



County of Albemarle
COMMUNITY DEVELOPMENT DEPARTMENT

401 McIntire Rd, North Wing
Charlottesville, VA 22902
Telephone: 434-296-5832
www.Albemarle.org

FARM BUILDING OR STRUCTURE APPLICATION CHECKLIST

- ☐ **Complete the Permit Application – [Civic Access](#) – Albemarle County's Online Application Portal**
 - *Farm buildings require zoning permits issued under §18-31.3 of the Zoning Ordinance. The application used for This zoning permit is filed with a Building and Zoning Application and is not a building permit under the Virginia Uniform Statewide Building Code.*
- ☐ **Complete the Exemption of Farm Buildings or Structures Form and the Affidavit for the use of a Farm.**
- ☐ **Is the parcel on septic?**
 - If yes, then approval by the Health Department (VDH) for onsite sewage disposal systems and wells is required. (Request for Health Department Review).
 - If the parcel does not have a septic, additional information is not required.
- ☐ **Provide a Floor Plan Sketch**
 - Show the dimensions of the building.
 - Show the proposed uses on the floor plan.
- ☐ **Provide a copy of the recorded plat of the property.**
 - Recorded plats are in the office of the [Clerk of the Circuit Court](#), located in Court Square, 434.972.4083.
- ☐ **Provide a copy of the building plans, manufacturer plans, or floor plan.**
 - When completing the application, it will ask for this information.

****All agency approvals are to be submitted with this application. Failure to provide all documents as stated above will be considered**

*Please note, additional information may be requested once the review process starts.

If you have any questions, please contact the Application Services Team at applicationservices@albemarle.org

Exemption of Farm Buildings or Structures Form. In accordance with Section 102.3(9) of the 2015 Virginia Construction Code, bona fide farm buildings or structures are exempt from regulation by the Virginia Uniform Statewide Building Code (VUSBC) but do require submission of a Building and Zoning Application for zoning review purposes. As such, the Building Inspections division of the Community Development Department requires no inspections, and none will be performed. Also, a Certificate of Occupancy is not required, and none will be issued.

Affidavit for the Use of a Farm Building. This document is an agreement between the owner/applicant and the Zoning Division of the Community Development Department. This agreement states that the proposed structure will only be used for the purposes outlined in the **Exemption of Farm Buildings or Structures Form**. Please follow the instructions on this document.

Virginia Department of Health (VDH) Request for Review. State Law requires us to engage VDH on all additions or alterations that may affect existing sanitary facilities and water supplies. Along with this form, a sketch plan showing the location of the house, the proposed farm building location, the existing septic tank, and drain-field area, the water supply, and the estimated distances between these components and proposed the farm building. **The signed document, the sketch plan, and plat are then to be submitted, by you, the applicant, to VDH prior to applying for a permit.**

Plat and Building Location Sketch for Permit. On the recorded plat that you must provide, draw the location of the proposed farm building, and show the distances from the property lines (this plat is not part of the packet). It is also helpful to show the existing dwelling or other structures and the distances from these structures. On the building location sketch, draw where the proposed farm building is to be located on the property and show the distances from the property lines and any of the other noted features. Use this sketch in addition to the required plat if the plat of the property is very large, and a more detailed location of the farm building will assist in the location of the farm building. If you are within the town limits of [Scottsville](#), zoning approval from the town is required and is to be submitted with your permit application. Contact an Albemarle County Zoning [Permit Planner](#) at 434.296.5832 for setbacks. Recorded plats are available in the office of the [Clerk of the Circuit Court](#), located in Court Square, 501 East Jefferson St, 434.972.4083.