

Metropolitan Lynchburg/ Moore County Building Permit Checklist

1. Approved Septic Permit. Please bring a copy with you.
2. Approved for water tap (Metro Moore County Water Department)
3. Approved for road access (Metro Moore County Highway Department)
4. Approved for electrical (Duck River Electric Membership Corporation)
5. If you are hiring a contractor to oversee your construction, it is best for him/her to do the application process for the building permits. It is required that he/she provide their contractor's license number, etc.
6. Plan or plat in duplicate, drawn to scale, and shows the following:
 - a. Actual shape, location, and dimensions of the lot to be built upon.
 - b. The shape, size, and location of all buildings or other structures to be erected, altered, or moved and of building or other structures already on the lot and the elevation of the building site.
 - c. The exciting and intended use of all such buildings or other structures.
 - d. If applicable, the location and design of off-street parking areas and off-street loading areas, and such other information concerning the lot or adjoining lots as may be essential for determining whether the provision of this ordinance are being observed.
7. A copy of deed if property was purchased in the last six months.
8. Complete building permit application (Metro Moore County Codes Department)
9. Remit application fee of _____.