) 799-5260. Call-in and mail-in permits are intended for simple and routine replacement projects such as:

Alterations to electrical systems, i.e. increasing size of service;  
Replacing gas and oil heating equipment,, i.e. furnaces;  
Repairing/replacing deck boards (non-structural);  
Relocating/adding plumbing fixtures.

## What information is needed for a Permit?

In order to process a permit we will need the information listed on the back of this brochure. If you are going to be performing work as described above, please fill out the form, detach and return with a check or money order payable to the City of Danville to:

**City of Danville  
Inspections Division  
P.O. Box 3300  
Danville, VA 24543**

If you wish to call in a permit, then you must mail in a check or money order within (5) working days of the permit request. We will send a permit receipt to the address provided within (5) working days of receiving a permit request and payment.

## How much do the Permits cost?

**BUILDING PERMITS:** Fees are based upon the total cost of the improvements to be made, with a minimum fee of \$30.60. The fee for demolishing a structure is \$51.00 and the fee for moving a structure (including a mobile home) is \$76.50.

**ELECTRICAL PERMITS:** Fees are based upon the number and type of outlets to be installed and/or the number and size of main or sub-panels, with a minimum fee of \$30.60.

**PLUMBING PERMITS:** Fees are based upon the number of fixtures or devices to be installed, with a minimum fee of \$30.60.

**MECHANICAL PERMITS:** Fees are based upon the cost of the work to be performed, with a minimum fee of \$30.60.

**\*This fee includes a 2.00% State levy.**