

County of Charles City
Department of Community Development
10900 Courthouse Road
PO Box 66
Charles City, Virginia 23030
(804) 652-4707
(804) 829-5819 FAX
www.co.charles-city.va.us



NEW BUSINESS ZONING PERMIT

TO: New Businesses in Charles City County
FROM: Department of Community Development
RE: Zoning Permit Required

PLEASE READ:

Any new businesses prior to operation in the County of Charles City must obtain a zoning permit. **If you are required to obtain a business license from the Charles City County Commissioner's Office, and the business location/address is in Charles City County then a Business Zoning Permit (BZP) is required. The BZP is a one-time permit and is valid so long as your business operates in Charles City County in the same location.** The zoning permit specifically authorizes and certifies that your business operation complies with the County's Zoning Ordinance. Please complete the form below and submit the application along with zoning fee as specified by Community Development staff to the above address. The business license and fee can be obtained through the Office of the Commissioner of Revenue (804-652-2161).

Charles City County Department of Community Development Zoning Permit Application for Commercial and Industrial Business

Application No. _____
Date Submitted _____
Tax Map Id _____
Amount \$ _____ CK# _____

Applicant

Name _____

Address _____

Phone# _____ Fax#: _____

Email Address: _____

Name of Business: _____

Property Information

Physical Address _____
(in Charles City County)

Tax Map _____

Subdivision (if applicable): _____

Zoning District of Business Location: _____ (County will provide)

Describe in detail the type of business operation:

Number of employees: _____ Full Time _____ Part time

Hours of operation: _____

Type and Number of machinery/tools involved: _____

Do you have an approved site plan for the business location: _____ Yes _____ No

If the business is in a residential structure a Change of Use application is required from the Building Official. The Building Official shall conduct a Courtesy Inspection for Life/Safety issues (Illuminated Exit signs, Fire Extinguisher, Occupancy Load, etc.)

Will a sign be placed on the property: _____ Yes _____ No

If yes, a sign permit is required prior to opening for business.

Number of Signs: _____ Sizes (sq. ft.): _____

Number of off-street parking spaces: _____

Has the Building Official issued a Certificate of Occupancy: _____ Yes _____ No

Attach a copy of the Certificate of Occupancy.

Existing use of building (if previously occupied): _____

Proposed use of building: _____

Does business entrance/drive connect to public road: _____ Yes _____ No

Total Floor area of business: _____ sq. ft.

Total floor area of any accessory structure(s): _____ sq. ft.

If Applicable, you will need to supply a Health Department Permit for the New Business – If so, required a copy should be attached to this application.

I/We have read this completed application, understand its intent, and freely consent to its filing. The information provided is accurate to the best of my/our knowledge. I understand that the County may approve, conditionally approve, or deny the request for which I am applying. Furthermore, I grant permission to the Department of Community Development and other authorized government agents to enter the property and make such investigations as they deem necessary to evaluate the request. I further certify all information provided is true and accurate. I understand approval of the permit shall expire if the business is not in operation within 6-months of the date of this permit's approval.

Applicant's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

Landowner Signature: _____ Date: _____

(If different than applicant)

Zoning District: _____

Required Setbacks (feet): _____ Front _____ Side _____ Rear

Conforming: Existing Use _____ Yes _____ No
Proposed Use _____ Yes _____ No

Comments/Conditions:

Approved: _____
Zoning Administrator

Date: _____

Completed applications should be returned to the Department of Community Development, 10900 Courthouse Road, Charles City, VA 23030 with the application fee. Checks should be made out to *Charles City County Treasurer*.
Please note: **No business may commence operation prior to zoning permit approval.**