

BUILDING OFFICIAL DEPARTMENT
TRAVIS LUTER
BUILDING OFFICIAL
(434) 246-4392



COUNTY OF SUSSEX, VIRGINIA
P. O. Box 1397 SUSSEX, VIRGINIA 23884-0397
FAX (434) 246-8259

MEMORANDUM

DATE: January 5, 2009

TO: Department Staff, Owners, Contractors, and Agents

FROM: W. Travis Luter Sr. *WTL* Andre Greene *AG*
Building Official Director of Planning

SUBJECT: As-built site plans

As of January 5, 2009 all structures erected on two acres or less will be required to submit an as-built site plan to our office prior to the request for the building final. Please be advised the as-built site plans shall contain the following minimum information:

1. Finish floor elevation
2. Delineation of any jurisdictional wetland areas or limits of flood plains.
3. Finish grade elevation at building corners and top of curb elevation and along property lines.
4. Front, rear, and side yard setback dimensions.
5. Certification that the finish grade meets requirements of the approved subdivision plat and Chapter 4, Section 401.3 of the International Residential Code, 2006 Edition.

As always your patience and cooperation as we integrated this into our normal business practices will be greatly appreciated.