

PROCEDURE FOR BUILDING A NEW HOME IN THE TOWN OF DUMFRIES

- 1. Make appointment with Building Official and Zoning Administrator to go over your plans.**
- 2. File an application for permit. Be sure to bring all necessary documents with you and cash, check or money order to pay the plan review fees.**
- 3. Submit Erosion and Sediment/Grading Plans**
- 4. Obtain a site permit**
- 5. Submit Building plans- Plan review will take at least 30 days. Please bring copies of all subcontractor licenses and proof of insurance.**
- 6. Process Erosion and Sediment Control and also performance bonds. Paperwork needs to be filled out completely and signatures need to be notarized. The Town of Dumfries has notaries on staff to help out.**
- 7. Building Official will issue all permits needed for the construction and will supply you with the necessary fees.**
- 8. The following inspections must be performed on the home by the building official. Please call (703)221-3400 to schedule an inspection. You must allow at least 24 hours notice for an inspection.**
 - Footer Inspection**
 - Ground Works**
 - Backfill**
 - Rough- In/framing**
 - Insulation/Close-In**
 - Final- Certificate of Occupancy**
- 9. File a letter requesting occupancy with the Zoning Administrator.**
- 10. CONGRATULATIONS, you may now move into your new home.**