



601 Caroline Street, Suite 400
Fredericksburg VA 22401
540-372-1179
planning@fredericksburgva.gov

CERTIFICATE OF ZONING USE PERMIT

Fee: \$50.00

This is a: Change of Address Change of Ownership New Business Other: _____

Business Name: _____ Bus. Phone: _____

Business Location/Address: _____

Business Mailing Address: _____

Business Owner Name: _____ E-Mail: _____

Description of Business: _____ Start Date: _____

Property Owner Mailing Address: _____

Property Owner Email: _____ No. of off-street parking spaces: _____

Square Footage to be used: _____ Is this property located in the Historic District? Yes No

CZU will be issued by the Building Services Department along with an approved Occupancy Permit. This is NOT a Certificate of Occupancy. Approval of an Occupancy Permit and a Zoning Permit must be obtained before a Business License will be issued.

By signing below you are certifying that the above information is correct and you understand that this permit only applies to the business address noted above. **If you move from this location, you will need to apply for a new Certificate of Zoning Use Permit. See reverse side of application for additional permit requirements.**

Name of Business Owner (please print) Date

Signature of Business Owner

Name of Property Owner Date

Signature of Property Owner

SIGNS PLACED ON THE PROPERTY WILL REQUIRE SUBMITTAL OF A SIGN APPLICATION.
THIS APPLICATION ONLY CERTIFIES COMPLIANCE WITH ZONING REGULATIONS.

For Completion by Community Planning & Building Department

Approved Disapproved

Zoning Designation: _____ Comments: _____

Zoning Administrator _____ Date _____

Copy to: Economic Development Fire Dept. Police Dept. (Support Services Div) Health Dept.

OTHER REQUIRED PERMITS/LICENSES

CERTIFICATE OF OCCUPANCY PERMIT

A Certificate of Occupancy is required for all new businesses occupying a commercial space within the City. An application can be obtained from the Building Department or on the City website. If you have any questions, please contact us at 540-372-1080 or building@fredericksburgva.gov.

BUILDING PERMITS

To build a new building or structure, make additions and/or alterations, or change the use of an existing building requires a Building Permit from the Building Services Division. All work proposed within the Historic District requires a Certificate of Appropriateness from the Architectural Board before a permit will be issued.

Anyone with questions concerning the Building Permit process, whether a building permit would be required, information about permit fees, or applicable Building Code regulations may contact the Building Official or the Deputy Director for Building Services Division, 540-372-1080.

SIGN PERMIT

A Sign Permit is required for all signs erected or placed on property or buildings in the City. Applications may be obtained from the Community Planning & Building Department or on the City website. All signs proposed for property in the Historic District require a Certificate of Appropriateness from the Architectural Review Board before a sign permit will be issued. In addition all portable signs displayed in the Historic District require a Portable Sign Permit.

BUSINESS LICENSE

A Business License is required for anyone wishing to operate a business within the City. A Business License Application can be obtained from the Commissioner of Revenue's office or on the City website. **Approval of an Occupancy Permit and a Zoning Permit must be obtained before a Business License will be issued.**

FENCE/WALL PERMIT

Construction of a wall or fence taller than 6 feet will require a building permit. Applications may be obtained from the Community Planning & Building Department or on the City website. All work proposed within the Historic District requires a Certificate of Appropriateness from the Architectural Board before a permit will be issued.

SIDEWALK CAFÉ LICENSE

Restaurants in the Historic District with outside seating require a Sidewalk Café License. Applications are available from the Community Planning & Building Department or on the City website.

FOR ADDITIONAL INFORMATION

Architectural Review Board - 540-372-1179
Commissioner of the Revenue - 540-372-1004
Building Services Division - 540-372-1080