

CAMPBELL COUNTY CODE OF 1988

CHAPTER 5

BUILDINGS

For state law as to Uniform Statewide Building Code and enforcement by County, see [Va. Code §36-97 et seq.](#) For state law authorizing County to name streets, require the numbering of structures, and promulgate regulations for such purposes, see [Va. Code §15.2-2019](#) and [Va. Code §15.2-2024](#).

As to Industrial Development Authority, see [§2-11 to §2-19](#) of this Code. As to erosion and sedimentation control, see Chapter 8 of this Code. As to fire protection generally, see [Chapter 10](#) of this Code. As to utilities, including sanitary sewers, see [Chapter 18](#) of this Code. As to subdivision of land generally, see [Chapter 21](#) of this Code.

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Article I. Building Generally.

Sec. 5-1. Virginia Uniform Statewide Building Code in effect in County.

The Virginia Uniform Statewide Building Code, with additional provisions of local applicability, shall control all matters concerning the construction, rehabilitation, alteration, addition, repair, removal, demolition, use, location, occupancy and maintenance of all buildings or part or parts thereof, and all other functions which pertain to the installation of systems vital to all buildings and structures, or part or parts thereof and their service equipment as defined by the Virginia Uniform Statewide Building Code, and shall apply to existing and proposed buildings or structures, or part or parts thereof, in the County.

For state law as to Virginia Uniform Statewide Building Code, see [Va. Code §36-97 et seq.](#) As to duty of County to enforce Virginia Uniform Statewide Building Code, see [Va. Code §36-105.](#)

Cross-reference: For description of provisions of local ordinances applicable to single family residential construction superseded by the Uniform Statewide Building Code, see [Va. Code §36-98.](#) However, pursuant to [Va. Code §36-98](#), the USBC shall *not* supersede proffered conditions accepted as part of a rezoning application, conditions imposed upon the grant of special exceptions, special or conditional use permits or variances, conditions imposed upon a clustering of single family homes and preservation of open space development through standards, conditions, and criteria established by a locality pursuant to subdivision 8 of [Va. Code §15.2-2242](#) or [Va. Code §15.2-2286.1](#), or land use requirements in airport or highway overlay districts, or certain historic districts created pursuant to [Va. Code § 15.2-2306](#), or local flood plain regulations adopted as a condition of participation in the National Flood Insurance Program.

Editor's note: The Uniform Statewide Building Code currently in effect in Virginia is the 2018 Edition, which became effective July 1, 2021. The USBC is divided into three stand-alone parts: (1) Part I contains regulations pertaining to the construction of new buildings and structures and alterations, additions and change of occupancy in existing buildings and structures and is known as the "Virginia Construction Code"; (2) Part II, known as the "Virginia Existing Building Code," contains certain regulations relating to rehabilitation of existing buildings; and (3) Part III, known as the "Virginia Maintenance Code," contains *optional* regulations for the maintenance of existing structures. At this time, Campbell County, through its Department of Building Inspections, enforces regulations as to construction and rehabilitation in Campbell County.

Sec. 5-2. Office of building inspections generally.

There is hereby established an Office of Building Inspections within the Department of Community Development whose responsibility it is to enforce the provisions of the Virginia Uniform Statewide Building Code for construction and rehabilitation. The cost of enforcement may be defrayed through the levying of fees as set out in [§5-3](#) of this Code. The office shall have a Building Official who shall be appointed by the County Administrator with the approval of the Board of Supervisors. The Building Official shall appoint inspectors and other necessary personnel as authorized by the Department Director, County Administrator and the Board of Supervisors, and the Building Official shall be responsible for the organization and daily operation of the office.

For state law as to duty of County to enforce Virginia Uniform Statewide Building Code see [Va. Code §36-105](#).

Sec. 5-3. Permit fees.

No permit to begin work for new construction or other building operation shall be issued until the fees prescribed by the Board of Supervisors, in supplementary local provisions to the Virginia Uniform Statewide Building Code, have been paid. A copy of the fees required by this section shall be maintained on file in the office of the Building Official and shall be available for inspection during regular business hours. With the exception of the levy imposed pursuant to [Va. Code §36-137](#), any fees levied pursuant to this article shall be used only to support the functions of the Campbell County Building Office.

If the applicant for a permit is the property owner, in addition to payment of the fees for issuance of a building permit, the applicant is required to pay in full any and all financial obligations to Campbell County that constitute a lien on such property in favor of the County prior to issuance of such permit. For purposes of this section, “property owner” means the owner of such property as reflected in the land records of the Campbell County Circuit Court Clerk’s Office, the owner’s agent, or any entity in which the owner holds an ownership interest greater than 50 percent. If the applicant for a permit is a tenant or the owner of an easement on the owner’s property, such applicant shall not be denied a permit solely upon the basis that the property owner has financial obligations to the County that constitute a lien on such property in favor of Campbell County.

