

TOWN MANAGER:
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FACILITIES MANAGER
JEFF ELDER

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Town of Appomattox



MAYOR:
RICHARD C. CONNER

COUNCIL MEMBERS:
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JAMES J. BOYCE, SR.
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MARY LOU SPIGGLE

CLERK OF COUNCIL
ROXANNE W. CASTO, MMC

Building Permit Checklist

- ☐ Ensure backflow device assembly has been installed on all new businesses.
- ☐ Backflow assembly must be tested, and the report shall be submitted to the Public Works Department before water is turned on. (Note: Water can briefly be turned on to test the device.)
- ☐ All business and residential yard irrigation systems shall have a backflow assembly.
- ☐ Whenever the Town has to make a water tap, the water meter shall be locked until the backflow is tested and all fees/payments have been received.
- ☐ Ensure grease traps are installed on all food processing businesses.
 - *Minimum interior grease trap: 100-pound capacity unit
 - *Minimum exterior grease trap: 1,000-gallon tank(Note: If the inside grease trap requires more than a 100-pound unit, refer to the Virginia Plumbing Code Manual to size it.)
- ☐ Water lines shall be plastic. (Note: The Town allows copper stubs on top of water heaters.)
- ☐ Tracing wire shall be installed on water and sewer lines, from the water meter to the building.
- ☐ Minimum slopes on all sewer lines shall be two percent of the grade. Anything under two percent shall be bedded in stone.
- ☐ Town of Appomattox shall verify setbacks on water and sewer lines before installation.
- ☐ Submit Utility Permit Application to the Public Works Department for approval.
- ☐ It is the responsibility of the Owner/Applicant to call in any Miss Utility requests.
- ☐ Consult VDOT for proper right of way and possible egress/ingress easements if needed.
- ☐ **Building plans and as built plans must be submitted to the Department of Public Works for review and approval. Any questions pertaining to this checklist, please contact the Public Works Department.**

I, the owner/applicant of the requested Building Permit Checklist, do acknowledge that all the information provided is true to the best of my knowledge.

Physical Location of Address

Date – Signature of Owner/Applicant

Date – Approved by Town Manager

Date – Approved by Facilities Manager