

COUNTY OF PRINCE EDWARD, VIRGINIA

[www.co.prince-edward.va.us](http://www.co.prince-edward.va.us)

P. O. Box 382 Farmville, VA 23901  
(434) 392-8838 \* (434) 392-6683 Fax

Coy W. Leatherwood  
Building Official

Office contact: Penny Huskey  
[phuskey@co.prince-edward.va.us](mailto:phuskey@co.prince-edward.va.us)

**\*\* MUST CONTACT BUILDING OFFICE FOR APPOINTMENT \*\***

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REQUIREMENTS  
FOR PERMIT

NEW CONSTRUCTION (CELL TOWERS)

- § **Zoning Permit** (issued from Planning and Zoning Office): must be completed and approved before next steps can be taken. (No Fee)
- § **Highway Entrance Permit** (Virginia Dept. of Transportation - VDOT):  
Must contact the Regional Office in Dillwyn, VA (434/ 983-2017)
- § **Site Plans**
- § **Soil & Erosion Plans** (to be submitted with Erosion & Sediment Control Application). Required for more than 10,000 square feet of land being disturbed.
- § **Copy of Contractor's License** (which includes business name, address and phone #).

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- **Separate permit for the equipment shelter needs to be obtained.**
  - **Separate permit for electric needs to be obtained.**
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**Permit Fees:**

Building Permit (Cell Tower)	\$ 750 (+ 2 % state tax)	\$ 765
Building Permit (Equipment Shelter)	\$ 100 (+ 2 % state tax)	\$ 102
Electrical Permit	\$ 100 (+ 2 % state tax)	\$ 102
Erosion & Sediment Control	\$ 300 for 1 <sup>st</sup> acre (+ \$50 each additional acre)	

**Make check payable to:**

**Prince Edward County Treasurer**

**Mail to:**

**Prince Edward County  
Building Official  
P. O. Box 382  
Farmville, VA 23901**