For state law as to authority of County to require building permits and to levy fees, see [Va. Code §36-105](#).

Cross-reference: For schedule of fees imposed under authority of this section, see also Appendix of Fees Imposed Under the Campbell County Code of 1988, which follows [Chapter 22](#) of this Code. As to policy regarding refund requests for active building permits, also see same Appendix.

Sec. 5-4. Issuance of building permit by Building Official.

A. No person shall commence the construction, rehabilitation, enlargement, alteration or demolition of any building or structure or part or parts thereof located in the County, or make other changes which are regulated by the Virginia Uniform Statewide Building Code, until there shall have first been obtained from the Building Official a permit in writing, signed by such official or his authorized agent.

B. The Building Official shall issue such permits, when the same are required, to every person who shall apply therefor and describe with reasonable certainty, the kind and the character of the work to be done and the estimated cost thereof; and each permit shall state the matter so described.

C. Such permits when issued shall be prominently displayed at the site of the construction, repair or improvements so as to be available for inspection by agents of the Board of Supervisors, the Building Official, Sheriff and other County law enforcement agencies.

D. This section does not apply to any person constructing, repairing or improving any property located within the corporate limits of any town which issues its own building permits.

E. In the event that the Building Official denies an application for the issuance of a building permit, the Building Official shall provide to the applicant a written explanation detailing the reasons for which the application was denied. The applicant may submit a revised application addressing the reasons for which the application was previously denied, and if the applicant does so, the Building Official may limit its review of the revised application to only those portions of the application that were previously deemed inadequate and that the applicant has revised.

For state law authority, see [Va. Code §36-105](#).

Editor's note: See [Va. Code §36-99\(B\)](#), as to exemption of certain non-residential farm buildings and structures from provisions of the Uniform Statewide Building Code. Such farm buildings or structures lying within a flood plain or in a mudslide-prone area shall be subject to flood-proofing or mudslide regulations. A building or a portion of a building located on a farm that is operated as a restaurant as defined in [Va. Code §35.1-1](#) and licensed as such by the Board of Health pursuant to [Va. Code §35.1-11 et seq.](#) shall *not* be exempted from provisions of the Uniform Statewide Building Code.

Cross reference: See [Va. Code §54.1-1111](#) for requirement that applicant for building permit or certain other permits furnish license or certification number issued pursuant to [Va. Code §54.1-1100](#) through [§54.1-1135](#) or evidence of exemption from such licensure/certification requirements. Also see [§22-31\(C\)](#) of this Code as to requirements that site plans or plans of development, or alterations thereof, shall be submitted and approved prior to the issuance of building permits to assure compliance with regulations and requirements as to water, sewer and other facilities.

Sec. 5-4.1. Reserved.

Sec. 5-4.2. Asbestos inspection of buildings to be renovated or demolished; exceptions.

A. The Building Official shall not issue a building permit allowing a building for which an initial building permit was issued before January 1, 1985, to be renovated or demolished until the Building Official receives certification from the owner or his agent that the affected portions of the building have been inspected for the presence of asbestos by an individual licensed to perform such inspections pursuant to [Va. Code §54.1-503](#) and that no asbestos-containing materials were found or that appropriate response actions will be undertaken in accordance with the requirements of the Clean Air Act National Emission Standard for the Hazardous Air Pollutant (NESHAPS) ([40 CFR 61, Subpart M](#)) and the asbestos worker protection requirements established by the U. S. Occupational Safety and Health Administration for construction workers ([29 CFR 1926.1101](#)). Local educational agencies that are subject to the requirements established by the Environmental Protection Agency under the Asbestos Hazard Emergency Response Act (AHERA) shall also certify compliance with [40 CFR 763](#) and subsequent amendments thereto.

B. To meet the inspection requirements of subsection (a) except with respect to schools, asbestos inspection of renovation projects consisting only of repair or replacement of roofing,

floorcovering, or siding materials may be satisfied by a statement that the materials to be repaired or replaced are assumed to contain friable asbestos and that asbestos installation, removal, or encapsulation will be accomplished by a licensed asbestos contractor.

C. The provisions of this section shall not apply to single-family dwellings or residential housing with four or fewer units, unless the renovation or demolition of such buildings is for commercial or public development purposes. The provisions of this section shall not apply if the combined amount of regulated asbestos-containing material involved in the renovation or demolition is less than 260 linear feet on pipes or less than 160 square feet on other facility components or less than 35 cubic feet off facility components where the length or area could not be measured previously.

D. An abatement area shall not be reoccupied until the building official receives certification from the owner that the response actions have been completed and final clearances have been measured. The final clearance levels for reoccupancy of the abatement area shall be 0.01 or fewer asbestos fibers per cubic centimeter if determined by Phase Contrast Microscopy analysis (PCM) or 70 or fewer structures per square millimeter if determined by Transmission Electron Microscopy analysis (TEM).

For state law basis, [Va. Code §36-99.7](#).

