

DIRECTORY OF DEPARTMENTAL DUTIES AND FREQUENTLY USED TELEPHONE NUMBERS

Building Inspections	591-1935	Fax 591-1936
Circuit Court	591-1970	Fax 591-1971
Commissioner of the Revenue	591-1940	Fax 591-1941
Commonwealth's Attorney	591-1985	Fax 591-1986
County Administration	591-1910	Fax 591-1911
County Planner	591-1910	Fax 591-1911
Court Services Unit (Juvenile Probation/Intake)	591-1990	Fax 591-1991
General District & Juvenile & Domestic Relations Court	591-1980	Fax 591-1981
Finance	591-1930	Fax 591-1931
Health Department	591-1960	Fax 591-1961
Environmental Health	591-1965	Fax 591-1966
Parks & Recreation	842-3150	Fax 842-1015
Public Library	589-1400	
Public Works	591-1925	Fax 591-1924
Registrar	589-3593	Fax 589-6383
Sheriff	589-8211	Fax 589-6594
Social Services	842-8221	Fax 842-2776
Treasurer	591-1945	Fax 591-1946
Virginia Cooperative Extension	591-1950	Fax 591-1951

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Address – existing structure – Sheriff’s Office (589-8211)
Address – new structure - - Building Inspections (591-1935)
Address – property without buildings – No address issued
Adoption – Social Services
Adoptions – Circuit Court
Adult Protective Services – Social Services (after 5 PM and on weekends/holidays can be directed to the Sheriff’s Department who will page the worker on duty)
Adult Services – Social Services
Animal Control (589-8221)
Annulments -Circuit Court
Assessments – Commissioner of the Revenue
Auxiliary Grants – Social Services
BPOL Tax – Not collected in Fluvanna
Building Permits – Buildings Inspections
Business License – Not required in Fluvanna
Census Data for County – “Fluvanna by the Numbers” handout available from County Administration
Child Day Care Services – Social Services
Child Protective Services – Social Services (After 5 PM and weekends/holidays can be directed to the Sheriff’s Department who will page the worker on duty)
County web page: www.fluvannacounty.org
Chamber of Commerce (589-3262)
Child Support – Juvenile & Domestic Relations Court
Church Trustees – Circuit Court

Commissioner of Accounts (F. Bosley Crowther 3rd 589-3533)
Commissioners in Marriage – Circuit Court
Concealed Weapons Permit – Clerk of Circuit Court
Court Costs – Circuit Court/General District Court
Criminal – General District /Juvenile & Domestic/Circuit Court
Custody Petitions – Court Services Unit
Death Certificates – Health Department
Decal for automobile – Treasurer’s Office
Deeds – Circuit Court
Delinquent Taxes - Treasurer
Divorces – Circuit Court
Dog Tags - Treasurer
Dog Warden – Game Warden contacted through Sheriff’s Office
Emergency Assistance to Needy Families with Children – Social Services
Energy Assistance (Heating & Cooling assistance) – Social Services
Expungements – Circuit Court
Family Based Services – Social Services
FAMIS (health insurance for children) – Social Services
Felony Cases – Circuit Court
Fictitious Names – Circuit Court
Financing Statements (UCC's) – Circuit Court
Firearms, gun permit – Clerk of Circuit Court
Food Stamps – Social Services
Forestry ((804)556-3145)
Foster Care – Social Services
Garnishments – General District Court/Circuit Court
Genealogy – Circuit Court
General Relief Assistance – Social Services
Handgun Permits – Circuit Court.
Historical Society (Marvin Moss, President 589-4839)
Human Resource Directory – County web page www.fluvannacounty.org
Indictments – Circuit Court
Judgments – Circuit Court
Jury Service – Circuit Court
Justice of the Peace (none, called Commissioners in Marriage) – Circuit Court
Lake Monticello Owners' Association (589-8263)
Lake Monticello Police (589-3215)
Lake Monticello Service Company (589-8264)
Land Records – Circuit Court
Land Use – Commissioner of the Revenue
Landfill (842-3198)
Landfill temporary permit – Issued to property owners who live outside County (see Nelle Carter, Public Works)
Library (589-1400)
Liens, recorded – Circuit Court
Magistrates – Sheriff
Map of County – Available in the County Administration Office and local businesses
Marriage Licenses – Circuit Court
Medicaid – Social Services
Misdemeanor Appeals – Circuit Court
Motions for Judgment – Circuit Court

Names Changes – Circuit Court
Notary Applications – Circuit Court
Passports – Circuit Court
Payroll – Finance
Personal Property Taxes – Treasurer
Plats & Surveys, recorded – Circuit Court
Plats, approval for recordation – County Planner
Post Office (589-2354)
Recordation Fees – Circuit Court
Refugee Resettlement Program – Social Services
School Board (589-8208)
Septic Permits – Environmental Health Department
Setbacks – Planning Department
Site Plan – Planning Department
Small Claims Court – General District Court
Special Use Permit – Planning Department
State-Local Hospitalization – Social Services
Taxes – Treasurer
Tax Maps – Circuit Court/Commissioner of the Revenue
Temporary Assistance to Needy Families (TANF) – Social Services
Traffic Appeals – Circuit Court
Traffic Court – General District Court
Traffic Tickets – General District Court
Trust Funds – Circuit Court
VDOT - Palmyra (589-8113)
 Scottsville (286-3201)
 Zion Crossroads (589-8622)
Victim Witness Coordinator – Commonwealth's Attorney
VIEW (VA. Initiative for Employment, not Welfare) – Social Services
Visitation Petitions – Court Services Unit
Voter Registration – Registrar
Warrants in Debt – General District Court
Wills and Probate – Circuit Court
Zoning – County Planner