



Mathews County Building Department

17 Court St. Mathews VA 23109

Phone: (804) 725-7171 Website: www.co.mathews.va.us

The following is a guide to the typical steps involved in obtaining a Permit for construction, demolition, alteration, renovation, repairs, movement, use/occupancy and equipment in Mathews County.

Certain work (ordinary repairs, etc) does not require a Permit. All persons are advised to contact the Mathews County Building Department to confirm if a Permit is required.

- Obtain a Zoning Permit from the Mathews County Zoning Department (if required); the Building Department will require a copy of the Zoning Permit.
- If the property or project is located in a flood zone (SFHA) a Flood Zone Permit must be completed and signed.
- Fill out the required Permit Application (s); these applications can be found on the Mathews County website. The applications are in a PDF fillable format.
- Submit Construction Documents (plans and-or a scope of work) that fully describes the work that is to be performed.
- If an owner wishes to perform the work themselves or act as their own contractor, they must sign an Owner's Affidavit (which can also be found on the website).
- After the Permit Application and Construction Documents are received, they will be reviewed and a Permit will be issued (if the application and Construction Documents meet the requirements of the Uniform Statewide Building Code).
- After the Permit is issued, it must be posted on the work site, and all required inspections must be called for (or requested) prior to work proceeding. Typically one days notice is required for all inspections.
- Virginia Department of Health approval for the well and-or septic system must be submitted to the Building Department prior to a final inspection.
- A copy of an Elevation Certificate (from a state licensed surveyor or engineer) must be received by the Building Department. If required.
- A Certificate of Occupancy will be issued once a final inspection is performed and all of the above steps are completed.

Any questions regarding Permit Applications, Permits, Construction Documents or whether a Permit is required should be directed to the Building Department (804-725-7171).

All Permits, Applications and a number of Guides can be found on the County Building Department Website (Applications & Forms).