Editor's note: [Va. Code §54.1-503](#) was amended in 1997 to provide, in its subsection (B), that "It shall be unlawful for any person who does not possess a valid asbestos analytical laboratory license issued by the [Virginia] Board [for Asbestos and Lead] to communicate the findings of an analysis, verbally or in writing, for a fee, performed on material known or suspected to contain asbestos for the purpose of determining the presence or absence of asbestos." For additional qualifications for persons performing any work on an asbestos project or performing any lead abatement activity or work on a lead abatement project, see subsections (A) and (C) of [Va. Code §54.1-503](#).

Sec. 5-4.3. Inspection and review of plans of buildings under construction; occupancy permit.

A. Inspections of buildings other than state-owned buildings under construction and the review and approval of building plans for these structures for enforcement of the Uniform Statewide Building Code shall be the sole responsibility of the County Building Official. Upon completion of such structures, responsibility for fire safety protection shall pass to the State Fire Marshal pursuant to the Statewide Fire Prevention Code in those localities which do not enforce the Statewide Fire Prevention Code ([Va. Code §27-94 et seq.](#)) unless such responsibility is encompassed within those provisions of the Statewide Fire Prevention Code which have been designated by the Campbell County Board of Supervisors by duly adopted ordinance for local enforcement by the local Fire Marshal. The State Fire Marshal shall also have the authority, in cooperation with any local governing body, to enforce the Statewide Fire Prevention Code.

B. Any building or structure may be inspected at any time before completion, and shall not be deemed in compliance until approved by the county inspecting authority. Where the construction cost is less than \$2,500.00, however, the inspection may, in the discretion of the inspecting authority, be waived. The building official may issue an annual permit for any construction regulated by the Building Code. The building official shall coordinate all reports of inspection for compliance with the Building Code, with inspections of fire and health officials delegated such authority, prior to the issuance of an occupancy permit.

For state law basis, see [Va. Code §36-105](#), [Va. Code §36-105.1](#), [Va. Code §27-98](#) and [Va. Code §27-34.4](#).

Cross-reference. For similar provisions regarding responsibility for inspection and review of building plans and buildings under construction in re fire safety, see [§10-20](#) of this Code.

Sec. 5-4.3:1. Inspection of certain residential units upon complaint of violation of USBC; issuance of inspection warrants.

A. Upon a finding by the local building office, following a complaint by a tenant of a residential dwelling unit that is the subject of such complaint, that there may be a violation of the unsafe structures provisions of the Building Code as those provisions may have limited applicability in Campbell County, the local building office shall enforce such provisions.

B. If the local building office receives a complaint that a violation of the Building Code exists that is an immediate and imminent threat to the health or safety of the owner, tenant, or occupants of any building or structure, or the owner, occupant or tenant of any nearby building or structure, and the owner, occupant, or tenant of the building or structure that is the subject of the complaint has refused to allow the local building official or his agent to have access to the subject building or structure, the local building official or his agent may make an affidavit under oath a magistrate or a court of competent jurisdiction and request that the magistrate or court grant the local building official or his agent an inspection warrant to enable the building official or his agent to enter the subject building or structure for the purpose of determining whether violations of the Building Code exist. The local building official or his agent shall make a reasonable effort to obtain consent from the owner, occupant or tenant of the subject building or structure prior to seeking the issuance of an inspection warrant.

For state law authority, see [Va. Code §36-105](#) at (C)(2) and (C)(3).

Sec. 5-4.3:2. Transfer of ownership of building or structure while enforcement action pending.

If the County Office of Building Inspections has initiated an enforcement action against the owner of a building or structure and such owner subsequently transfers the ownership of the building or structure to an entity in which the owner holds an ownership interest greater than fifty percent (>50%), the pending enforcement action shall continue to be enforced against the owner.

For state law authority, see [Va. Code §36-105\(C\)\(4\)](#).

Sec. 5-4.4. Inspections of elevators, escalators, and related conveyances in existing buildings and enforcement of Building Code for elevators; exceptions.

The County Office of Building Inspections shall be responsible for inspection and enforcement of the Virginia Uniform Statewide Building Code for elevators, escalators, or related conveyances except for elevators in single- and two-family homes and townhouses. Such inspection of elevators in existing buildings and enforcement of the Building Code for elevators shall be in compliance with the regulations adopted by the Virginia Board of Housing and Community

Development. The Building Inspections Office may also provide for such inspection by an approved agency or through agreement with other local certified elevator and escalator inspectors. For the purposes of this section, an approved agency includes any individual, partnership or corporation who has met the certification requirements established by the Board of Housing and Community Development.

For state law authority, see [Va. Code §36-105\(C\)\(5\)](#) and [Va. Code §36-105.01](#).

Cross reference: For certification of elevator mechanics, see [Va. Code §54.1-1140 et seq.](#)

Sec. 5-5. Building Code Board of Appeals.

