

Nelson County Home Building Guide: Your Checklist

(Requirements may differ for properties within the city limits)



☒ Zoning Compliance Permit (P&Z Office)

*Check should be made payable to the Planning Commission

*Specific project checklists are available at www.ncpz.com/zoning.asp

- Building/Zoning Compliance Permit application, completed & signed -P&Z
- Copy of deed or plat/survey -County Clerk's Office
- Plot Plan (drawn to scale) - Architect, Builder
 - *Lot/tract dimensions, location of all proposed/existing structures, driveways Sidewalks and distances of all structures from front, side, and rear property lines.
- Entrance/Driveway Permit
 - *County Roads- Copy of approved county encroachment permit- NC Road Dept
 - *State Roads- Copy of approved state entrance permit - State Road Dept
 - *Bloomfield- Copy of approved Bloomfield encroachment permit- Bloomfield City Hall
- Septic System Evaluation/Permit- Health Department
 - *Copy of completed septic system evaluation/options form
 - *Single-wide manufactured homes: Copy of final installation permit
- Development/Site Plan Approval- P&Z Office
- Manufactured Homes
 - *Copy of manufactured home installer's certification (e.g.; installer's card)- usually near the main electrical panel
 - * Evidence of year, make, and model and B1 seal or HUD label
- Conditional Use Permit & approved copy of this form-if applicable P&Z
- Variance & approved copy of this form-if applicable P&Z

☒ Building Permit (Code Enforcement Office)

*Check should be made payable to Nelson County Fiscal Court

- Zoning Compliance Permit- approved by the Planning Commission- CE Office
- One (1) set of floor plans (8 ½ x11) - Draftsman, Builder
- Address request form, completed and signed - CE Office
- County Encroachment Permit- approved from Road Department
 - *County Roads- Copy of approved county encroachment permit- NC Road Dept
 - *State Roads- Copy of approved state entrance permit - State Road Dept
 - *Bloomfield- Copy of approved Bloomfield encroachment permit- Bloomfield City Hall
- 3 Inspections Required (Footer, Framing, & Final)- CE Office (to schedule)

☒ Electrical Permit

- Electrical Application- CE Office (to be completed by a licensed electrician or homeowner performing the work themselves)
- 3 Inspections Required (Rough In, Temp on the Main, Final) CE Office(to schedule)

Contact Information

Planning & Zoning- 502.348.1805

Code Enforcement- 502.348.1862

Health Department- 502.348.3222

NC Road Dept- 502.348.1880

State Road Dept- 502.348.5866

Bloomfield City Hall- 502.252.8222

