

	<b>BUILDING DEVELOPMENT POLICIES AND PROCEDURES ADMINISTRATIVE/GENERAL</b>	<b>Effective Date:</b> <b>July 1, 2009</b>
		<b>Supersedes Policy Dated:</b> <b>September 1, 2006</b>
	<b>1.4 Building Pad Certification</b>	<b>Issued by:</b> <b>Eric M. Mays, P.E.</b>  <b>Building Official</b>

The purpose of this Policy is to ensure that required testing data for controlled fill is submitted to the Building Development Division.

The [Building Pad Certification Form](#) shall be completed by the permit applicant and submitted with the [Building Permit Application](#) for the construction of any new structure or addition. However, if the project is designated as a Critical Structure subject to the Special Inspections Program, the [Building Pad Certification Form](#) shall be submitted during the Special Inspections meeting. One of the following categories must be checked for any new building or addition:

- **Controlled Fill placed under the Site Development Permit** – This policy hereby delegates the authority to place controlled fill for the building to the Site Development Permit. The Site Development Permit can be a Rough Grading Permit or the Final Site Development Permit. A copy of the County approved Professional Engineer’s Certification with the soil data and test results must be attached to the Building Pad Certification Form.
- **Controlled Fill placed under the Building Permit** – A [Building Inspection Certification Form](#) shall be submitted in accordance with [Policy 1.16 Third Party Building Inspection Certification Program](#).
- **Other Engineered Solutions constructed under the Building Permit** – A [Building Inspection Certification Form](#) shall be submitted in accordance with [Policy 1.16 Third Party Building Inspection Certification Program](#).
- **Controlled Fill not required** – Based on the approved Site Development Plan and the associated Lot Grading Plan, controlled fill was not and will not be required or placed.

**Attachments/Hyperlinks:**

- [Building Inspection Certification Form](http://eservice.pwcgov.org/eBuildingDevelopmentForms/forms/BuildingInspectionCertification.pdf)
- [Building Pad Certification Form](https://eservice.pwcgov.org/eBuildingDevelopmentForms/forms/BuildingPadCertification.pdf)
- [Building Permit Application](http://eservice.pwcgov.org/eBuildingDevelopmentForms/forms/BuildingPermitApplication.pdf)
- [Policy 1.16 Third Party Building Inspection Certification Program](http://www.pwcva.gov/pp116)