A. There is hereby established within the Office of Building Inspections a Building Code Board of Appeals whose composition, duties, and responsibilities shall be as prescribed in the Building Code.

B. Any person aggrieved by the Building Official's the application of the Uniform Statewide Building Code (USBC) or refusal to grant a modification to the provisions of the USBC may appeal to the Building Code Board of Appeals. An application for appeal shall be made in writing in accordance with the applicable timetables and procedures required under the USBC regulations. Application for appeal may be made when it is claimed that the true intent of the Virginia Uniform Statewide Building Code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of the Virginia Uniform Statewide Building Code do not fully apply, or an equally good or better form of construction can be used.

C. The Building Code Board of Appeals shall be appointed and function in conformance with the applicable provisions of the Uniform Statewide Building Code and the administrative amendments.

D. Compensation shall be determined by the Board of Supervisors.

E. No appeal to the State Building Code Technical Review Board shall lie prior to a final determination by the local Building Code Board of Appeals.

For state law basis, see [Va. Code §36-105](#).

Cross-reference. For provisions regarding appeals concerning application of the Statewide Fire Prevention Code, see [§10-37](#) of this Code.

Sec. 5-6. Removal, repair, etc., of buildings and other structures.

A. The owners of property in the County shall, at such time or times as the Board of Supervisors may prescribe, remove, repair or secure any building, wall or any other structure which might endanger the public health or safety of other residents of the County.

B. The Board of Supervisors through its own agents or employees may remove, repair or secure any building, wall or any other structure which might endanger the public health or safety of

other residents of the County, if the owner and lien holder of such property after reasonable notice and a reasonable time to do so, has failed to remove, repair or secure such building, wall or other structure. For purposes of this section, repair may include maintenance work to the exterior of a building to prevent deterioration of the building or adjacent buildings. For purposes of this section, reasonable notice includes a written notice (i) mailed by certified or registered mail, return receipt requested, sent to the last known address of the property owner and (ii) published once a week for two successive weeks in a newspaper having general circulation in Campbell County. No action shall be taken by Campbell County to remove, repair or secure any building, wall or other structure for at least thirty (30) days following the later of the return of the receipt or newspaper publication, except that Campbell County may take action to prevent unauthorized access to the building within seven (7) days of such notice if the structure is deemed to pose a significant threat to public safety and such fact is stated in the notice.

C. In the event the Board of Supervisors, through its own agents or employees, removes, repairs or secures any building, wall or any other structure after complying with the notice provisions of this section or as otherwise permitted under the Virginia Uniform Statewide Building Code in the event of an emergency, the cost or expenses thereof shall be chargeable to and paid by the owners of such property and may be collected by the County as taxes are collected.

D. Every charge authorized by this section or [Va. Code §15.2-900](#) with which the owner of any such property has been assessed and which remains unpaid shall constitute a lien against such property ranking on a parity with liens for unpaid local real estate taxes and enforceable in the same manner as provided in Articles 3 ([Va. Code §58.1-3940 et seq.](#)) and 4 ([Va. Code §58.1-3965 et seq.](#)) of Chapter 39 of Title 58.1 of the Code of Virginia. A locality may waive such liens in order to facilitate the sale of the property. Such liens may be waived only as to a purchaser who is unrelated by blood or marriage to the owner and who has no business association with the owner. All such liens shall remain a personal obligation of the owner of the property at the time the liens were imposed.

E. Notwithstanding the foregoing, with the written consent of the property owner, the Board of Supervisors, through its agents or employees, may demolish or remove a derelict nonresidential building or structure provided that such building or structure is neither located within or determined to be a contributing property within a state or local historic district nor individually designated in the Virginia Landmarks Register. The property owner's written consent shall identify whether the property is subject to a first lien evidenced by a recorded deed of trust or mortgage and, if so, shall document the property owner's best reasonable efforts to obtain the consent of the first lienholder or the first lienholder's authorized agent. The costs of such demolition or removal shall constitute a lien against such property. In the event the consent of the first lienholder or the first lienholder's authorized agent is obtained, such lien shall rank on a parity with liens for unpaid local taxes and be enforceable in the same manner as provided in subsection (D). In the event the consent of the first lienholder or the first lienholder's authorized agent is not obtained, such lien shall be subordinate to that first lien but shall otherwise be subject to subsection (D).

F. The civil penalty for a violation of any provision of this section shall be a fine of one hundred dollars (\$100) for the first violation, or violations arising from the same set of operative facts. The civil penalty for subsequent violations not arising from the same set of operative facts within 12 months of the first violation shall be a fine of one hundred fifty dollars (\$150.00). In no event shall such civil penalties exceed a total of \$1,000.00. Designation of such violations for a civil penalty

shall be in lieu of criminal sanctions and shall preclude prosecution of such violations as criminal misdemeanors. Imposition of civil penalties shall not preclude an action for injunctive, declaratory or other equitable relief, nor shall it preclude any action authorized under the preceding subsections hereof. Monies raised pursuant to this subsection shall be placed in the General Fund of Campbell County.

For state law basis, see [Va. Code §15.2-906](#). For other state laws regarding abatement or removal of nuisances, including unsanitary or unsafe buildings, walls, or structures by localities, see also [Va. Code §15.2-900 et seq.](#) and [§48-1 et seq.](#) For state code authority for subsection (F), see paragraph 6 in [Va. Code §15.2-906](#).

Cross-reference: [Va. Code §15.2-900](#) provides that a locality may maintain an action to compel a responsible party to abate, raze, or remove a public nuisance. If the public nuisance presents an *imminent and immediate threat to life or property*, then the locality may abate, raze, or remove the nuisance and maintain an action to recover costs incurred for the provision of public emergency services reasonably required to abate such public nuisance. The definition of “nuisance” contained in [Va. Code §15.2-900](#) is broad, including but not limited to, dangerous or unhealthy substances which have escaped, spilled, been released or which have been allowed to accumulate in or on any place, as well as unsafe, dangerous, or unsanitary public or private buildings, walls, or structures. That statute is self-executing, such that its provisions may be enforced by Campbell County without the necessity of the County adopting a specific ordinance re same.

Sec. 5-7. Violations; penalties.

A. Any owner or any other person, firm or corporation violating the provisions of this chapter, the Virginia Uniform Statewide Building Code or any rule or regulation adopted pursuant thereto shall be guilty of a misdemeanor punishable by a fine of not more than \$2,500.00. In addition, each day the violation continues after conviction or the court-ordered abatement period has expired shall constitute a separate offense. If the violation remains uncorrected at the time of the conviction, the court shall order the violator to abate or remedy the violation in order to comply with the Code. Except as otherwise provided by the court for good cause shown, any such violator shall abate or remedy the violation within six months of the date of conviction. Each day during which the violation continues after the court-ordered abatement period has ended shall constitute a separate offense. Any person convicted of a second offense committed within less than five years after a first offense under this chapter shall be punished by a fine of not less than \$1,000.00 nor more than \$2,500.00. Any person convicted of a second offense committed within a period of five to ten years of a first offense under this chapter shall be punished by a fine of not less than \$500.00 nor more than \$2,500.00. Any person convicted of a third or subsequent offense involving the same property committed within ten years of an offense under this chapter after having been at least twice previously convicted shall be punished by confinement in jail for not more than ten (10) days and fine of not less than \$2,500.00 nor more than \$5,000.00, either or both. No portion of the fine imposed for such third or subsequent offense committed within ten years of an offense under this chapter shall be suspended. All fines imposed hereunder shall be collected and paid to the credit of the General Fund of the County.

B. Any owner or any other person, firm or corporation violating any Uniform Statewide Building Code provisions relating to lead hazard controls that poses a hazard to the health of pregnant

women and children under the age of six years who occupy the premises shall, upon conviction, be guilty of a misdemeanor and shall be subject to a fine of not more than \$2,500.00. If the court convicts pursuant to this subsection and sets a time by which such hazard must be controlled, each day the hazard remains uncontrolled after the time set for the lead hazard control has expired shall constitute a separate violation of the Uniform Statewide Building Code

C. As provided in [Va. Code §19.2-8](#), any prosecution under this section or [Va. Code §36-106](#) shall commence within one year of discovery of the offense by the building official; provided that such discovery occurs within two years of the date of initial occupancy or use after construction of the building or structure or the issuance of a certificate of use and occupancy for the building or structure, whichever is later. However, prosecutions under this section or [Va. Code §36-106](#) relating to the maintenance of existing buildings or structures as contained in the Uniform Statewide Building Code shall commence within one year of the issuance of a notice of violation for the offense by the building official.

For similar state law, see [Va. Code §36-106](#) and [Va. Code §19.2-8](#).

Cross-reference: See [Va. Code §54.1-503\(C\)](#) for state law requiring state licensure of any person performing lead inspection, evaluation, or abatement activities.

Article II. Local Certification.

Sec. 5-8 through 5-13. Reserved.

Article III. Street naming, signing and structure numbering.

Sec. 5-14. Intent and authority; incorporation of appendices by reference.

The intent of this division is to promote the health, safety, and general welfare of the public by enhancing the provision of fire and rescue services, law enforcement, mail delivery and the general conduct of business within the County.

The [Campbell County, Virginia Street Naming Guideline](#) (Appendix 1), the [Campbell County, Virginia Structure Numbering Guide](#) (Appendix 2), and the [Campbell County, Virginia Number Display Guideline](#) (Appendix 3), as they may be amended from time to time by duly adopted ordinance of the Board of Supervisors of Campbell County, are hereby incorporated by reference as a part of this article.

For state law authority for this division, see [Va. Code §15.2-2019](#) and [Va. Code §15.2-2024](#). See also [§21-24](#) of this Code.

Sec. 5-15. Definitions.

As used in this division, the following words shall have the meanings indicated.

Address – The combination of a structure number and a street name used to identify or locate a structure.

Addressable Structure – Residential, commercial, industrial, public, semi-public, or other building typically receiving USPS delivered mail. The structure must be permitted and permanently anchored with a driveway or defined access location. A structure may also be considered “addressable” if it contains equipment requiring an address, including but not limited to telephone or communications systems, alarm or notification systems, traffic cameras, or utility substations, or for emergency response reasons. Vacant properties or structures that do not meet this definition shall not be addressed.

Pictograph – a pictorial representation used to identify a governmental jurisdiction, an area of jurisdiction, a governmental agency, a military base or branch of service, a governmental-approved university or college, a toll payment system, or a government-approved institution.

Street – Road, highway, boulevard, way, circle, lane, alley, and other words typically used to indicate a traveled way, either public or private, for vehicles along which there are three or more structures or separate lots or tracts of land.

Sec. 5-16. Purpose.

The purpose of this article is to assure the orderly, county-wide naming and signing of public and private streets and numbering of structures in the County, thus enhancing the provision of fire and rescue services, law enforcement, mail delivery, and the general conduct of business.

Sec. 5-17. Effective date.

This article shall become effective in total or in phases following implementation as determined by the Board of Supervisors or its designated agent.

Sec. 5-18. Administrative procedures.

A. The Zoning and Subdivision Administrator or his designated agent is designated as the Agent responsible for the administration, implementation, and enforcement of this article.

B. The Agent shall establish street names, signing, and structure numbers in accordance with the [Campbell County, Virginia Street Naming Guideline](#), the [Campbell County, Virginia Structure Numbering Guide](#) (Appendices 1 and 2 respectively) and the provisions of this article, provided that the Agent may make discretionary exceptions under specific situations to meet the intent of this article.

C. Reserved.

D. No certificate of occupancy shall be issued until the assigned structure number has been posted and street name sign installed (if required) as herein provided. The property owner shall be responsible for affixing the structure number and remove any existing or previous structure numbers as necessary in accordance with the [Campbell County, Virginia Structure Number Display](#)

[Guideline](#) (Appendix 3). The cost and maintenance of structure numbers shall be the responsibility of the property owner.

Editor's note: The [Campbell County, Virginia Street Naming Guideline](#) (Appendix 1), the [Campbell County, Virginia Structure Numbering Guide](#) (Appendix 2), and the [Campbell County, Virginia Structure Number Display Guideline](#) (Appendix 3) were duly adopted by the Campbell County Board of Supervisors on November 6, 1995, to become effective on December 1, 1995, and are incorporated herein by reference. The three appendices are set forth at the end of this Chapter of the Campbell County Code of 1988.

Sec. 5-19. Street naming and signing.

A. After the effective date of this article, it shall be the responsibility of the developer of any development or subdivision creating public or private streets or any individual creating a street to consult with the Agent and propose a name for such streets in accordance with the [Campbell County, Virginia Street Naming Guideline](#) and this article. Proposed names must be reviewed and approved by the Agent prior to final approval of any development plan or subdivision plat. Approved street names must be shown on each development plan or subdivision plat.

B. After the effective date of this article, it shall be the responsibility of the developer of any development or subdivision creating public or private streets or any individual creating a street to purchase, fabricate, and install street name signs in accordance with VDOT specifications provided by the Agent.

C. Street name signs for any public or private street created after the effective date of this article shall be installed at approved locations prior to release of road bonds and issuance of a certificate of occupancy.

D. The Planning Commission shall consider changing an approved street name upon receipt of a petition requesting the change and stating the proposed name, provided that the petition is signed by at least a two-thirds (2/3) majority of the real property owners along the affected street and contains a statement signed by the Agent that the requested change is in compliance with this article. A twenty-five dollar (\$25.00) administrative fee shall accompany the petition. If approved, the petitioner shall be responsible for all costs associated with street sign replacement.

E. When a new street has to be named, property owners or developers may be given the option to suggest the street name by submitting a written request or plat stating the proposed name(s). When multiple property owners are involved, the request should be signed by at least a two-thirds (2/3) majority of the real property owners along the affected street. The proposed name will be subject to review and approval by the Agent. In all cases, the Agent will have final authority to assign a street name.

F. Street name signs shall have a green background and white letters, unless otherwise approved by the Agent.

G. If a pictograph is used on a street name sign, the height and width of the pictograph shall not exceed the upper-case letter height of the principal legend of the sign and should be located to the left of the street name. With the exception of color, signs with pictographs shall be in

compliance with this article. Sign color and design shall be approved by the Agent. Installation and *lifetime maintenance* of signs with pictographs shall be the responsibility of the jurisdiction, university, college, institution, etc. requesting the sign. If such signs are not maintained or damaged or missing signs are not replaced within 60 days, the Agent may replace the sign with a standard street name sign without the pictograph.

Sec. 5-20. Determination of structure numbers.

Structure numbers shall be assigned in accordance with the [Campbell County, Virginia Structure Numbering Guide](#) and this article.

Sec. 5-21. Enforcement.

A. Whenever the Agent has reason to suspect there has been a violation of this article, notice shall be given of such violation and an order issued requiring the appropriate corrective measures be taken within thirty days from the date of notification.

B. If the order is not complied with, the Agent shall initiate necessary actions to terminate the violation through criminal or civil measures.

C. Any violation of this article shall constitute a Class 4 misdemeanor.

For punishment of Class 4 misdemeanor, see [Va. Code §18.2-11](#).

Sec. 5-22. Severability.

Should any section, subsection, or provision of this article be declared by a court of competent jurisdiction to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of this article as a whole or any part thereof other than the part so declared to be invalid or unconstitutional.

Appendices.

Editor's note: The following three appendices, [*Campbell County, Virginia Street Naming Guideline*](#) (Appendix 1), [*Campbell County, Virginia Structure Numbering Guide*](#) (Appendix 2), and [*Campbell County, Virginia Structure Number Display Guideline*](#) (Appendix 3), were duly adopted by the Campbell County Board of Supervisors on November 6, 1995, effective on December 1, 1995, and are incorporated by reference into Article III of this Chapter of the Campbell County Code of 1988. The appendices constitute uncodified ordinances of the County of Campbell which may be amended from time to time by duly adopted ordinance. Originally, they were found at the end of Chapter 10, Public Safety, and moved to Chapter 5 effective December 4, 2012.

APPENDIX 1

CAMPBELL COUNTY, VIRGINIA STREET NAMING GUIDELINE

The purpose of this street naming guideline is to assure the orderly, county-wide naming and of public and private streets, to facilitate the assigning of addresses and enhance the provision of fire and rescue services, law enforcement, mail delivery and the general conduct of business. As used herein, the words “address,” “street,” and “addressable structure” shall have the definitions indicated in the Street Naming, Signing and Structure Numbering Ordinance, as codified at Article III, Chapter 5 of the Campbell County [Virginia] Code of 1988.

1. All proposed names shall be reviewed by the Agent, and the Agent shall make decisions on names of streets and roads. Any disputes resulting from a decision of the Agent shall be resolved by majority vote of the Campbell County Planning Commission, and any costs incurred as a result will be borne by the applicant.

2. All street/road names chosen shall be compatible with E-911. The goal is to provide an easily distinguishable, simple, and logical method of identifying locations for emergency response, law enforcement, and business purposes. Factors to consider include:

- Number of characters allowed for name
- Origin of names
- Duplications
- Similar spelling and sound alike

3. Names shall not have more than 18 characters including spacing, excluding suffixes. Prefixes that precede a street name and invariably indicate a direction (north, south, etc.) should be avoided. Special characters such as apostrophes, hyphens, periods, or decimals should also be avoided.

4. Exact duplicate names are to be avoided. Although different emergency service areas exist for fire and rescue personnel, the law enforcement serves the entire county.

5. Subsidiary streets: An exception to the no duplication rule may be when a cul-de-sac, lane, or court has the same name as the street to which it is physically attached. “Place,” “lane,” or “court” are suggested as suffix to differentiate between the streets.

6. Avoid street/road names that are similar or sound very similar-Beach/beechn/peach or sound-alike prefix such as Oakleaf, Oakleigh, Oak Lane. This is to eliminate problems in dispatching to the correct address.

7. Continuity throughout the County is important. A street shall have the same name throughout its entire length. Jags or offsets approximately 200 feet or more in a street may be considered a break in continuity. Where permanent breaks exist along a street, the street may be divided into segments and each segment assigned a different name. Name changes should be made at easily recognized breaks in the street. A street segment shall have only one name. When naming streets, identifying and following the predominant traffic flow shall be more important than simply following an existing route number.

8. Names should: be appropriate for the individual street and the area's nature and character, enhance community image, have historical, physical, aesthetic or local color perspective, avoid the names of living persons and in every case be in good taste.

9. All streets, whether public or private, serving three or more addressable structures or properties shall be assigned a name. The Agent shall have the option to waive the street naming requirement for non-residential or commercial sites with multiple addressable structures, a single or main entrance, and a single landowner.

10. Manufactured home parks: The entrance and all streets contained within the park shall be named.

11. Streets extending into Campbell County from other localities may continue with the same name subject to the provisions of these guidelines.

12. The Campbell County Street Name Directory. The current list of all approved street names will be on file with both the Agent and the E-911 Coordinator for public review and inspection. Copies of this list are available at a cost of \$5.00, payable to: Treasurer, Campbell County.

APPENDIX 2

CAMPBELL COUNTY, VIRGINIA STRUCTURE NUMBERING GUIDE

The purpose of this structure numbering guide is to provide a flexible, uniform method for assigning structure numbers that is appropriate for varied development, allows for full development, facilitates giving and following directions and provides at least a general indication of location. As used herein, the words “address,” “street,” and “addressable structure” shall have the definitions indicated in the Street Naming, Signing, and Structure Numbering Ordinance, as codified at Article III, Chapter 5 of the Campbell County [Virginia] Code of 1988.

1. The system shall be a milepost type based on dividing each mile of street into 1,000 equal parts providing a number every 5.28', ($5,280 \times 1,000 = 5.28'$) resulting in 500 numbers on each side of the road 10.56' apart. ($2 \times 5.28' = 10.56'$)

2. Numbers for the first mile shall run from 1 to 999. Numbers during the first tenth of a mile will be a one or two digit number indicating the structure number. Succeeding numbers in the first mile will be a three digit number. The first digit will indicate tenths of a mile and the last two digits will indicate the structure number. Numbers for subsequent miles will be a four (4) digit number. The first digit or prefix, (1) designates the milepost number, the second tenths of a mile, and the last two digits, the structure number (00 to 99). The first digit or prefix during the second mile shall be “2” and the third, “3” indicating that the structure number is in the second or third mile and so on.

3. Odd numbers shall be on the right and even numbers on the left when facing the direction of increasing numbers.

4. While there may be exceptions, the intersection of Colonial Highway, Brookneal Highway, and Village Highway in Rustburg is generally the origin of the numbering system for streets running through or from the County. For other streets, the numbering origin shall be a street intersection. Roads are numbered from the origination point nearest to Rustburg then radiating outward from the beginning point. When road origin point is numbered closer than its point of termination, numbering generally runs south to north.

5. Again, while there may be exceptions, numbers shall generally increase towards areas of less development, cul-de-sacs and dead ends.

6. Existing numbering systems in the towns of Altavista and Brookneal shall be incorporated into the new system without change.

7. Generally structures are addressed to the road on which the structure faces, however, in instances where access to the property is not provided on that road, but from a second road, the structure will be addressed to the road which provides access to the property. While a degree of judgment must be used, generally, structure numbers are determined by the point at which access to the structure intersects with the street or road. In the case of structures that front on a private road serving less than three structures, the structures will be addressed to the road to which the private drive attached. Numbering will be computed using the point that the private drive intersects the

primary road. The distance, in feet, of this point on the road centerline from the starting point of the road is then divided by 5.28'. The resulting number is then adjusted for the side of the street.

8. When it is appropriate to start the county numbering system from an existing system, such as along streets leaving the Town of Altavista, the last number in the existing system shall be identified and sufficient numbers shall be allowed for development anticipated between the last existing number and the system boundary. The county system shall begin at the boundary, or, if there is no boundary, after the last existing number, with a new number following the existing sequence but rounded up to the next even hundred. For example: if the last existing number is 902,1000 would be a reasonable starting place for the county system as it would allow numbers for additional development on the existing system and still follow a logical sequence in starting the new one.

9. Apartments, suites or similar subdivisions of a structure will be numbered. Single level structures may use a one or two digit number to indicate unit number. Multi-level structures will use a three digit number, the first digit will indicate the level and the second and third digit will indicate the unit number. Structures having access to units from an interior hallway will be numbered with odd unit numbers on the right and even unit numbers on the left.

APPENDIX 3

STRUCTURE NUMBER DISPLAY GUIDELINE

PURPOSE: To set forth a policy for the display of addressed structures within Campbell County.

1. It shall be the responsibility of structure owners to provide and post structure numbers on their structures as herein provided.

2. On structures located less than fifty (50) feet from the road edge, block numbers a minimum of four (4) inches high should be attached to the structure in such a position that they are clearly visible from the road. For structures on corner lots, the numbers should face the road which is the street address of the structure.

3. On structures located more than fifty (50) feet from the road edge, or if the structure is partially or fully obscured from view, the numbers shall be displayed next to a walk, driveway or other suitable location, in addition to being attached to the structure. Numbers shall be at least three inches high and located so as to be visible from the road from either direction. For structures on corner lots, the numbers should be visible from the road which is the street address.

4. Numbers shall be placed on a contrasting background. The use of reflective numbers is strongly encouraged. Numbers attached to structures should be positioned at least five (5) to seven (7) feet off of the ground. Numbers displayed next to a walk, driveway or other location will be positioned three (3) to seven (7) feet above the ground.

5. Commercial and industrial structures shall display structure number, in six (6) inch numbers, on or above the main entrance to the structure. There shall be no other numbering or lettering within one foot of the structure number.

6. Apartments, townhouses, shopping centers, and similar developments where one main number is assigned to the development shall display that number at the developments main entrance. Such main numbers shall have a minimum height of six inches and should be positioned at least five (5) feet and not more than fifteen (15) feet above the ground. Numbers for individual units within each development shall be displayed on or above the main entrance to each unit.